

6th Annual Wheeling Vintage Raceboat Regatta **September 2, 3 and 4, 2011**
WHEELING HERITAGE PORT

Concessionaire/Exhibitor Information

*The plans for the 6th Annual Wheeling Vintage Raceboat Regatta are underway and you are invited to bring your commercial booth for display/sales. Please read the following information carefully, and fill out and return **PAGES 3 and 4** to apply for booth space.*

COMMERCIAL BOOTH SPACE is reserved for those vendors/exhibitors involved in sales of products or services of any type. Fee is \$3.50 per square foot (\$350 minimum) of booth space including awnings and on-street storage. No booth may extend more than 12 feet from the curb in order to comply with fire regulations.

SCHEDULE OF EVENTS (all events FREE and open to the public):

Friday September 2:

8:00 AM - 6:00 PM, registration of boats; pits open for visitors.

6:00 PM – 10:30 PM, **FREE** musical entertainment at Heritage Port.

Saturday September 3:

10:00 AM - 6:00 PM, Heats of vintage raceboats on the Ohio River; classic car exhibition; RC airplane exhibition during times when the river must be closed for barge traffic to come through; children's activities including Sea Quest Kids boat building workshops throughout the day.

6:00 PM – 10:30 PM, **FREE** musical entertainment at Heritage Port.

Sunday September 4:

10:00 AM - 6:00 PM, Heats of vintage raceboats on the Ohio River; classic car exhibition; RC airplane exhibition during times when the river must be closed for barge traffic to come through; children's activities including Sea Quest Kids boat building workshops throughout the day.

PAYMENT/CANCELLATION OF DISPLAY SPACE: A deposit of 50% must accompany the signed contract to be accepted. All vendor fees must be paid in full and received by the Regatta Committee by Monday, August 1, 2011; a 20% late charge will be added if fees are not paid in full by that date. Space not paid in full by August 6 will be subject to cancellation by the Regatta Committee. Space reserved after August 1 must be paid in full at the time of application. Booth space may be cancelled without penalty by June 1, 2011. Booth space cancelled between June 1 and August 1 will be charged one-half the fee for the booth. Booth space cancelled after August 1 will receive no refund. Any exhibitor failing to occupy booth space that has been reserved forfeits all fees.

OPERATING RESTRICTIONS: The Regatta Committee reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any other reason are deemed objectionable in the opinion of the Committee, and to prohibit or remove any displays which detract from the family nature of the Regatta in the opinion of the Committee. The serving, distribution or possession of alcoholic beverages in the Regatta area is strictly prohibited. Distribution of flyers, etc outside the marked area of the booth space is not permitted.

LIABILITY/INSURANCE: Every reasonable precaution will be taken by the Regatta Committee to protect property during installation, exhibition, and removal of booths. Neither the Regatta Committee, service contractors, any officers, staff members nor directors of same are responsible for the safety of property of exhibitors from theft or damage from fire, accident, vandalism, or any other cause. Small and especially valuable materials should be safely packed away by the exhibitor during hours when the exhibit is not manned. If the exhibitor feels he needs additional protection to cover hazards listed above or any other, he should bind

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his own insurance. All property of the exhibitor will remain under his custody and control in transit to and from and within the confines of the Regatta area. **Commercial exhibitors MUST carry appropriate insurance to cover display materials against injury to persons and property of others, and bodily injury protection to cover premises and product related exposures in the amount of \$1,000,000.00 or greater.** This amount of insurance for commercial vendors is mandated by the insurance coverage which the American Power Boat Association requires to hold an event and is not negotiable. **Contracts will not be accepted unless proof of such insurance is submitted with the contract.** By execution of this agreement, exhibitor agrees to hold harmless the Regatta from any claims arising out of the physical operations and product related exposures of his booth.

SAFETY, FIRE AND HEALTH LAWS: Exhibitor shall assume all responsibility for compliance with local, city, state and federal safety, fire and health and other ordinances and laws regarding installation of and operation of equipment, displays and exhibit materials. Inspections will be performed by the Ohio County Health Department.

SUBLETTING OF CONTRACTED SPACE: Exhibitor agrees not to assign, sublet, or apportion space or any part thereof allotted to him. No exhibitor will be permitted to display his products or services outside the confines of this assigned booth space in the Regatta area.

SET-UP AND TEAR-DOWN: Exhibitors may setup display booths beginning at 8:00 AM on Friday September 2. If you would like to open on Friday you are welcome but are not required to do so. All booths must be open for business no later than 8:00 AM on Saturday. Clearance of all displays and materials must be completed by 10:00 PM Sunday night. The Regatta Committee reserves the right, without liability whatsoever, to dismantle and dispose of any materials or property of any exhibitor who does not comply with completion of teardown by 10:00PM, or to order such work to be done at the sole expense of the exhibitor.

WATER AND ELECTRICAL: The City of Wheeling will provide water service if needed. Exhibitors are responsible for running their own hose to each outlet. Exhibitors using an excessive amount of water should notify the Regatta Committee on the registration form so that arrangements can be made to locate the booth near a catch basin. Drain hoses are the responsibility of the exhibitor. **It is mandatory that all food booths have a water hook-up.** Exhibitors requiring 220 volt-50 amp electrical service must have a 3-prong MALE plug for their wiring. Exhibitors must break down this service for distribution within the confines of their booth. 110 volt-20 amp service is also available.

*******PLEASE NOTE*******

ALL booth space will be determined on a first received, first assigned basis.

All decisions of booth assignments are made by the Regatta committee and are FINAL.

6th Annual Wheeling Vintage Raceboat Regatta September 2-4, 2011 Wheeling Heritage Port
Vendor Application Form

Business Name _____ Contact Person _____

Business Address _____

City _____ State _____ Zip _____ Email _____

Telephone: Business _____ Home _____ Cell _____

Please list ALL items you intend to sell on the reverse side of this sheet. Any item available at the Regatta and not listed will not be permitted for sale. Since we are asking for your booth to be open by 8:00 AM on Saturday, breakfast foods such as donuts, breakfast sandwiches, orange juice, coffee, tea etc are highly encouraged!

CALCULATION OF FEES

- 1. Length of your booth including awnings/storage _____ (A)**
- 2. Width of your booth including awnings/storage _____ (B)**
- 3. Multiply (A) times (B) to arrive at square footage of booth _____ (C)**
- 4. Multiply (C) times \$3.50 fee/square foot to arrive at booth fee (D)
 (minimum fee is \$350)**

BOOTH FEE (D) (Minimum fee is \$350)	\$ _____
WATER FEE \$30.00 (MANDATORY for booths preparing food)	\$ _____
ELECTRIC FEE \$20.00 Please check one: _____ 220 volt-50 amp electrical service _____ 110 volt-20 amp electrical service	\$ _____
TOTAL FEES DUE	\$ _____
FEES ENCLOSED	\$ _____
FEES DUE BY AUGUST 1, 2011	\$ _____

By signing this contract, exhibitor agrees to abide by these rules and regulations and the decisions of the Regatta Committee. All decisions on placement of booths are at the discretion of the Regatta Committee. All matters and questions not covered by this agreement, and interpretations of the agreement, are subject to the decision of the Regatta Committee. All amendments, additions, or interpretations that may be so made shall be as equally binding on all parties as the original agreement.

I, _____, agree to abide by the rules, regulations and all decisions of the Regatta Committee.
 Please print name

Date signed _____

 Signature of exhibitor

Please list each item you will be selling in your booth.

Please describe any preference you have on the location of your booth:

****Copy of proof of insurance must be enclosed with this application for application to be considered.****

Any application submitted without proof of insurance will be returned to you and your requested booth space will not be held.

Please mail:

1.Application

2.Proof of insurance

3.Vendor Fee

Wheeling Vintage Raceboat Regatta

1 Hawthorne Court

Wheeling, WV 26003

Questions? Please call Debbie at 304-233-4738.