

2008 VENDOR APPLICATION

Event Date: May 22-25, 2007
Event Location: 10177 N. Kings Highway, Myrtle Beach, SC 29572
 Vendor Coordinator: Andrea Hensley
 Application Mailing Address: 2105 Cromley Circle, Unit C, Myrtle Beach, SC 29577
 Phone/Fax: P: 843.712.2618 F: 843-712-2621
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 Website: www.festivalpromotionsmyrtlebeach.com

<input type="checkbox"/>	10' x 10'	\$750.00	<input type="checkbox"/>	20' x 30'	\$1,650.00
<input type="checkbox"/>	10' x 20'	\$975.00	<input type="checkbox"/>	20' x 40'	\$1,950.00
<input type="checkbox"/>	10' x 30'	\$1,125.00	<input type="checkbox"/>	20' x 20'	\$1,350.00
<input type="checkbox"/>	Factory Rigs and Trailers over 40'				\$2,250.00

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!!

3-4 DAY PERMITS & LICENSES: ** Please Note: If the permit fees were to increase the vendors will be responsible for that increase.
 \$400.00 Temporary Zoning Permit
 \$100.00 Hawkers/Peddlers Permit
 \$125.00 – Hospitality Fee – Only required for Food & Beverage vendors
 \$50.00 RV Permit (for ANYTHING that contains sleeping quarters)

Total Space Rental	\$ _____
Total Permits/Licenses	\$ _____
Power	\$ _____
TOTAL DUE:	\$ _____
50% Deposit:	\$ _____ 50% Deposit due at time of application
Balance Due:	\$ _____ Final Payment is due <u>no later</u> than 4/20/08***

*****Make Company Checks (no personal checks)/Money Orders payable to: FESTIVAL PROMOTIONS**
We are also now ACCEPTING 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: _____
 Authorized Person: (Please Print) _____
 Credit Card (MC, Visa, etc.) _____ Account Holder's Name _____
 Credit Card Number _____ Expiration Date _____
 Three Digit ID Number on BACK of Credit Card _____ Dollar Amount to be Charged _____
 Authorized Signature Allowing Festival Promotions to Charge Above Amount _____

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: _____

Show Management Use ONLY:	Date Received: _____	Deposit Received _____
	Balance Due: _____	Balance Received _____
	Date Paid in Full: _____	

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

2. POWER REQUIREMENTS: ***VERY IMPORTANT *******

- ❖ All power is provided by generators and must be arranged 30 days out.
- ❖ Generators will only be run during show hours.
- No Power Needed
- 10-20 amp - \$160.00
- 110-30 amp -RV PLUG - \$185.00
- 30-amp 110 volt - \$185.00
- 110-40 amp - \$210.00
- Other (Please describe) _____ \$260.00 additional
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INCLUDE additional power amount on your vendor application!

Please Note: If the amount of power you require once you are on site exceeds the amount you have checked off above we *may not* be able to provide that service to you. We will do everything possible to accommodate your power needs, BUT THERE WILL BE A \$200.00 CASH CHARGE FOR ANY ADDITIONAL POWER NEEDS ONCE YOU ARE ON-SITE. Make sure you bring any *special* *plugs/adapters* and all extension cords you will need. If you are not sure of what you need please call and we will get you in touch with our power supplier.

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.

8. VENDOR & TRAILER PARKING:

Vendor parking will be located in a lot close to the vendor display area. Vendor trailer parking will also be located in a back parking lot, not directly in the vendor display area. Please check with Security as to where to place your trailer and obtain a trailer parking pass. Any trailers parked without passes will be towed at owners expense!

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 could result in an additional fee of \$250.00 for collection of excess trash and disposal of said trash. Remember the space you rent needs to be returned in the same condition it was received!

10. EVENT SCHEDULE:

<u>Move-In:</u>	Tuesday - 5/20 Wednesday – 5/21	10:00am – 6:00pm 9:00am – 7:00pm (ALL vendors)
<u>Exhibit Hours:</u>	Thursday 5/22 – Sunday 5/25	10:00am - 9:00pm
<u>Move Out:</u>	Sunday 5/25 Monday - 5/26	9:00pm - ???? 8:00am till 5:00pm EVERYTHING needs to be removed by 5:00pm

NO ONE is allowed to start packing boxes or breaking exhibit down prior to 9:00pm on Sunday 5/25. EVERYONE needs to stay open – Remember... 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!

****Everything needs to be removed by the end of the day on Monday 5/26. Any vendor who does not remove everything (including YOUR TENT AND RIGS) 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 THERE WILL BE A \$25.00 CHARGE FOR A REPLACEMENT!!! Make sure you fill out and mail or fax the Hawkers/Peddlers Application back to me – I need this to obtain your permit!

12. TELEPHONE/COMMUNICATION LINES:

This service is NOT available on this lot. You will need to use satellite or cellular machines. A local contact is Debbie Bone - 843-267-6711

13. WEBSITE INFORMATION:

We have a very informative website (www.festivalpromotionsmyrtlebeach.com), 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 us immediately if it changes so we can be accurate with your information. If you have a jpeg file of your logo and will forward it with a brief bio of your products/services to info@festivalpromotionsmyrtlebeach.com we will highlight you in our vendor spotlight.

Official Bike Week Guide:

You may want to consider taking out a ¼ page color ad (\$400.00) in the “Official Bike Week Guide”. We print 30,000 copies and it is distributed all over the city in motel’s/hotel’s, restaurants, bars, Welcome Centers and of course at all of the major vending locations. Please contact Mike Shank at 843-267-7443 or e-mail him at mike@festivalpromotionsmyrtlebeach.com to get the details.

14. SHIPPING OF MERCHANDISE:

We are NOT able to accept any deliveries prior to Tuesday 5/20. No CODS will be accepted. You will need to use the following information if you plan on shipping merchandise

Shipping Address:	Company Name Colonial Mall BIKEFEST Vendor Area 10177 N. Kings Highway Myrtle Beach, SC 29572
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15. TENTS:

The following is the contact information for the tent company that we use and feel comfortable recommending to you. You may want to consider having them set your tent so it will be ready and waiting for you upon your arrival.

Ed Widauer – JV Chujko, Inc. – 412-906-7590

Very Important:

What ever tent company you choose, make sure you tell them **that they can NOT stake the tents**. They will have to use water barrels or weights. When you reserve your tent make sure you tell them all tents must be removed **by the close of day on Monday 5/26!**

16. VENDOR EXHIBIT AREAS:

THIS IS VERY IMPORTANT! When you choose your booth size you need to take into consideration ALL of the area you will require. 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 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.

