



Blue Ridge Bike Fest 2012 Vendor Application and Terms

Blue Ridge Bike Fest
April 13-15, 2012
The Roanoke Civic Center

Hours:
Friday: 1pm-9pm
Saturday: 10am-9pm
Sunday: 10am-5pm

Please read and initial the following VENDOR TERMS pages and attach the vendor contract.

Contact Information:

The Blue Ridge Bike Fest
Sponsor Hounds
2110 Shenandoah Valley Ave
Roanoke, VA 24012

Waynette Anderson
President

Elliot Broyles
Vice-President

Phone: 540-206-2414

Fax: 540-206-2416

Terms:

- Vendor applications will not be accepted without the following pages completed
- **A 25% deposit is required with the application to hold a specific booth space**
- If a 25% deposit is not attached with the application you will still be responsible for the full booth price.
- No refunds will be offered once booth space is placed
- There is a \$100 late back-out fee per 10x10 booth after January 1, 2012
- Consideration will be made for repeat vendors until October 19, 2011
- The Blue Ridge Bike Fest reserves the right to accept or reject any vendor for any reason
- The Blue Ridge Bike Fest has strict category limitations and reserves the right to decline a vendor based on the number of similar vendors already booked
- The Blue Ridge Bike Fest promises no exclusivity unless this agreement is amended in writing by Sponsor Hounds.
- Vendor displays must stay within the designated area of space requested
- Vendors must take into account any trailer hitch when booking space
- **ALL VENDORS MUST CHECK IN UPON LOAD-IN FOR FURTHER INSTRUCTIONS BEFORE SETTING UP**

Initial: _____

Terms Continued on Next Page

Terms Cont.:

- Load-in will take place Thursday April 12th from 8am to 8pm and vendors will be assigned a specific load in time in that window
- Vendors are prohibited from allowing any other company to exhibit within the booth purchased and may only promote or sell the product or service categories listed by the vendor on the application
- 2 vendor badges will be assigned per vendor regardless of space. 2 Additional vendor badges may be purchased in advance of the show for \$10
- Vendors are expected to remain open during all official hours of the event
- Vendors that break down early will be charged a flat fee of \$100 and will be denied space in future Sponsor Hounds events
- Outdoor vendors are encouraged to use water barrels to secure tents. If staking is necessary vendors are required to patch their own stake holes.
- Outdoor vendors using stakes are required to pay a \$25 deposit per stake at load-in. The deposit will be refunded upon inspection by Sponsor Hounds.
- The Roanoke Civic Center charges a fee of \$15 per night for on-site camping
- Hot Leathers is the official event merchandise company of the Blue Ridge Bike Fest
- Merchandise displaying the wording "Blue Ridge Bike Fest", "Bike Fest, Roanoke, VA", any combination of those words or any other merchandise with specific event date or name is strictly prohibited
- Hot Leathers reserves the right to sell any and all official event merchandise at the Blue Ridge Bike Fest
- Vendors are prohibited from displaying signage with the wording "Official Event Merchandise"
- No Water, Food, or beverages may be sold or given away from your booth

Please Answer the Following Questions:

- | | | | |
|--|-----------------|-----|----|
| 1. Will you need additional vendor badges?
2 extras will be issued for \$10 total | (please circle) | YES | NO |
| 2. Will you be using stakes in the outdoor vendor area?
A \$25 deposit per stake hole will be required at load-in | (please circle) | YES | NO |
| 3. Will you be camping on Roanoke Civic Center property?
The Roanoke Civic Center charges \$15 per night. Dry camping only. | (please circle) | YES | NO |

Payment Schedule

- 25% deposit due with application
- 50% deposit due by October 31, 2011
- Full Balance due by March 1, 2012

Failure to follow the payment schedule for the remaining balance will result in forfeiture of your booth space. You will still be responsible for full payment.

Initial: _____

Terms Continued on Next Page

Terms Cont.:

Additional Charges:

- Electricity is available in most areas of the show for an additional fee depending on power requirements (single 110v = \$55)
- Tables, Chairs, WIFI access, and Pipe & Drape are also available for an additional fee (see contract for pricing)

Parking:

- Parking is free for vendors and guests to the show
- Vendors must park in the designated vendor parking area
- Vendors will be provided a Vendor Parking Pass upon load-in

Insurance:

- **Vendors are required to add Sponsor Hounds as additionally insured to their general liability insurance policy for the length of the show**
- Please contact your insurance company and request that they fax the certificate of insurance listing "Sponsor Hounds" as additionally insured. (Fax) 540-206-2416
- The company name on the insurance policy must match the application

If you do not have a business insurance policy you may check prices with a familiar insurance agency or fill out an insurance application from DHC Insurance. DHC offers vendor insurance for \$50. You will have to ask them to list Sponsor Hounds as additionally insured and provide them with our address and fax number below:

Sponsor Hounds
2110 Shenandoah Valley Ave
Roanoke, VA 24012
(fax) 540-206-2416

DHC Insurance Contact Information:
<http://dhcins.com/vendorins.htm>
(888) 288-1829

Sponsor Hounds is not affiliated with DHC Insurance in any way. We do not offer any guarantee of their products or services. If you do not have a business insurance policy you are free to purchase one through any insurance company you choose.

By initialing below, the vendor agrees that he/she has read and understands the terms, rules, and regulations listed above and that the vendor agrees to abide by the terms, rules, and regulations.

Initial: _____

Must be accompanied by a completed Exhibitor Contract and a 25% deposit



Exhibitor Contract

The 2012 Blue Ridge Bike Fest
Roanoke Civic Center
Roanoke, Virginia - April 13-15, 2012
Phone: 540.206.2414 Fax: 540.206.2416

Representative:

**VENDOR TERMS SHEETS
MUST BE ATTACHED**

Mail or Fax the Exhibitor Application to:

2110 Shenandoah Valley Ave. Roanoke, VA 24012 | Fax: 540-206-2416

Company Information

Company Name:

Contact Person:

Street Address:

City: State/Province: Zip/Postal Code:

Phone: Fax: Cell:

E-mail:

Company Product Description:

Booth Selection

INSIDE

INSIDE

OUTSIDE

10 x 10 Booths
\$300 each

10 x 10 Corner Booths
\$350 each

10 x 10 booths
\$150 each

Extras:

Electricity = \$55 (110v single) WIFI = \$40 Chairs = \$10 each Tables = \$30 Pipe & Drape = \$5/running foot

On-site Camping = \$15/night (no hookups) Outdoor Staking (see below)* Check Here if you are bringing a trailer that will be left on-site during the event (does not apply if the trailer is your display)

* Vendors staking in the Roanoke Civic Center parking lot are required to patch the holes created upon load-out. These vendors will be required to pay a deposit of \$25 per hole at load-in and that money will be refunded upon inspection by show promoter.

Total Booth Price: Booth # (specific booth numbers will not be reserved without a 25% deposit)

25% deposit required with contract to reserve your space. Ask about the bulk rate for 4 or more indoor booths.

Payment Schedule:

A non-refundable, 25% deposit is required to reserve your booth space. Full 50% deposit must be paid by 10/31/11. Payment in full must be received by March 1, 2012. **No refunds.** Any cancellation after January 1, 2012 will be responsible for the full booth price plus a \$100 late back-out fee.

Booth Payment

Select Payment Method:

Cash Check (Check #)

Visa MasterCard

If paying with cash, booth will not be reserved until the deposit is received.
If paying with check, please include check number.

Please circle one:

Deposit Full Balance

Credit Card Payment Information:

CC #:

CVC Code:
The CVC code is a 3 digit number on the back of the MasterCard or VISA next to or above your signature. This code is required to process your transaction.

Expiration Date:

Name on Card:

Signature:

I hereby authorize Sponsor Hounds to accept a credit card payment from the above listed account.

Additional Info and Signature

I understand that this is a legally binding contract and that I will be held to the terms of this contract. I understand that booths are sold on a first come, first serve basis and that exhibitors are not promised exclusivity in any way unless this agreement is amended by Sponsor Hounds. I understand that each vendor will get 2 vendor badges regardless of space. 2 Additional badges can be purchased for \$10. Vendors are limited to 4 badges total. Any additional employees or guests must purchase a weekend pass to the event. Vendors that fail to return their badges at the end of the event will incur a \$5 charge for each badge not returned. I understand that exhibitors are required to add Sponsor Hounds as additionally insured to their general liability insurance policy for the length of the show. Break down and load out will take place at 5pm on the last day of the event. Early breakdown is contractually prohibited and will result in denial of booth space in future shows and a \$100 fee. I understand that Exhibitor decorations may not obstruct other displays or project into any aisle. I agree to obey all applicable laws and regulations of the city or county where the trade show is located. I understand that Sponsor Hounds reserves the right to decline or prohibit any exhibit or portions thereof. I understand that Sponsor Hounds reserves the right to make location/space changes, with no advance notice to the exhibitor, that Sponsor Hounds believes will be in the best interest of the show. Sponsor Hounds, 2110 Shenandoah Valley Avenue, Roanoke, VA 24012

Signature: _____ Date: _____