



## Cruisin' the Coast Myrtle Beach Spring Bike Week 2007

### VENDOR INFORMATION Barefoot Landing Vendor Village – North Myrtle Beach

#### EVENT SCHEDULE

##### Move-In

Wednesday 5/9 & Thursday 5/10      10:00am – 6:00pm

We need to place **SEMI RIGS AND LARGE TRAILERS** first then remaining vendors. If you have a trailer or semi please give me a call at 843-995-7000 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! If you arrive early check with me and I will get you in if at all possible!

##### Exhibit Hours

Friday 5/11 – Wednesday 5/16      10:00am - 7:00pm  
Thursday 5/17 - Saturday 5/19      10:00am - 8:00pm  
Sunday 5/20      Vendors Discretion

##### Move Out

Saturday 5/19      8:00pm - ?????  
Sunday 5/20      8:00am till 5:00pm

**Everything needs to be removed by 5:00pm on Sunday 5/20**

NO ONE is allowed to start packing boxes or breaking exhibit down prior to 8:00pm on Saturday 5/19. 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!

### **Insurance Requirements:**

We will be working with insure vents.com and will be providing ALL vendors who book with us prior to April 7<sup>th</sup> with a liability insurance policy. However make sure you have a policy 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.*

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

NO subletting, sharing or splitting of any part of your 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!

### **South Carolina Sales Tax:**

All return vendors should already have your SC Sales Tax License. However all new vendors will need to obtain this permit prior to setting up. It is a one time fee of \$50.00 and will be good for future rallies/events. It is the **vendor's responsibility** 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](http://www.sctax.org) – Please call the above number if you have any questions and they will go over the details with you.

### **Food & Beverage Vendors:**

All food/beverage will be handled by the merchants of Barefoot Landing - No outside food/beverage allowed!

### **Location of Space:**

We are having to redesign the lot to accommodate the requirements that Barefoot Management has put into place. However we will make every effort for all returning vendors to be as close as possible to the space they had in 2006. This allows customers to know where to look for you from show to show. If your needs have changed since you sent your application in, please let me know right away. New vendors... we will be assigning space according to the time your application & deposit is received. We will group the vendors according to products and if they will require "installs" where bikes need to be brought to them. 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:**

We will be providing overnight security (mall security & off duty police officers) from 7:00pm – 8:00am starting on Wednesday 5/9. However, it is the vendor's responsibility to secure all small items or items of high value. The officers will exercise reasonable precaution to protect Myrtle Beach Harley-Davidson, Barefoot Landing 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 vendor lot once the officer is in place. This is for your protection: do not ask the officer for any exceptions to this policy. It is the vendor's responsibility to carry adequate insurance to cover them in the case of theft

**Electrical Power: VERY IMPORTANT - Please Read!!!!**

What you have ordered on your application is ALL that will be available to you! Please contact me immediately if anything has changed. Once you are on site we will NOT be able to add anything as we have done in years past!

All of the power for the vendors will be supplied by generators. It is your responsibility to provide any special adapters, plugs, extension cords or other equipment you might need.

\*\*\*\* ***Please Note:*** The generators will be turned on ONLY during show hours.

**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 an adjacent warehouse lot but not directly in the vendor display area.

**Permits and Licenses:**

These will need to be displayed in your booth for the entire event! The City of North Myrtle Beach will be coming by to check for the license/permit and will be writing us up if they are not displayed! If you lose it please see me right away, as I will have a copy on file!

**Shipping Procedures: Very Important!**

We are not able to accept any deliveries prior to move-in on Wednesday, 5/9. If you are having things shipped please use the following address to assure that it gets to you!

COMPANY NAME  
Barefoot Landing/Bike Week Vendor Area  
4898 Highway 17 South  
North Myrtle Beach, SC 29582

**Tents:**

We recommend you contact the companies we work with on tents...by doing this we will make sure your tent is ready and waiting for you when you arrive. Please have the company you choose give me a call to confirm your actual space location. Make sure you make your arrangements to have your tent removed no later than 5:00pm on Sunday 5/20!

- Hotz Tent Rental – Davy – 843-997-008
- Coastal Tent Rental: Matt or Dave – 843-251-3872
- Nelson Tent Rental: Gerald - 386- 479-3663

**Vendor Exhibit Areas:**

NO exhibits can project out into the aisles and walkways. We have strict fire code regulations and zoning regulations we must comply with.

**Communication/ Credit Card Lines:**

Sorry but this is NOT available on this location

**Maintenance of Booth Space:**

We will provide all of the trash pick-up in all of the common public areas. We do expect you to keep your booth free of all trash and clean your booth daily of all excessive trash. **ALL** cardboard boxes are to be broken down prior to placing by the trash cans for pick-up. The space that you occupy should be left as clean as it was when you took possession of it during move-in. Failure to do so will result in an additional \$250.00 fee.

**Fire Extinguishers/Fire Code Regulations:** NEW for 2007 - Please Read

**All Vending Tents, Canopies, Drops and Tarpaulins** are required to be composed of flame resistant material or should be treated with a flame retardant to meet the requirements of NFPA 701.

ALL vendors are required to have a workable, up to date FIRE EXTINGUISHER in their leased space. They city inspectors will make surprise visits and will automatically close you down if you are found not to have proper equipment.

**Please Note:**

- 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 can sell any food or beverages of any kind All food is handled by Barefoot Landing Merchants