



Save time, build better relationships, and make your event shine!

RITA members are eager to build strong relationships with event organizers and work with you to create engaging experiences for competitors, coaches and spectators. The better prepared you are, the better value vendors can provide.

Vendors increase engagement by providing valuable services and products for participants and spectators. Rowing businesses are invested in creating terrific experiences that will bring people back year after year.

Based on our collective experiences, RITA has created this checklist of vendors' considerations so your event is successful.

Vendor Checklist

REGISTRATION

- Registration contact name
- Registration costs
- Details of what registration includes (equipment, services)
- Insurance requirements

ADDITIONAL CONSIDERATIONS

- Vendor map
- Cancellation policy
- Additional order options (electricity, tables, chairs, tablecloths, tents)
- Vendor logo listings (website, other)
- Permits for food, vending, sales or other
- Competition information (number of athletes, attendees)

PRE-EVENT LOGISTICS

- Vendor Start and End Dates, Hours
- Official event hotel/discounts
- Parking Information

ADDITIONAL CONSIDERATIONS

- Airport information
- Registrations for other event talks, presentations, ceremonies, other
- Pre-event shipment options, address

Vendor Checklist (continued)

LOAD IN

- Event on-site contact information
- Load In Date and Hours
- Check in location
- Parking (including trucks, trailers, and oversized vehicles)
- Security on site

ADDITIONAL CONSIDERATIONS

- Labor laws/unions for install
- Shipment pickups
- Rules for displays (such as no banners, tent stakes, etc.)

DURING THE EVENT

- Event on-site contact information
- Event Hours
- Parking (including trucks, trailers, and oversized vehicles)
- Emergency or weather plans
- Race schedule
- Trash, recycling and compost

ADDITIONAL CONSIDERATIONS

- Road closures
- Cell coverage/Wifi/passwords
- Environmental or park concerns
- Restrooms
- Availability of food
- Nearby amenities (hardware stores, business supplies)

AFTER THE EVENT / BREAKDOWN

- Event on-site contact information
- Event Hours
- Parking (including trucks, trailers, and oversized vehicles)
- Trash, recycling and compost

ADDITIONAL CONSIDERATIONS

- Labor laws/unions for breakdown
- Shipment options
- Return items to organizers
- Feedback for vendors to submit

If you have additional suggestions to add to this list, please contact info@rita.org.