



Myrtle Beach Harley-Davidson – Main Dealership

Myrtle Beach Memorial Day Bikefest 2013- Vendor Application
 Event Date: May 23-26 – Vendor Coordinator: Gene Fine
 4710 S. Kings Highway – Myrtle Beach, SC 29575 –843.369.5555 – Fax 843.238.2926
 Website - www.myrtlebeachharley.com - E-mail - rallies@myrtlebeachharley.com

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|--------------------------|-----------|------------|--------------------------|-------------------|------------|-------------------------------|----------------------------|
| <input type="checkbox"/> | 10' x 10' | \$500.00 | <input type="checkbox"/> | 20' x 30' | \$2,200.00 | <input type="checkbox"/> | Display/Info boot \$200.00 |
| <input type="checkbox"/> | 10' x 20' | \$900.00 | <input type="checkbox"/> | 20' x 40' | \$2,600.00 | <input type="checkbox"/> | INSIDE SEE EVENT DIRECTOR |
| <input type="checkbox"/> | 10' x 30' | \$1,300.00 | <input type="checkbox"/> | 20' x 50' | \$3,000.00 | **MUST COMPLETE APP.** | |
| <input type="checkbox"/> | 20' x 20' | \$1,800.00 | <input type="checkbox"/> | Semi Factory Rigs | \$3,200.00 | | |

The amount of space you check off above is the **total** space to be set-aside for you. Make sure you take into consideration all of your needs including all ramps, doors, awnings, bike staging & display areas! No exhibits or motorcycles are to be displayed in the aisles or walkways!!

4 Day Permits & Licenses:

\$800.00 Temporary Zoning Permit \$100 RV Permit – Required if you plan to stay on site in your RV
 \$100.00 Hawkers/Peddlers Permit \$125.00 – Hospitality Fee – Only required for Food & Beverage vendors
**** Please Note:** If the permit fees were to increase the vendors will be responsible for that increase.

Electric Hook-up Fees:

Free 110/120 amp \$110 130/up to 220 amp \$260 220 amp and up

Total Space Rental \$ _____
 Total Permits/Licenses \$ _____
 Power \$ _____
TOTAL DUE: \$ _____
 50% Deposit: \$ _____
 Balance Due \$ _____

Deposit due at time of application due 4/20/13
 Balance is due no later than 5/10/13

Make Checks/Money Orders payable to: Myrtle Beach Harley-Davidson

We accept Credit Cards

Company Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____ Fax: _____
 Federal ID # or Social Security #: _____
 Website: _____ E-mail: _____
 Authorized Person: (Please Print) _____
 Type Credit Card: _____ Card Number: _____ Exp. Date: _____ Sec. Code: _____

In making of this application, we agree to exhibit under and in compliance with the accompanying Information/Rules & Regulation sheets included with this vendor packet. It is the vendor's responsibility to forward a copy of the requested Insurance Certificate to Myrtle Beach Harley-Davidson prior to 5/7/11. **Please Note:** No vendor will be allowed to move-in with out Insurance Certificate on file!

Signed: _____ Dated: _____
******ALL PAGES MUST BE SIGNED, INITIALED AND SENT BACK******

Show Management Use Only:

Date Received: _____ Deposit Received _____
 Balance Due: _____ Balance Received _____
 Date Paid in Full: _____

Myrtle Beach Memorial Day Bikefest 2013
Main Harley-Davidson Dealership - Vendor Information

Please make sure ALL areas of this information sheet are filled in and attach it with your Vendor Application. We ask that all information is as accurate as possible. This will help us make all the proper arrangements and have everything ready for you upon your arrival.

1. Trailer/Semi Space Requirements:

Make sure you include ALL awnings, ramps, doors, service windows, trailer tongues, access areas, and staging areas. If you are working with a trailer please list length of trailer and the side you will be working out of. Use the space below to detail any information that will be helpful in assigning your booth space.

_____ Length of Trailer _____ Side you work out of

2. Power Requirements:

- No Power Needed
- 110-20 amp - included
- 110-30 amp - \$110.00 additional
- 110-40 amp - \$150.00 additional
- Other (Please describe) _____ - \$260.00 additional

Make sure you bring any special plugs/adapters and all extension cords that you will need. We do not supply or loan any of the above items.

*****PLEASE NOTE:** If the amount of power you require once you are on site exceeds the amount checked off above we may not be able to provide that service to you. If we can, you are looking at a substantial fee to get it to you last minute! Please be accurate!!!

3. Credit Card Line:

This line is for a toll free outgoing line only! Remember you are responsible for supplying the line from the jack into your booth. Limited numbers of lines are available.

- Yes
- No

4. **Product List:** Be Specific... List what you will be selling – what is on this list is what you are permitted to sell. NO EXCEPTIONS! This enables us to limit the number of like goods on the lot, which enables everyone to have a profitable show. We will try and limit the vendors to two with like goods – exceptions to this rule may apply. Show Manager has the right to refuse to allow any item not listed from being sold during the event.

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Myrtle Beach Memorial Day Bikefest 2013

Main Harley-Davidson Dealership Vendor Rules & Regulations/Information

****VERY IMPORTANT: Please read this completely**

Your signature on the Vendor Application states that you agree to exhibit under and in compliance with all of the attached information.

1. Insurance Requirements:

2. We are working with Insurevents.com and will obtain a Group Liability Insurance Policy to cover the vendors at the Spring 2013 event. NO additional Insurance Policy is required. However...make sure you have Insurance to cover your products.

Indemnity Clause: MAKE SURE YOU READ

*****Your signature on the vendor application means you agree to all of the following:**

All VENDORS agree that except as otherwise provided herein, LESSOR shall have no liability for any damage to or loss of property brought to EVENT by VENDOR or to persons injured due to the negligence or otherwise of the VENDOR during the course of their activities with the EVENT. VENDOR waives, releases, and shall indemnify and hold harmless LESSOR and its officers, employees from all liabilities, and the cost and expense of defending all claims of liability, for any loss from theft or otherwise, or damage to property brought to EVENT by any person admitted by VENDOR, or loss or damage to property of others that is the result of wrongful or negligent acts of the VENDOR, its officers, agents, independent third party contractors contracted by the VENDOR, and employees.

2. Subletting, splitting or sharing of space:

NO subletting, splitting or sharing of any booth space is allowed...if any vendor is found to have subleased any of the space they have secured with Myrtle Beach Harley-Davidson they will be asked to vacate the premises immediately with no refunds of any monies!

3. South Carolina Sales Tax:

Most of you are return vendors and already have this license however... any new vendors will need to obtain it prior to setting up. It is a one time fee of \$50.00 and will be good for future rallies/events. The vendor is responsible to contact the *South Carolina Department of Revenue* at 843-839-2960 to obtain proper forms and information. You can also download the forms and information from www.sctax.org – Please call the above number if you have any questions and they will go over the details with you.

4. Fire Code Regulations: Very Important!

ALL vendors are required to have an up to date fire extinguisher in their tents/trailers. The County officers will come out and check so please make sure you are in compliance or they will close you down!

5. Location of Space:

It is our desire to allow all repeat vendors to have first option at the space they held during the previous Rally. This allows customers to know where to look for you from show to show. If your needs have changed and you would like to look at a different location we will try to accommodate you the best we can. Show Manager reserves the right to assign spaces as he/she sees fit, but will make every attempt not to move you once your space has been assigned.

6. Overnight Security:

We will be providing overnight security (off duty police officers) from 7:00pm – 8:00am from Monday, 5/13 - Saturday 05/19. It is the vendor's responsibility to secure all small items or items of high value. The officers will exercise reasonable precaution for the Dealership and its vendors. They cannot assume the responsibility for any loss or damage to the property of the vendors. NO ONE will be allowed back on to the lot once the officers are in place. This is for your protection; do not ask the officers for any exceptions to this policy!

7. Electrical Power:

VERY IMPORTANT: We have had quite a few problems in the past with the amount of power that is actually required not being what is checked off on your application. We set aside the exact amount of power you request on your application. If you get on site and have additional requirements we may not be able to accommodate you. You are also looking at a substantial charge if we are able to take care of you so please make sure you have the correct amount checked off. Your space comes with a standard 110-20-amp service. If your exhibit requires extensive power, please call as soon as possible to discuss your electrical needs. We provide you with the actual line – it is your responsibility to provide any special adapters, plugs, extension cords or other equipment you might need.

8. Vendor & Trailer Parking:

Vendor parking is located directly behind the main vendor lot. We will be assigning one (1) space per vendor in that lot plus (1) motorcycle spot on the main lot.

Trailer parking is located in the back of the vendor exhibit area and available on a first come basis. We ask that once your trailer is in place it is not moved until the event is over since it may get blocked in. If this will not work for you please let the attendant know when you arrive.

9. Maintenance of Booth Space:

We will be providing the trash pickup in all the common areas, additionally, please keep your booth free from excessive trash. All cardboard boxes need to be broken down prior to placing in proper receptacles. Failure to leave your booth area in clean condition will result in an additional fee of \$50.00 per hour for collection of excess trash and disposal of said trash. We ask you to pay particular attention to this since we are seeing more and more trash being left behind during move-out. I am trying not to charge a trash deposit but need your help in making sure your area is left as received!

10. Event Schedule:

Move-In:

Thursday – 5/23 9:00am – 2:00pm (All Vendors)

SEMI RIGS AND LARGE TRAILERS need to get in first then remaining vendors....

Please give me a call at 843-369-5555 and let me know when you are about 2-3 hours away so we can be ready for you and get you in off the street right away! Once the Semi's are in I will be happy to start moving the remaining vendors in...if you get into town early *please* check with us and we will get you in if at all possible!

Exhibit Hours:

| | |
|---------------|-----------------|
| Thursday 5/23 | 9:00am – 5:00pm |
| Friday 5/24 | 9:00am – 6:00pm |
| Saturday 5/25 | 9:00am – 2:00pm |
| Sunday 5/26 | 11:00am- 4:00pm |

Move out: NO ONE is allowed to start packing boxes or breaking exhibit down prior to 4:00pm – EVERYONE needs to stay open – What ever you do directly affects the Dealership and all of the vendors! Remember this is always a great day for last minute sales!!!

Sunday - 5/26 4:00pm till????

****Everything needs to be removed by the end of the day on Sunday 05/26. Any vendor who does not remove everything by the end of day on 5/26 will be assessed a penalty of \$250.00 per day.**

11. **Permits/Licenses:**

We obtain all your necessary County permits and licenses for you and give them to you when you arrive! THESE NEED TO BE DISPLAYED THE ENTIRE SHOW. If you lose it please see me right away, as I will have a copy on file!

12. **Credit Card Lines:**

All credit card lines MUST be requested in advance on your vendor application. We have a limited number of lines available on a first come first serve basis. These lines are only to be used for outgoing transmissions and are limited to toll free numbers. You will be sharing the line with another vendor so individual numbers can not be assigned. We supply you with the actual telephone jack. It is your responsibility to provide the line from the jack to your booth space. The distance should never be greater than 25'.

13. **Tents:**

We do NOT supply the tents for Spring Rally.

14. **Shipping of Merchandise:**

PLEASE NOTE: We are very limited on storage space! Please make sure you schedule delivery of your merchandise to arrive no earlier than the first day of move-in! We will not be able to accept any deliveries prior to that time. Make sure you have your company name well marked on the boxes. For pick-up after the event PLEASE schedule it for Monday 5/13 – we need to have everything picked up from our location as soon as possible! Any boxes/packages not picked up that day will be subject to a per day storage fee.

Address ALL packages as follows:

YOUR COMPANY NAME
Myrtle Beach Harley-Davidson
4710 S. Kings Highway
Myrtle Beach, SC 29575

15. **UPS:**

We are looking to have a UPS set up on site to better serve your customers. Details will follow.

16. **Vendor Exhibit Areas:**

When you choose your booth size please take into consideration the entire area you will need! Include room for the following: display area, trailer tongues, staging areas, unloading/loading ramps, awnings and doors. We will set aside the exact amount of space you request – there will not be any additional space! Remember NO exhibits can project into the aisles and walkways. We have strict fire code and zoning regulations we must comply with.

17. **Advertising:**

Myrtle Beach Harley-Davidson Website:

We have a very informative website (www.myrtlebeachharley.com), that we will be listing all of the vendors along with your web sites as you confirm with us. Please make sure you print your website address clearly on the application or notify me immediately if it changes so we can be accurate with your information.

Logo/Bio of Company:

If you would like to be highlighted on our website (included in space rental) we ask that you forward a JPEG file of your logo and a brief bio on your company and products. We will be happy to include this on the www.myrtlebeachharley.com website. Please e-mail this information to: sari@myrtlebeachharley.com

VERY IMPORTANT - Please Note:

- Myrtle Beach Harley-Davidson reserves the right to accept or reject any vendor space application.
- No fundraising activities will be allowed without express written consent of show management. No vendors can sell any food or beverage unless you are vending from a designated food booth.