



## Vendor Information Austin Rowing Club Regattas

**Overview:** Austin Rowing Club is a non-profit 501c3 organization dedicated to promoting the sport of rowing in our community. ARC Regattas grow in number each year, and we expect thousands of participants and attendees to join us in 2024.

Held annually in the heart of Downtown Austin on Lady Bird Lake, the Austin Rowing Club has had the pleasure of hosting the Heart of Texas, Texas Rowing Championships, and Head of Colorado Regattas. All three regattas are classified as National Standard Regattas by USRowing. Get to know Austin Rowing Club, and be sure not to miss the opportunity to participate in many high-caliber events and engage with the active rowing community!

Event:	Event Date:	Athletes:	Attendees:
Head of Colorado Regatta	October 26	400	1,200

### Vendor Space & Tent Rental Equipment:

Vendors have the option to provide their own tent and equipment. Those who do so will have ample space for a tent in one of two sizes: 10x10 or 10x20.

There is also the option to arrange through Austin Rowing Club to provide a tent in one of three sizes: 10x10, 10x20, or 20x20. Each tent rental provided by Austin Rowing Club will include lighting, tables, and chairs applicable to the size of the tent. If a vendor needs additional tables or chairs, please indicate on the registration form below.

- Due to available space, merchandise should not extend beyond 5 feet from the tent. Those who do so may be asked to consolidate their merchandise or pay for additional space.

**Boat Exhibitors:** There is no additional charge for exhibiting rowing shells in slings. However, space is limited. Each vendor likely has room for one single and one pair/double, depending on the location of the tent.

### Electricity:

Electricity is provided at an additional charge per day. Each tent rental through Austin Rowing Club will include individual tent lighting, although we need to know ahead of time if you will require electricity. Please contact us if you need electricity for your tent.

### Certificate of Insurance:

Vendors must provide a certificate of insurance naming Austin Rowing Club as additionally insured. Certificates must be submitted two weeks before each of the regattas you will be attending for your registration to be completed. Those who register after a regattas deadline must include insurance certificates at the registration time.

**Vendor Layout:** All tents and vendors are located around the event registration setup. Please see page 3 for an example of a tent diagram.

### Reservations:

Fill out the attached vendor registration form and return it four weeks prior to the event date. Any form submitted after the deadline will be subject to an additional charge. Austin Rowing Club will not be able to provide tents after this deadline.

**Cancellations:** Should you cancel your reservation, notify Austin Rowing Club immediately. The following cancellation policies apply;

- 31-60 days from the event; full registration fee returned
- 15-30 days from the event; 50% of the registration fee returned
- Registration fees will not be refunded if notification is received within two weeks of the Regatta signed up for.

### Questions:

If you have further questions about becoming a vendor at Austin Rowing Club Regattas, don't hesitate to get in touch with Stephanie Johnson, Event Coordinator, at [stephanie.johnson@austinrowing.org](mailto:stephanie.johnson@austinrowing.org) or 512-472-0726.



# Vendor Registration Form

## Austin Rowing Club Regattas

(place an **X** on the event attending)

<input type="radio"/>	<b>Head of the Colorado</b>
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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Onsite Contact Name & Number: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Product Line Description: \_\_\_\_\_

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<b>VENDOR TENT/ EQUIPMENT OPTIONS:</b>	<b>Pricing</b>	<b>Total</b>
Bring your own tent: 10x10	\$350	_____
Bring your own tent: 10x20	\$400	_____
Rental Tent: 10x10 (includes 1 Table, 2 Chairs)	\$500	_____
10x20 (includes 2 Tables, 2 Chairs)	\$600	_____
20x20 (includes 4 Tables, 2 Chairs)	\$800	_____

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<b>ADDITIONAL ITEMS:</b>			<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Table			_____	\$15.00	_____
Chairs			_____	\$2.50	_____
Electricity	Yes	No (Circle One)		\$25.00	_____
Boats	Yes	No (Circle One)			
			_____ Single		
			_____ Double		

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**Total Due \$** \_\_\_\_\_

You can make payment by check or credit card; be sure to include the original or copy of the vendor registration form. Please get in touch with Austin Rowing Club to arrange payment using a credit card. Make checks payable to Austin Rowing Club.

Send To:

Austin Rowing Club  
74 Trinity Street  
Austin, TX 78701  
512-472-0726





# Tent Layout Example

## Austin Rowing Club Regatta

