



Cruisin' the Coast – Myrtle Beach Spring Bike Week

VENDOR INFORMATION HB Spokes Saloon

EVENT SCHEDULE

Move-In

Wednesday 5/9	10:00am – 5:00pm
Thursday 5/10	9:00am – 7:00pm (ALL vendors)

Exhibit Hours

Friday 5/11 - Saturday 5/19	11:00am - 12:00am
Sunday 5/20	10:00am – 2:00pm

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

Move Out

Sunday - 5/20	2:00pm till ????
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Remember - This is always a great day for last minute sales!!!

Monday – 5/21	8:00am till ????
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NO ONE is allowed to start packing boxes or breaking exhibit down prior to 2:00pm unless notified – 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 insurevents.com and will be providing ALL vendors who book with us prior to April 7th with a liability insurance policy. However make sure you have a policy to cover your products.

Recommended Insurance Companies:

SIS Insurance Services: 800-457-2231 www.shahinianinsurance.com

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

Indemnity Clause:

*****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, 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 LLC & 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

Food & Beverage Vendors

No outside food or beverage allowed to be sold. HB Spokes has all rights to food and beverage sales.

Overnight Security

HB Spokes Saloon will be providing 24 hour security starting on Wednesday 5/9. 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, Myrtle Beach Harley-Davidson 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

It is your responsibility to provide any special adapters, plugs, extension cords or other equipment you might need.

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

HB Spokes 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.

Permits/Licenses

We will have all your necessary 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 close your booth 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

Due to the high cost of these connections they are no longer included in your rent. We will charge you exactly what we are charged for this connection. You are looking at around \$200.00 per line. Please include the \$200.00 in your payment and if the price is different we will credit/bill you accordingly. **This service has to be requested PRIOR to set-up!!**

Shipping of Merchandise

We are not able to accept any deliveries prior to Wednesday 5/9. Make sure all shipments are clearly marked with your company name – you must be onsite to accept all deliveries!

Shipping Address:

Your Company Name
HB Spokes Saloon/Bike Week Vendor Area
1111 Hwy 9
Longs, SC 29568

Tents

You are responsible to arrange or set up your own tents! We have several companies that we will be working with for tents & can recommend.

Coastal Tent Rentals: Matt or Dave – 843-251-3872

Holz Equipment Rental: Davy– 843-997-0084

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.