



Cayuga Lake SUP Cup August 15-17, 2014 Myers Park, Lansing NY

Aloha vendors!

The first annual Cayuga Lake SUP Cup is a not-for-profit 3-day community expo celebrating lake, land, and human interconnectedness and wellness in Tompkins County. Our feature event is a premier **stand up paddleboard (SUP) race** for all levels (elite, recreation, family/fun, youth and adaptive) held on Saturday, August 16 at Myers Park. We expect to bring 150 professional and novice SUP racers – and their family members – to Myers Park, Lansing, on Saturday, August 16. This race is anchored on either side by two days (Friday, August 15 and Sunday, August 17) of clinics, workshops, demos, social/cultural activities, and local destination tours to entice visitors to explore our community and celebrate human and earth fitness “SUP style.”

We welcome you to be a part of the Cayuga Lake SUP Cup (CLSC) “Ohana” (“family” in Hawaiian) by participating in our event as a vendor. We are seeking craft, food and beverage, service, and other product vendors that reflect our theme of the *interconnectedness of land and human wellness and “SUP lifestyle”*.

We hope that you are able to participate in our inaugural event! We invite you to read our vendor guidelines and application included with this letter to learn more about vendor opportunities at our event.

If you have any questions, please do not hesitate to contact us. We look forward to hearing from you soon! The Cayuga Lake SUP Cup operates under the 501c3 umbrella of the Cayuga Lake Watershed Network.

Mahalo (thank you),

Cayuga Lake SUP Cup Planning Committee

www.cayugalakesupcup.com | cayugalakesupcup@gmail.com

Cayuga Lake SUP Cup
Friday, August 15-Sunday, August 17, 2014

****Deadline for Applications: June 30, 2014****

Email cayugalakesupcup@gmail.com with questions

HOW TO APPLY:

1. Complete the application form in full. Please print and sign your name.
2. On the application, check which day(s) you wish to participate: you have two options, (Saturday only or Saturday + Sunday). You may leave your booth in place Sat/Sun (valuables should be removed).
3. Enclose one check made payable to Cayuga Lake SUP Cup for the amount of your non-refundable \$50 booth fee. Returned checks will be charged a \$30 service fee. ***The check for the booth fee will remain un-cashed, pending your acceptance into the 2014 event. Checks will be deposited within one week of notifying you of your acceptance into the event (usually within two weeks of receiving your complete application and fee).***
4. Enclose a website reference and approximate list of what you intend to sell. ***All goods, services, products, and foods sold must reflect the overarching theme of the Cayuga Lake SUP Cup: The interconnectedness of land and human wellness and "SUP lifestyle".***
6. Mail completed and signed application along with fees and supporting material to:

Cayuga Lake SUP Cup
PO Box 224
Etna, NY 13062

Deadline for Applications:

Applications are accepted on a space-available basis with a rolling deadline. Final deadline for participation is June 30, 2014. (Email cayugalakesupcup@gmail.com if you miss the deadline to inquire about last-minute space.)

Acceptance:

You will be notified of your acceptance within two weeks of receipt of completed application and application fee. Applications will be accepted on a rolling deadline and acceptance notifications will be made generally within two weeks of receiving a completed application and fee.

Refunds:

Applicants who are accepted but cannot attend must email cayugalakesupcup@gmail.com by June 1 to receive a booth fee refund. **In the event that a participant must cancel after June 1, no booth fee refunds will be issued.**

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VENDOR APPLICATION FORM

Name: _____ Business name: _____

Mailing address: _____

Phone number: _____

Email (Important! This is how we will contact you!): _____

Website (if applicable): _____

Vendor booth days and hours (check which days you will be present):

Saturday, August 16, 2014, 8:00am – 3:00pm

Sunday, August 17, 2014, 10:00am – 2:00pm

Vendor fees:

\$50 for one 10' x 10' space for one or two days (you must supply all materials to host your booth e.g., tent, tables, chairs, goods to sell/services, and generator if electricity is needed). Fees include a 10' x 10' space, vendor listing on our event website, and branding and recognition via our event social media outlets! For goods sold, you receive 100% of your proceeds. Food vendors are responsible for all health department permits and requirements. Fees are nonrefundable after June 1, 2014.

Vendor category (select all that apply):

Health-related services/information (e.g., massage, chiropractic, health assessments, SUP and watercraft demos, etc)

Health-related products (e.g., essential oils, sports and wellness equipment, clothing, etc)

Health and wellness information – human

Health and wellness information – land/environment

Arts, crafts, jewelry

Food and beverage (you are responsible for all health department food permits)

Other (please explain): _____

Vendor description (Please provide a brief description of your business and what you intend to sell/offer):

Mail application and nonrefundable check for \$50 made out to Cayuga Lake SUP Cup to:

Cayuga Lake SUP Cup
PO Box 224
Etna, NY 13062

Participant Agreement

As a vendor, I agree to comply with the rules and regulations of the Cayuga Lake SUP Cup including but not limited to booth size, location, and merchandise/service acceptability. That, in consideration of my application being accepted, I intend to be legally bound that I do hereby, for myself and my heirs, executors, administrators, successors and assigns release and forever discharge any and all rights and claims for damages which I may have or hereafter accrue to me against the Town of Lansing, Tompkins County, Lansing Parks & Recreation, Paddle-n-More, Route 96 Power and Paddle, Southern Tier Stand Up Paddle, American Canoe Association, Cayuga Lake SUP Cup, and its employees, members, Board of Directors, sponsors and other representatives of the event for any and all damages, losses and injuries sustained to me and/or my work during the Cayuga Lake SUP Cup. I hereby agree to indemnify, hold harmless and defend the aforementioned entities from any claim or cause of action for property damage, personal injury and/or wrongful death. I attest that I am physically fit and am responsible for my own actions.

Signature

Date

Cayuga Lake SUP Cup Guidelines

We are excited to invite you to the 2014 Cayuga Lake SUP Cup. These guidelines should answer most of your questions about the Festival and also provide you with the regulations for the show.

- Set-up time is from 7am to 8am each day. On Saturday and Sunday this year the event takes place at Myers Park in Lansing, NY.
- Vehicles must be removed immediately after unloading. All vehicles must leave the show site by 9am. If you plan on arriving after 9am, vehicles will not be permitted and you will need to use a hand truck to move your items into the show.
- All vendors must provide their own 10x10 tent. There is no electricity provided. You must stay within the designated space and observe all fire lanes and markings.
- On Saturday & Sunday you will find your booth number location written on tape at your space. Please unload your booth supplies and tent and remove your car from the road. You can then come back and set-up your booth. Vehicles must be removed immediately after unloading or it will create a traffic jam! Staff will be on site to assist with traffic flow. You can park in spaces as directed at the park entrance kiosk.
- You must wait until 3:00pm Saturday and 2:00pm Sunday before bringing any vehicles into the area for booth removal. We will not permit ANY vehicles into the area until this clearance is obtained. You should pack your booth BEFORE you retrieve your vehicle. Any violation of a staff person or Police Department officers directions will result in your not being included in future festivals, and possible ticketing, fines or other police action.
- Your booth must be kept neat and clean. Your table should be covered to the ground and boxes must be hidden from view. Trash must be disposed of and recycled properly. No alcoholic beverages are permitted unless specific permission is received to do so (email cayugalakesupcup@gmail.com about wine and beer tasting vending possibilities).
- All goods, services, products, and foods sold must reflect the overarching theme of the Cayuga Lake SUP Cup: *The interconnectedness of land and human wellness and "SUP lifestyle"*.** Please email cayugalakesupcup@gmail.com if you have questions about this requirement.
- There is no overnight security provided at Myers Park. We advise removing any valuable items from your site. You are able to leave your tent and belongings in place on Friday and Saturday nights.
- Please report any issues to the coordinator immediately so that they can be resolved .
- Lodging information can be found at our event website at www.cayugalakesupcup.com.

If you should have any questions about any of these guidelines, please do not hesitate to contact us. We are looking forward to an outstanding event! We hope to see you soon!



Cayuga Lake SUP Cup
Planning Committee
www.cayugalakesupcup.com
cayugalakesupcup@gmail.com