



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
- Registration for other events (talks, presentations, ceremonies, other)
- Pre-event shipment options, address

LOAD-IN

- Event on-site contact information
- Venue and event hours
- Parking (including trucks, trailers, oversized vehicles)
- Security on site

ADDITIONAL CONSIDERATIONS

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

DURING THE EVENT

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

- Event on-site contact information
- Event/venue hours
- Parking (including trucks, trailers, oversized vehicles)
- Trash, recycling, compost

ADDITIONAL CONSIDERATIONS

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

If event organizers have further questions, please reach out to RITA through rowingindustry.com