



CRUISIN' THE COAST – MYRTLE BEACH SPRING BIKE WEEK 2007

VENDOR INFORMATION MAIN Harley-Davidson- MAIN Dealership

ON SITE CONTACT: "Dee" Frank Boyer 843-333-0748

EVENT SCHEDULE

Move-In

Wednesday 5/9 8:00am – 7:00pm
Thursday 5/10 8:00am – 7:00pm (ALL vendors)

SEMI RIGS AND LARGE TRAILERS need to get in first then remaining vendors....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! Once the Semi's are in I will be happy to start moving the remaining vendors in...if you get into town early please check with us and we will get you in if at all possible!

Exhibit Hours

Friday 5/11– Saturday 5/19 9:00am - 7:00pm
Sunday 5/20 9:00am – 2:00pm

Move out:

Sunday 5/20 2:00pm till ????
Monday 5/21 8:00am till ????

NO ONE is allowed to start packing boxes or breaking exhibit down prior to 2:00pm– EVERYONE needs to stay open – What ever you do directly affects the Dealership and all of the vendors! Remember this is always a great day for last minute sales!!!

****Everything needs to be removed by the end of the day on Monday 5/21. Any vendor who does not remove everything by the end of day on 5/21 will be assessed a penalty of \$250.00 per day.**

MOVE-OUT: Please Read!!

This is a BIG Problem Area: Do NOT pack up or break your booth area down early if you plan on coming back with us for future events! The owner of the Dealership will be watching and anyone that he sees that has started breaking down their booth will not be invited back to the Dealership!

Dee or myself will personally come by to inform you if we are closing earlier than 2:00pm on Sunday 5/20 if anything changes.

The same thing goes with closing early on event days...We changed the hours to get you out of here earlier than the dealership closes – Please, do not abuse this by closing early.

Insurance Requirements: NEW for 2007!

We are working with Insurevents.com and will obtain a Group Liability Insurance Policy to cover the vendors at the Spring 07 event. NO additional Insurance Policy is required. However...make sure you have Insurance 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, splitting or sharing of space:

NO subletting, splitting or sharing of any 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:

Most of you are return vendors and already have this license however... any new vendors will need to obtain it prior to setting up. It is a one time fee of \$50.00 and will be good for future rallies/events. The vendor is responsible 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 – Please call the above number if you have any questions and they will go over the details with you.

Fire Code Regulations: New for 2007 & Very Important!

ALL vendors are required to have an up to date fire extinguisher in their tents/trailers. The County officers will come out and check so please make sure you are in compliance or they will close you down!

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.

Location of Space:

It is our desire to allow all repeat vendors to have first option at the space they held during the previous Rally. This allows customers to know where to look for you from show to show. If your needs have changed and you would like to look at a different location we will try to accommodate you the best we can. Show Manager reserves the right to assign 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 (off duty police officers) from 7:00pm – 8:00am from Tuesday 5/8 - Saturday 5/19. It is the vendor's responsibility to secure all small items or items of high value. The officers will exercise reasonable precaution for the Dealership 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 lot once the officers are in place. This is for your protection; do not ask the officers for any exceptions to this policy!

Electrical Power:

VERY IMPORTANT: We have had quite a few problems in the past with the amount of power that is actually required not being what is checked off on your application. We set aside the exact amount of power you request on your application. If you get on site and have additional requirements we may not be able to accommodate you. You are also looking at a substantial charge if we are able to take care of you so please make sure you have the correct amount checked off. Your space comes with a standard 110-20-amp service. If your exhibit requires extensive power, please call as soon as possible to discuss your electrical needs. We provide you with the actual line – 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 directly behind the main vendor lot. We will be assigning one (1) space per vendor in that lot plus (1) motorcycle spot on the main lot.

Trailer parking is located in the back of the vendor exhibit area and available on a first come basis. We ask that once your trailer is in place it is not moved until the event is over since it may get blocked in. If this will not work for you please let the attendant know when you arrive.

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 will result in an additional fee of \$50.00 per hour for collection of excess trash and disposal of said trash. We ask you to pay particular attention to this since we are seeing more and more trash being left behind during move-out. I am trying not to charge a trash deposit but need your help in making sure your area is left as 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!

Credit Card Lines:

All credit card lines MUST be requested in advance on your vendor application. We have a limited number of lines available on a first come first serve basis. These lines are only to be used for outgoing transmissions and are limited to toll free numbers. You will be sharing the line with another vendor so individual numbers can not be assigned. We supply you with the actual telephone jack. It is your responsibility to provide the line from the jack to your booth space. The distance should never be greater than 25'.

Tents:

ALL tents and sidewalls ARE provided in your space rental fee. Wherever we can we will have your tent ready and awaiting your arrival. Please do an inspection of the tent upon arrival and make us aware of any holes, tears or stains. You are responsible for the tent and it must be returned in the same condition as received!

Shipping of Merchandise:

PLEASE NOTE: We are very limited on storage space! Please make sure you schedule delivery of your merchandise to arrive no earlier than the first day of move-in! We will **not** be able to accept any deliveries prior to that time. Make sure you have your company name well marked on the boxes. For pick-up after the event PLEASE schedule it for Monday 5/21 – we need to have everything picked up from our location as soon as possible! Any boxes/packages not picked up that day will be subject to a per day storage fee. Address ALL packages as follows:

YOUR COMPANY NAME
c/o Myrtle Beach Harley-Davidson
4710 S. Kings Highway, Myrtle Beach, SC 29575

UPS:

UPS will actually be on site starting on Monday 5/14 – Saturday 5/19. This will allow your customers to ship purchases home and will allow you to receive additional shipments during peak days! Please make sure you let your customers know of this service. The truck will be arriving daily around 10:00am and will depart around 4:00pm. If you are expecting a shipment please watch for the truck and check with them directly.

Vendor Exhibit Areas:

We will set aside the exact amount of space you requested on your application. There will not be any additional space! Remember NO exhibits can project into the aisles and walkways. We have strict fire code and zoning regulations we must comply with.

VERY IMPORTANT - Please Note:

- No fundraising activities will be allowed without express written consent of show management.
- No vendors can sell any food or beverage unless you are vending from a designated food booth.