

*Royal Canadian Henley Regatta
Food Vendor Confirmation*



Dear Food Vendor,

Please find attached the contract for the 2010 Royal Canadian Henley Regatta. To reserve your space, please review the enclosed information and e-mail your confirmation.

This year, our vendor area will be set up from August 3-8, 2010. Most vendors will be open between 9 am and 5 pm. However, you can also open and close later if you wish. We ask that you clearly mark your booth with your hours of operation.

We ask our vendors to support the Regatta's greening initiative. We will provide a recycling bin at your booth and encourage you to use it. We also request that you do not sell bottled water, as we will provide reusable sport bottles and a water truck for athletes.

You will be given a 6'x10' area to set up your booth. We ask that you bring all the supplies needed for your booth including tables, chairs and cover for your own shade. Throughout Race Week, you will have optional access to hydro, at \$75 CAD for the week. The vendor area will be located around the athlete rest area and Internet café to draw more people into the Vendor Village. Vehicles will be allowed in for drop-offs and pick-ups, but must be removed from the site by 7:30 am each day.

- Food vendor cost for the week is \$750 CAD.
- Vendors must refrain from selling the following items: carbonated beverages, ice cream, candy, chips, hot dogs, pizza, chili, coffee, tea, hot chocolate, bottled water, and chocolate milk. These products are sold exclusively through the Henley Island Helpers at their concession stand in the Vendor Village.
- No vendor will be allowed to set up unless payment is received in full. Cheques should be made payable to the Henley Island Helpers and must be received no later than July 26, 2010.
- Vendors must supply their own booth, tables, chairs, canopies, fixtures, etc. to display their products.
- Vendors must supply a fire extinguisher for their site. In the event that a canopy is used, all canopies must be fire retardant. During the Regatta, inspection by the St. Catharines Fire Department may occur. Tents that do not meet the code will be banned.
- Food vendor positions will be assigned. For any queries, contact Don Rickers at **905-321-6903** or email don_rickers@ridleycollege.com.
- Vendors can set up as early as Monday, August 3, 9 am to 7 pm.

Please fill out your registration and send with payment to:

Henley Food Vendors, c/o Don Rickers, Ridley College, 2 Ridley Road, P.O. Box 3013, St. Catharines, Ontario L2R 7C3

Should you have any queries during Henley week, you can leave your information at the Marketing tent and a Henley coordinator will contact you that day. The Marketing tent will be located at the base of the office steps at the first picnic table. We want to ensure everyone from athlete, coach, spectator, vendor and sponsor has a great week, so please let us know if there is anything we can do to assist you.

Regards,



Don Rickers,
Vendor Chair for the Royal Canadian Henley Regatta

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Company Name: _____

Contact: _____

Address: _____

City: _____ Province/State: _____ Postal Code/Zip: _____

Email: _____

Phone: _____ Fax: _____

\$750.00 CAD

\$825.00 CAD (incl. Electricity)

- Emailed form must be received no later than Friday, July 23, 2010. Email to: don_rickers@ridleycollege.com
- All payments must be received on or before July 26, 2010. **No Exceptions.**
- Please make cheques payable to *Henley Island Helpers (HIH)*. Please mail payments to:
Henley Vendors, c/o Don Rickers, Ridley College, 2 Ridley Road, P.O. Box 3013, St. Catharines, ON L2R 7C3

I am an authorized signatory and I concur with the terms and conditions outlined above:

Signature: _____ Date: _____

Print name: _____