



2016 HEAD OF THE OHIO
Saturday, October 1 AND Sunday, October 2 2016
Pittsburgh, PA
VENDOR APPLICATION AND AGREEMENT

The 2016 Head of the Ohio Regatta will again be over two days, the weekend of October 1 and 2, 2016. High school teams will compete on Sunday, October 2; all others will compete on Saturday, October 1. The complete race schedule is available on Regatta Central.

Vendors may choose to participate on one day or two; please note special pricing for those who opt for two days.

If you have any questions about this agreement or the event in general, please contact Donna Bour at 412-780-7802 or donna.bour@bourassociates.com.

Terms and Conditions:

- Standard booth space is 10' x 10' **INCLUDES** one table and two chairs ONLY. Tents and additional tables and chairs are available for rental (see application).
- You are free to bring your own tents, tables, and chairs. If you do so, you are responsible for securing your tent. Three Rivers Rowing Association assumes no liability for damage to tents that are not secured.
- If you bring your own tents, tables, and chairs you are responsible for set up and dismantling. We cannot provide volunteers or staff to assist you.
- The price for each 10' x 10' booth space is **\$225 per day or \$300 for the entire weekend.**
- **Vendors interested in a larger space should contact the Logistics Manager.**
- All equipment **MUST BE ORDERED IN ADVANCE.** No equipment will be available the days of the event.
- An additional \$25 will be charged for electricity.
- If you request electricity you **MUST BRING YOUR OWN POWER STRIPS AND EXTENSION CORDS.** The organization cannot provide these items for you. Please note that access to electricity is very limited.
- Booth space will be assigned on a first-come, first-served basis.
- Confirmations and instructions will be emailed by September 23, 2016.
- Vendors must provide proof of insurance and name Three Rivers Rowing Association as an additional insured. Certificates are due no later than September 23, 2016.
- Vendor set-up hours are 9 a.m. to 8 p.m. on Friday, September 30, 2016. TRRA provides security from 9 p.m. September 30 until 5 a.m. October 1 and again from 6 p.m. October 1 until 5 a.m. October 2. Additional set up hours are Saturday, October 1 from 5 a.m.-6:30 a.m. **PLEASE NOTE THAT IF YOU SET UP ON SATURDAY, OCTOBER 1, YOUR VEHICLE MUST BE REMOVED FROM THE VENDOR AREA NO LATER THAN 6:30 A.M. THERE WILL BE NO EXCEPTIONS.**
- Vendors may break down after 2 p.m. on October 2.
- Vendors are responsible for policing their areas and removing all trash. Non-compliance may result in a ban on future participation.



- Deadline for application submission and payment is September 21, 2016. No applications will be processed unless accompanied by full payment.
- REFUNDS for cancellation of space will only be granted if all spaces are sold.
- The Vendor agreement must be signed by an authorized individual. Once the agreement is signed it will be a binding contract for the number of booths reserved.

For More Information Contact:

Donna L. Bour, Logistics Manager
Head of the Ohio Regatta
1735 E. Carson Street, #338
Pittsburgh, PA 15203
P – 412.780.7802
donna.bour@bourassociates.com



**2016 HEAD OF THE OHIO
VENDOR APPLICATION**

Please type or print legibly

Company: _____
Mailing Address: _____

Contact Name and Title: _____
Email: _____
Telephone: _____ Fax: _____

VENDOR FEE AND EQUIPMENT RENTAL:

____ 10X10 booth space(s) including 1 table and
2 chairs X \$225/day or \$300 for the weekend: \$ _____
1 10 X 10 tent @ \$125: _____
____ banquet tables @ \$15 each: _____
____ chairs @ \$10 each: _____
Electricity @ \$25: _____
TOTAL ENCLOSED: \$ _____

IF YOU WOULD LIKE A LARGER SPACE PLEASE
CONTACT THE LOGISTICS MANAGER.

**IF YOU ARE A FOOD VENDOR, YOU MUST INDICATE ALL OF THE ITEMS YOU WILL HAVE AVAILABLE FOR
SALE. THIS IS TO ENSURE NO DUPLICATION OF FOOD AND BEVERAGE ITEMS. IF YOU DO NOT
COMPLETE THIS SECTION, YOUR APPLICATION WILL NOT BE PROCESSED. FOOD ITEMS WILL BE
APPROVED ON A FIRST-COME, FIRST-SERVED BASIS.**

PLEASE PRINT CLEARLY!

Food Items:	
Beverages:	

Check Enclosed. Please make all checks payable to Three Rivers Rowing Association.

Credit Card.

VISA MasterCard

Card Number: _____ Expiration Date: _____
Name on Card: _____ Signature: _____

Please send completed form and payment to:
Donna L. Bour, Logistics Manager
Head of the Ohio Regatta
1735 E. Carson Street, #338
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The undersigned, an authorized representative of the above organization, does hereby release, forever discharge, and hold harmless the Three Rivers Rowing Association from all actions, suits, damages, or claims whatsoever arising from any loss or damage to any property or person(s) as a result of their involvement with the 2016 Head of the Ohio. I hereby consent to all county and municipal ordinances and stipulate that our organization meets the established criteria. The undersigned considers this application a commitment to show. I am authorized by my company/organization to contract for vendor space at the 2016 Head of the Ohio. I have read, understand, and accept the Terms and Conditions of the Vendor Application.

Signature: _____ Date: _____
Print Name and Title: _____

Application deadline is September 21, 2016.