

## 2010 C.R.A.S.H.-B Sprints World Indoor Rowing Championships

### Vendor Confirmation and Guidelines

We look forward to seeing you on Sunday, February 14, at the Agganis Arena at Boston University.

This letter is your vendor confirmation.

**If you have not paid already, your fee is due immediately.**

Check should be payable to CRASH-B Sprints and sent to the address below.

Checks must be received in advance of race day or you could forfeit your space.

We now have a waiting list.

### Location

The Agganis Arena is located at 925 Commonwealth Avenue in Boston.

For driving directions, parking and public transportation information please visit their website. The Arena has the following amenities available for use by C.R.A.S.H.-B. Sprints participants: bathrooms, locker rooms with showers, water fountains, and elevators. There are several food vendors on the upper concourse as well as a number of food options outside the arena.

### Vendor spaces:

Vendors will be located in the upper concourse of Agganis Arena at Boston University as in prior years. There will be a sign with your company's name at your designated vendor area along with tables and chairs. We have moved some vendors from last year's spaces to give you better visibility.

There are electrical outlets, bring your own power cords/surge protectors.

### Schedule:

Athlete Check-in is at 7:00 am. The first race starts at 9 am on Sunday. Last race is approximately 5:15 pm.

Vendor setup is between 6 - 7 am. You will be able to unload your materials on Commonwealth Avenue in the front of the building at this time. There is also unloading at the dock at the rear of the arena from 6 am on (unloading possible until 8:30 am at rear dock). We will have carts to assist your transport. Let us know if you will need help, we will assign volunteers.

We are not able to access the venue until early Sunday morning (there is NO set up possible on Saturday Feb. 13).

After you unload, you must park in one of the designated parking areas available next to the arena for \$10/Event parking rate or in street metered parking.

There is also on-street parking (meters are free on Sunday) in front of the Arena on Commonwealth Avenue.

### **Banners and Signs**

All signs should be mounted on easels, or stand alone. No signs, advertisements or other printed materials may be posted on the walls at the Arena. If you have a sign larger than 3' please check with Margot.

### **Handouts/Flyers:**

Flyers/brochures may be distributed

Please be frugal with your distribution.

You are responsible for a litter-free environment.

No stickers are allowed (for handouts).

### **NO Smoking**

Agganis Arena is a smoke-free facility. Guests are not allowed to smoke inside the building. There are NO areas designated for smoking outside of Arena.

### **Alcohol**

Guests are prohibited from bringing alcoholic beverages into Agganis Arena.

### **Prohibited Items**

Items that jeopardize the safety, viewing, listening pleasure, or enjoyment of other guests are prohibited. In accordance with building policy and security guidelines, items not allowed into Agganis Arena include but are not limited to: alcoholic beverages, outside food or beverages, bottles or cans of any type, coolers, containers, weapons or firearms, fireworks, illegal substances, bullhorns, noisemakers, confetti, beach balls or other inflatable items, Frisbees, laser pointers, back packs, large bags, large banners, sticks or poles, folding chairs, stools, skateboards, and roller blades, etc. Arena management reserves the right to remove any items it deems a violation of its building policy and security guidelines. No check-in services are available for prohibited items.

### **Food & Beverage**

Outside food and beverages are not permitted into Agganis Arena. The Arena offers a wide variety of food and beverages at our concession stands and specialty kiosks. No food may be sold by CRASH-B vendors.

**Contacts:**

Lisa Stone and I will be your race day contacts for any assistance.

My cell is 413.539.1100 and Lisa's cell is 617.733.3523.

If there are any questions please call or email me at [MargotZalkind@aol.com](mailto:MargotZalkind@aol.com)

See you soon.

Thank you,

Margot Zalkind

CRASH-B Sprints

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