

October 9, 2009

Dear Vendor:

It is that time of year to start thinking about vending at the USRowing Annual Convention. USRowing would like to invite you to attend this year's event, December 3-5, 2009, in Tempe, Arizona, at the Fiesta Resort Conference Center. **Deadline for space reservations is November 12, 2009.** Room reservations can be made by calling 480-967-1441; the room rate is \$129/night + tax with a cut-off date of November 13, 2009.

1. Our vendor area will be set in the lobby area just outside of the clinic rooms. Each vendor area will include a 6' table. Tables can be removed to accommodate your display. Sponsorship opportunities are available for convention activities. I will contact you soon to discuss.

2. A continental breakfast will be served on Thursday, Friday and Saturday morning. The continental breakfast will be set up in the vendor area each morning. We also are negotiating for either a box lunch or a buffet lunch and afternoon break station that will be served to all participants in the vendor area.

3. We have designated lunch breaks each day where we have scheduled no conflicts. In the schedule, we will post a reminder to visit the vendors. Our goal is to have as many convention activities in the vendor area as possible in order to drive attendee traffic to our vendors.

4. The vendor fee includes all food available to participants: continental breakfast, lunch, snacks and awards reception.

5. The schedule has 20- and 30-minute breaks throughout the three days, and we will do our best to schedule breaks for all the presentations at the same time.

6. The vendor reception will once again take place on Thursday, December 3, 2009, at approximately 6:00 p.m. This event will include two drink tickets and appetizers for all for an hour.

7. As a vendor, you may provide a flyer free of charge into this year's program. We are recommending that you provide coupons to the participants as well. For those vendors unable to attend, you may pay \$150 to submit a program flyer. We need 500 copies delivered directly to the USRowing office by noon on Monday, November 16. (USRowing, 2 Wall Street, Princeton, NJ 08540. Attn: Ned Flint)

Thank you in advance for your continued support of this event! If you have any questions, please do not hesitate to contact me.

Sincerely,

Ned Flint
Director of Events and Sponsorship
609-613-3898 (phone)
609-924-1578 (fax)
ned@usrowing.org

Hotel Information-
The Fiesta Resort Conference Center
2100 South Priest Drive Tempe, AZ 85282
480-967-1441
Rate: \$129.00 plus tax
www.fiestaresortcc.com



USRowing Convention – Vendor Form

Please complete this form and submit it to USRowing. We will take vendors on a first-come, first-serve basis with USRowing sponsors as a priority. You may pay by credit card or by check within one week of faxing/e-mailing your information. Once we have received your form and payment, we will send you a confirmation of your space. Please make sure you list your top three priority spots. The contact information you provide below will be included in the program.

Company _____

Contact _____ Phone (Day) _____

Address _____

E-mail _____ Fax _____

Visa/MasterCard _____ Exp Date _____

Please list all representatives who will be attending on behalf of your company.

Only the representatives listed above will receive official credentials for the event.

Vendor Space*	1st Choice	2nd Choice	3rd Choice
One Space (\$350)			
Two Spaces (\$500)			
Three Spaces (\$650)			
Table with Draped Linen (\$30)	Yes	No	Linen Color Black
Table with Skirting (\$65)	Yes	No	Top White/ Skirt Black
Flyer Only (\$150)	Yes	No	
TOTAL OWED			

**Space size varies. All tables are 6'. Please refer to the map on the next page to select your location(s) If writing a check, please make payable to USRowing.*

Convention Packet Advertising – As part of your vendor fee, you may provide a flyer free of charge into this year’s program. It must arrive by Monday, November 16, by noon (USRowing, 2 Wall Street, Princeton, NJ 08540. Attn: Ned Flint). We strongly suggest providing a special convention coupon or discount.

Raffle – We are asking all vendors to provide an item to be raffled. Please let me know what item you will bring. We are not collecting any money for these items.

ITEM FOR RAFFLE: _____

Please e-mail application to ned@usrowing.org or fax to 609-924-1578.

USRowing Convention 2009 – Vendor Area

- Vendor spaces 1,2 and 9-30 measure 8' wide x 6' deep
- Vendor spaces 3-8 measure 6' wide x 4' deep
- Ceiling height is 25'
- There is no room to display rowing shells inside the convention center. Please contact ned@usrowing.org to learn about outside display options

