



Cruisin' the Coast Myrtle Beach Spring Bike Week

**VENDOR INFORMATION
Farmers Galley**

ON SITE CONTACT: Tommy Weatherford 843-828-8871

EVENT SCHEDULE:

Move-In:

Wednesday - 5/9
Thursday - 5/10

10:00am - 6:00pm (Trailers)
9:00am - 7:00pm (ALL vendors)

Exhibit Hours:

Friday 5/11 - Saturday 5/19

10:00am - 7:00pm

Move Out:

Saturday 5/19
Sunday - 5/20

7:00pm - ????
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 7:00pm 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

ALL vendors must submit & carry a liability and insurance policy that lists both Myrtle Beach Harley-Davidson LLC & Gray Family Investments LLC as additional insured. The time period of May 11-20, 2007 shall be listed on the policy. This policy should include general liability, personal injury, and blanket liability insurance with limits no less than \$500,000 per occurrence. This policy needs to be faxed (843-293-0149) or mailed to Sandy Leone's attention no later than 30 days prior to event. - 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

Insure Events – 800-279-6540 – www.insurevents.com

If you plan on attending the Fall Rally add the dates of October 3-7, 2007 to save money ☺

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 or 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/Gray Family Investments LLC they will be asked to vacate the premises immediately with no refunds of any monies!

South Carolina Sales Tax

All 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.

Local Office: www.sctax.org

S.C. Department of Revenue, 1330 Howard Parkway, Myrtle Beach, SC 29577

Food & Beverage Vendors

All food/beverage will be handled by contracted Food Vendor ONLY!

Location of Space

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

There is none provided – YOU must provide your own security!

Electrical Power: VERY IMPORTANT

It is very important to be as accurate as possible on your power requirements. If you need additional power once you are on site we may not be able to provide it. It is your responsibility to provide any special adapters, plugs, extension cords or other equipment you might need. Please let me 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 will be located in a lot close to the vendor display area. Vendor trailer parking will also be located in an adjacent lot but not directly in the vendor display area.

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!

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! Make sure you fill out and mail or fax the Hawkers/Peddlers Application back to me – I need this to obtain your permit!

Telephone/Credit Card Lines

A limited number of restricted phones lines are available for \$150.00 for the show. Please request them when you submit your application.

Shipping of Merchandise

We are NOT able to accept any deliveries you MUST be on site to accept deliveries. Some things you will need to include if you do plan on shipping merchandise. Make sure your company name is on package. You will have to be on site in order for us to accept shipments.

Shipping Address: Farmer's Galley
YOUR COMPANY NAME
5301 S Kings Highway, Myrtle Beach, SC 29577

Tents

The following is a list of tent companies that we 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.

- Coastal Tent Rentals: Matt or Dave: 843-251-3872
- Hotz Equipment Rental: Frank – 843-995-0195

If you use another tent company please have them contact me before arrival and make sure they remove the tent by the close of day on Sunday!

Vendor Exhibit Area

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.

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 are allowed to sell any food or beverages except the contracted food/beverage vendor