



**HB Spokes Saloon Spring Rally 2010 ~ Vendor Exhibit Space Application**

Location Address: 1111 Hwy 9 –Longs, SC 29568 - 3 miles west of Hwy 17 on the Waccamaw River

Vendor Coordinator: HB Spokes Saloon – 843-399-2453

Application Mailing Address: 1111 Hwy 9 –Longs, SC 29568

Website – [www.hbspokes.com](http://www.hbspokes.com)

E-mail – [vendors@hbspokes.com](mailto:vendors@hbspokes.com)

<input type="checkbox"/>	10' x 10'	\$500.00	<input type="checkbox"/>	20' x 20'	\$653.00
<input type="checkbox"/>	10' x 20'	\$565.00	<input type="checkbox"/>	20' x 30'	\$715.00
<input type="checkbox"/>	10' x 30'	\$618.00	<input type="checkbox"/>	20' x 40'	\$778.00
<input type="checkbox"/>	10' x 40'	\$653.00	<input type="checkbox"/>	20' x 60'	\$850.00
<input type="checkbox"/>	Factory Semi Rigs and Trailers over 40'				\$1,000.00

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!!

**6 Day Permits & Licenses:**

\$500.00 Temporary Zoning Permit

\$100.00 Hawkers/Peddlers Permit

\$50.00 RV Permit (pertains to ANY vehicle with sleeping quarters)

**\*\* Please Note:** If the permit fees were to increase the vendors will be responsible for that increase.

Total Space Rental

\$ \_\_\_\_\_

Total Permits/Licenses

\$ \_\_\_\_\_ (see above)

**TOTAL DUE IN FULL:**

\$ \_\_\_\_\_ Full Payment is due **no later** than 4/1/10\*\*\*  
(County Deadline Date)

**\*\*\*Make Company Checks (no personal checks)/Money Orders payable to: HB Spokes**

*We also accept credit cards*

**IF PAYMENT IN FULL IS NOT RECEIVED BY THE DUE DATE – YOUR SPACE WILL BE RELEASED AND MONIES FORFEITED**

*Spaces will be sold on a first-come-first-serve basis.*

Company Name:	_____
Mailing Address:	_____
City:	_____ State: _____ Zip: _____
Phone:	_____ Cell: _____ Fax: _____
Federal ID # or Social Security #:	_____
Website:	_____ E-mail: _____
Credit Card (MC, Visa, etc.)	_____ Account Holder's Name _____
Credit Card Number	_____ Expiration Date _____
Dollar Amount to be Charged	_____ Authorized Signature _____

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.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## HB Spokes Saloon Spring Rally 2010 – 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 Space Requirements: - VERY IMPORTANT!**

Make sure you include ALL awnings, loading and unloading ramps, doors, service windows, trailer tongues, access areas, and staging areas. 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. The exact amount of space you check off is what will be set aside for you – NO EXCEPTIONS once you are on site!

\_\_\_\_\_ Space Size \_\_\_\_\_ Length of Trailer \_\_\_\_\_ Side you work out of

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**2. Power Requirements:**

- No Power Needed or have own Generator
- 110-20 amp - \$100.00
- 110-30 amp - \$150.00
- 110-40 amp - \$200.00
- Other (Please describe) \_\_\_\_\_ - \$250.00 additional

INCLUDE additional power amount on your vendor application!

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

**3. 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.


**4. Special Request:**

If you have any special needs or requests please list them...such as location, set-up, neighbors, etc. We will make every effort to accommodate any reasonable request.

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## HB Spokes Saloon Spring Rally 2010 – May 10-16, 2010

### Vendor Rules & Regulations/Information Sheet

**IMPORTANT:** Please read this area completely – Your signature on the Vendor Application states that you agree to exhibit under and in compliance with all of the attached information.

#### Insurance Requirements:

##### Insurance Requirements:

ALL vendors must submit & carry a liability and insurance policy that lists *HB Spokes* as additional insured. The time period of **May 10<sup>th</sup> thru May 16<sup>th</sup> 2010** shall be listed on the policy. This policy should include general liability, personal injury, and blanket liability insurance with limits no less than \$1,000,000.00 per occurrence. This policy needs to be faxed (843-399-6073) Attention: HB Spokes - No vendor will be permitted to move in until proof of insurance has been received! If you do not have a company you work with, check with the following:

SIS Insurance Services – 800-457-2231 – [www.shahinianinsurnace.com](http://www.shahinianinsurnace.com)

Insure Events – 800-279-6540 – [www.insurevents.com](http://www.insurevents.com)

##### 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.

#### Subletting, splitting or sharing of space:

NO subletting, splitting or sharing of any part of your booth space is allowed...if any vendor is found to have subleased, any of the space that they have secured with HB Spokes Saloon they will be asked to vacate the premises immediately with no refunds of any monies!

#### South Carolina Sales Tax:

This is the one permit I can not obtain for you. It is the vendor's responsibility to contact the South Carolina Department of Revenue at 843-839-2960 to obtain all proper forms and information. ALL vendors will have to have a South Carolina Business License. This is a one time fee of \$50.00 and will be good for as long as you come to Myrtle Beach and file with the State at the end of each event.

The local mailing address is as follows:

South Carolina Department of Revenue  
1330 Howard Parkway  
Myrtle Beach, SC 29577

#### Location of Space:

It is our desire to allow all repeat vendors to have first option at the space they held at 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 adjust or make changes in assigned spaces as he/she sees fit, but will make every attempt not to move you once your space has been assigned.

#### Overnight Security:

HB Spokes Saloon will be providing 24 hour security starting on May. 9<sup>th</sup> . However, it is the vendor's responsibility to secure all small items or items of high value. Security will exercise reasonable precaution to protect HB Spokes Saloon and its vendors. They *cannot* assume the responsibility for any loss or damage to the property of the vendors. It is *the vendor's responsibility* to carry insurance to cover such items.

#### Electrical Power:

Please refer to the vendor spec sheet as to what the charges will be for the power that you will need and include it on your total amount due. It is your responsibility to provide any special adapters, plugs, extension cords or other equipment that you might need. Please let HB Spokes know of anything that will be out of the ordinary for electrical requirements so we can make provisions to accommodate you.

#### Vendor & Trailer Parking:

Vendor parking is located on an off site lot and HB Spokes will be providing a shuttle from such lot. If you are riding a motorcycle you will be able to park directly at HB Spokes. Vendor Trailer parking will also be located in the off site parking area and is available on a first come basis. We ask that once your trailer is in place that it is not moved until the event is over. If this

will not work for you please let attendant know when you arrive.

**Maintenance of Booth Space:**

We will be providing the trash pickup in all the common areas, but do ask that you 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 could result in an additional fee of \$100.00 per hour for collection of excess trash and disposal of said trash.

**Event Schedule:**

**Move-In:**

*Monday May 10th* 10:00am – 7:00pm

**Exhibit Hours:**

Monday 5/10 – Sunday 5/16 10:00am - 12:00am

Please Note: These are the *minimum* hours; you can open earlier and stay open later!

**Move Out:** NO ONE is allowed to start packing boxes or breaking exhibit down prior to 2:00pm unless notified – EVERYONE needs to stay open – The reason is what you do directly affects everyone on the vendor lot. I know you are ready to get home but we have to take all vendors into consideration! If you choose to break down early you will not be invited back in the future!

Remember - This is always a great day for last minute sales!!!

Saturday – 5/10 after 12:00am  
Sunday – 5/16 all Day

**Permits/Licenses:**

We will have all your necessary County permits and licenses for you when you arrive! These will need to be displayed in your booth for the entire event! The County will be coming by to check for the permits and will be writing us up if they are not displayed! If you lose it please see us right away, as we will have a copy on file!

**Credit Card Lines:**

There is an additional charge of \$200.00 for a credit card line. These are limited and will be available on a first come first served basis. Please make sure you make a note on your application if this is a service you will need. THIS line must be ordered in advance!

**Internet/WiFi Access:**

HB Spokes does provide wireless access with no extra fee.

**Advertising/Marketing:**

IMPORTANT! - We will be promoting this vending location and all of our vendors in the Rally ads prior to the event. We will be promoting through HBSpokes.com and our other digital venues. IF you plan on reserving a vendor location @ HB Spokes, FEEL FREE to email any promotional flyers, logos, website addresses to us in an effort to promote your spot during Bike Rally.

**Shipping of Merchandise:**

We are not able to accept any deliveries prior to Tuesday 9/20/09. Make sure all shipments are marked clearly with your company name – you must be onsite to accept all deliveries!

BIKE WEEK VENDOR AREA

Company Name

1111 Hwy 9

Longs, SC 29568

**Vendor Exhibit Area:**

***THIS IS VERY IMPORTANT!*** When you choose your booth size you have got to take into consideration ALL of the area you will need. Make sure you include room for the following: trailer tongues, all display areas, staging areas, unloading and loading ramps, awnings & doors. **ONLY** the amount you specify will be what we set aside for you. NO exhibits can project out into the aisles and walkways. We have strict fire code regulations and zoning regulations that we must comply with. Please take into consideration all of your needs and make sure you order the correct amount of space. NO extra space will be available during move-in.

**Fire Code Regulations:**

ALL tents, canopies, tarps etc must be composed of flame resistant material or shall be treated with a flame retardant to meet the requirements of NFPA 701  
ALL vendors are required to have a portable working fire extinguishers type (ABC)

Pets

Pets are strongly discouraged for health and safety reasons. If you cannot make other arrangements for boarding, your pet MUST BE ON A LEASH AND POLICING AFTER IT IS REQUIRED. Your pet must be under your control at all times, and YOU ARE FULLY RESPONSIBLE FOR ITS ACTIONS. Any offensive or unsafe action by your pet MAY RESULT IN EXPULSION WITHOUT REFUND.

Refunds:

Space refunds WILL NOT BE ISSUED for cancellations made 30 days prior to event.

Eviction from vending property:

Any vendor found in breach of any part(s) of this contract will be immediately removed from the vending premises with no return of vending fees.

Please Note:

- HB Spokes reserves the right to accept or reject any vendor space application.
- No fundraising activities will be allowed without express written consent of show management.
- Only those items listed on your vendor information sheet will be allowed to be sold.
- No vendors are allowed to sell any food or beverages.