

The plans for the 3rd Annual Wheeling Vintage Raceboat Regatta are underway and you are invited to bring your commercial or arts/crafts or non-profit booth for display/sales. Please read carefully the following information, and fill out and return ONLY PAGE 3 to apply for booth space.

COMMERCIAL: This space is reserved for those vendors/exhibitors involved in sales of products or services of any type. Fee is \$300 for a 10' x 10' (minimum) space. Additional space is available at the rate of \$3.00 per square foot. This fee includes 110 electric service. 220-50 amp electrical service is available at a cost of \$40. Only 50 amps per booth is permitted and is strictly enforced. All food booths must have water hook-up. See Water and Electrical below for further clarification regarding water and electrical service. Please include awnings and necessary on-street storage in calculating the total square footage you will need. No booth may extend more than 12 feet from the curb in order to comply with fire regulations.

ARTS/CRAFTS & NON-PROFITS: A limited amount of booth space will be available for displays by non-profit organizations such as colleges, service clubs, and arts & crafts vendors. The fee for a 10' x 10' (minimum) space will be \$50 plus \$3.00 for each additional square foot. Please include awnings and necessary on-street storage in calculating the total square footage you will need. This fee includes 110 electrical service. 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 August 29: 8:00 AM - 4:00 PM, registration of boats; pits open for visitors

Saturday August 30 and Sunday August 31: 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 throughout the day both days.

Saturday night: We are working to organize activities at the Heritage Port area on Saturday night and vendors will be strongly encouraged to remain open. We will let you know as these plans progress.

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 August 1, 2008; a 20% late charge will be added if fees are not paid in full by that date. Space not paid in full by August 7 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 canceled without penalty by June 1, 2008. Booth space canceled between June 1 and August 1 will be charged one-half the fee for the booth. Booth space canceled 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 or 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 his own insurance. All property of the exhibitor will remain under his custody and control in transit to and from within the confines of the Regatta area subject to rules and regulations of the event. **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. **Arts and crafters/non-profits are required to show proof of insurance described above in the amount of \$300,000 or greater.** 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, health and other ordinances and laws regarding installation of and operation of equipment, displays and exhibit materials.

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 NOON on Friday August 29. 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 before setup 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. All booths will be provided 110 volt-20 amp service if needed at no additional charge. A grounded male plug must be used for connections. 220 volt-50 amp service is available at a \$40.00 fee. Exhibitors requiring 220 volt-50 amp service must have a 3-prong MALE plug for their wiring. Exhibitors must break down this service for distribution with the confines of their booth. 110 volt-20 amp service is not included with booths requesting 220 service.

ALLOTMENT OF BOOTH SPACE: Please note that all booth space, both commercial and arts/crafts or non-profits will be determined on a first received, first assigned basis. Please note on the enclosed application form where you would like your booth to be located. All decisions of booth assignments are made by the Regatta committee and are FINAL.

3rd Annual Wheeling Vintage Raceboat Regatta
Vendor Application Form

Business Name _____ Contact Person _____
 Business Address _____ City _____ State _____ Zip _____
 Telephone: Business _____ Home _____ Cell _____ Email _____

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

	BOOTH SIZE	SQ. FOOTAGE	FEES	TOTAL
EXAMPLE for a 10 x 10 booth:	Length <u>10</u> x Width <u>10</u> (minimum charge)	Square feet <u>100</u>	\$300.00	\$300.00
EXAMPLE for a 10 x 15 booth:	Length <u>10</u> x Width <u>10</u> (minimum charge)	Square feet <u>100</u>	\$300.00	\$450.00
	Length <u>5</u> x Width <u>10</u> (\$3.00 per square ft)	Square feet <u>50</u>	\$150.00	

YOUR BOOTH NAME	YOUR BOOTH SIZE	SQ. FOOTAGE	FEES	TOTAL
	Length 10 x Width 10 (minimum charge, commercial booth)	Square feet 100	\$300.00	
	Length 10 x Width 10 (minimum charge, arts/crafts/non-profits)	Square feet 100	\$50.00	
	If booth is bigger than 10 x 10, insert EXTRA LENGTH and/or WIDTH: Length _____ x Width _____	Square feet _____, \$3.00 per sq. ft	_____	
ELECTRICAL/WATER			FEES	
Water fee (MANDATORY for booths preparing food)	CHECK HERE IF NEEDED <input type="checkbox"/>		\$30.00	
220 volt-50 amp electrical service	CHECK HERE IF NEEDED <input type="checkbox"/>		\$40.00	
110 volt-20 amp electrical service	CHECK HERE IF NEEDED <input type="checkbox"/>		FEE INCLUDED	
			TOTAL FEES DUE	
			FEES ENCLOSED	

By signing this contract, exhibitor agrees to abide by these rules and regulations and the decisions of the Regatta Committee. **Copy of proof of insurance must be enclosed with this application for application to be considered.** 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 enclosed rules and regulations and all decisions of the Regatta Committee.
Please print name

_____ Date signed _____

Signature of exhibitor

Please mail this application along with PROOF OF INSURANCE and FEE to: Sue Thorn, 428 Oglebay Drive, Wheeling, WV 26003. Any application submitted without PROOF OF INSURANCE will be returned to you and booth space will not be held. Questions? Please call Sue at 304-242-3807.