

Dear 2023 Chamber Cup Participants,

Thank you for signing up for a **Tournament Advertising & Activity Station** to participate in this year's Chamber Cup Golf Tournament as one of our **On-Course Vendors**. The event will be held on Wednesday, May 24 at Silver Creek Golf Course, located at 1790 E. River Rd. in Waterloo.



Please note the following important information for your planning/participation:

- **VENDOR Registration for the event will open at 8:30 am. There is a limited window of available golf carts to be utilized for Vendor transport and set up.** The Golfers will be arriving at 9 am for registration and the event will begin with a shotgun start at 10:00 am. **See additional notes below.**
- **Vendor set up will only take place between 8:30-9:00 am.** Check-in is located at the Club House where you will receive a vendor bag with bottled water and light snacks for the day, along with an event schedule and activity map. Vendors will be given their designated course locations and can speak with event volunteers for assistance at this time.
- After check-in, event volunteers and golf course staff will shuttle you to your designated location. As available, event volunteers will be running a shuttle cart throughout the day to check in with the different stations and will also have extra bottled water and snacks available.
- Your role during the event is to man your reserved space as one of the featured on-course activity stations that golfers will visit with their teams as they make their way throughout the course.
- As in previous years, the tournament's format will remain as a scramble. The host property expects all golfers to be finishing up and through the course between approximately 3-4:00 pm. Vendors should plan on being present during the entire Tournament at their On-Course Booths between roughly 10am-4pm. Many vendors choose to bring two reps, or have two shifts of staff, as available.
- Tear down will take place at the conclusion of the tournament. We ask that vendors do not tear down or leave early, as golfers will be visiting your spaces until they are through the course. As available, volunteers will also assist with tear down after the golfers are finished on the course.
- Restrooms are located at the clubhouse and there are portable facilities on the course as well.

***Please Note: vendors should bring the following items with them to set up at their stations:**

- Table & Folding chairs/lawn chair(s) for event booth reps
- Tablecloth or material to drape over table, (table cloth weights or clips are also helpful)
- Signage, business logo wear, or any decor and giveaways to help **promote** your business and maximize your exposure.
- *Although this is not mandatory, we strongly suggest an outdoor/pop up tent- especially with the trend of our unknown weather patterns.*
- Optional: Member station game or interactive activity, snacks, or other refreshments to encourage visits and interactions with the 100+ golfers that will be making their way throughout the course.
- **The GACoC will provide you with a light lunch and refreshments which will be delivered to you by volunteers.**

Lastly, we are excited to share that this event is SOLD OUT. Please note that there are no extra or additional Team Spaces or extra golf carts available for the event. If you have any questions or need any additional information, please contact the Chamber office **prior to Friday, 5/19** by calling 315-789-1776 or emailing info@genevany.com. (Note: Our office will be closed on Tuesday 5/23 for final event prep.)

Thank you again and we look forward to seeing you soon!

Sincerely,
The GACoC Team