

PRESENTED BY
GEICO MOTORCYCLE

14

SEPTEMBER 21-23
RALEIGH, NC



≡ TOBACCO ROAD ≡
HARLEY-DAVIDSON®

Capital City Bikefest • *September 21-23, 2018*
Raleigh, North Carolina

Combined Dealership and Convention Center Vendor Application.

Please be aware you MUST save this PDF document to your computer first.

Then you can fill-in this entire application and print it for submission, and generally it can be SAVED as a PDF file if using a current version of Adobe Acrobat or Adobe Reader.

If you cannot SAVE AS to your computer, please print it for your records.

Return completed form, with deposit, to:

Tobacco Road Harley-Davidson,
1126 S. Saunders Street, Raleigh, NC 27603
(919) 832-2261

or Fax: 919.833.6846 Attention: Vendor Coordinator
Info@CapitalCityBikefest.com

NOTICE!

The Capital City Bikefest no longer utilizes Fayetteville Street as one of our event venues due to recent City of Raleigh restrictions for festivals of this size. We have expanded the Convention Center and the Dealership venues to accommodate the changes, but space will still be limited. Apply EARLY! Vending space and locations are on a first-come first-served basis with deposit or full payment.

BIKEFEST STAFF USE ONLY:

PROCESSED:

Tobacco Road HD Dealership

Raleigh Convention Center

Deposit Only

Full Payment

2018 APPLICATION AND CONTRACT FOR VENDING/EXHIBIT SPACE

14th Annual Capital City Bikefest

Raleigh, North Carolina • September 21-23, 2018

Please complete all sections legibly. Read carefully and sign bottom of application/contract. Space is assigned in the order applications/contracts are received. Contact our Vendor Coordinator at Marketing@TobaccoRoadHD.com

Return completed form, with deposit, to: Tobacco Road HD, 1126 S. Saunders Street, Raleigh, NC 27603, or Fax: 919.833.6846 Attention: Vendor Coordinator
50% deposit must accompany application. Remaining 50% must be received by Thursday, September 13, 2018. **NO ON-SITE PAYMENTS PERMITTED**



COMPANY NAME: _____ CONTACT PERSON / TITLE: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

EMAIL: _____

Phone Numbers CELL: _____ OFFICE: _____ FAX: _____

PRODUCTS OFFERED

VENDOR EXHIBITOR OTHER

Describe items to be displayed or sold.

(Food Vendors, please use appropriate application)

(Please be aware of our guidelines for acceptable display and promotion)

PAYMENT ENCLOSED: \$ _____

50% Deposit 100% in Full... (must be received no later than Sept 13, 2018)

Payment Type: Check Master Card American Express VISA

Billing Address if Different:

Payable: Tobacco Road HD
Check must be sent with sufficient
time to clear Banking Institution.

Name on Card: _____ Card ZIP: _____

Card # _____ Sec. Code: _____

Signature: _____ Expires: _____

SPACE REQUEST

Your Space Request will dictate the overall footprint provided to you. If you plan to exhibit or display racks, signs, bikes, or any other materials, ensure your space request includes that space. You may not display outside that space.

If your space needs are not indicated below, just discuss with us first and enter the size/fee in the OTHER box.

BIKEFEST in the Raleigh Convention Center. The Raleigh Convention Center runs Saturday and Sunday only and is home to our Invited Bike Builder Displays and Bike Show, a Public Bikeshow, the Tattoofest, various entertainment features, the Presentation Stage, and a large vendor area. This venue is completely indoors and climate controlled. Electricity is available only if requested in advance and a fee applies. Space is limited - if this venue is requested and we do not have available space you will be notified and given an option to display at the Dealership if space is available at that location. If we are unable to accommodate you, your payment will be returned in full.

Festival-goers shuttle between downtown and our Dealership free of charge.

10' x 10' \$600 10' x 20' \$1000 20' x 20' \$2000 20' x 40' \$3000 20' x 80' \$5000

110v Electric (+\$75 with advance notice) 220v Electric (+\$100 with advance notice)

TRACTOR/TRAILER ...Ask OTHER (Describe): _____
Enter any pre-authorized pricing we discussed with you here.

BIKEFEST at the Tobacco Road HD Dealership. The Dealership on S. Saunders St. runs Friday, Saturday and Sunday. This venue is outdoors and some spaces are on hard-packed gravel. Lighting is provided. Spaces are predominantly level. Electricity is available only if requested in advance and a fee applies. Space is limited - if this venue is requested and we do not have available space you will be notified and given an option to display at the Convention Center if space is available at that location. If we are unable to accommodate you, your payment will be returned in full.

Festival-goers shuttle between downtown and our Dealership free of charge.

10' x 10' \$300 10' x 20' \$500 20' x 20' \$1000 20' x 40' \$1500 20' x 80' \$2500

110v Electric (+\$50) OTHER (Describe): _____
Enter any pre-authorized pricing we discussed with you here.

OTHER REQUIREMENTS:

Overhead Height _____

- Open on 2 sides or more
- Need tow vehicle load-in access
- Need Bike drive-in access

Motorized Vehicle on Display *
(Convention Center Requires a 1/4 tank of fuel or less for vehicles left on display in the RCC - does not apply to load-in)

OTHER (Describe Below):

SELECT ALL THAT APPLY

We supply the spot only, unless discussed in advance. Tell us what you're bringing.

TABLE ONLY

TENT

TRAILER

BUS/TRUCK

OTHER (Describe Below):

(Please sketch space requirements on the next page. This helps us place your spot to your best advantage)

UNSUITABLE ITEMS AND/OR ACTIVITY

Tobacco Road HD reserves the right to, at its sole discretion, cause any vendor(s) to cease to sell or attempt to sell any item(s) that appear to be offensive to the general public and/or are deemed illegal to be sold in Wake County or in the state of North Carolina. In addition, unruly behavior (including intoxication, verbal abuse, public nudity, etc.) by the exhibitor or any assistants is strictly forbidden.

ALL RULES WILL BE STRICTLY ENFORCED.

Failure to comply with the rules as outlined above, expressed by event management/event directors and/or event staff may be grounds for immediate expulsion from the event and will eliminate exhibitor from any future events.

❖ PLEASE READ:

We will make every effort to accommodate your needs within limits. It is VERY IMPORTANT that you contact us by phone to discuss your expectations. Issues like using more space than requested or not liking your assigned space must be resolved prior to this event. All tent spaces will have at least 2-3' of buffer for anchors and guy lines. We need to know which face needs to be presented to the public, if you would like two sides facing the public, or if you need bike drive-in access for installations. Electricity is limited ... you must arrange in advance. You must request enough space to encompass your vending needs. Signage or stand-alone displays are not permitted outside that space.

Price quotations are not final until we have spoken and discussed your needs. Thank you!

To best assist you in placing your exhibit or display to your best advantage while vending for our event, please indicate on the grid-form below what your final footprint would look like, indicating which side(s) require open access to customers, where ride-in access would be needed if bikes need to enter your space for installation or custom work, which sides you might prefer to have hidden from customer access, and especially which sides might need access to your tow vehicle while placing your trailer in the assigned space. All relevant information is appreciated. SPACE IS LIMITED at both locations ... **For Example:**

(Grids are 1 foot square)

This side - no access needed.

10x20 Trailer

This side will be walled off - no access needed.

We have an option to use this side for customer access as well... not required.

Customers access our display on this side.

SAMPLE

Use the grid below to represent what you will need. We will make every effort to try to accommodate you, but be aware if your requests limit our ability to place other vendors nearby, you may be required to increase your vending space. Be aware that signs, displays, bikes, racks or tables may **NOT** be placed in front of your assigned space unless you have reserved that space for your vending activities, and have been approved.

(Grids are 1 foot square)

Vendor Guidelines

The Raleigh Convention Center and Tobacco Road Harley-Davidson welcomes you to the 14th Annual Capital City Bikefest in Raleigh, North Carolina. This event is held concurrently at our South Saunders Street Dealership, and at the Raleigh Convention Center one mile away. The following will outline instructions regarding payment, load-in, rules and regulations for the event.

Please read carefully as some details have changed from previous years' events.

Vendors from whom payments are received after **Thurs. September 13, 2018** run the risk of not being included in the Capital City Bikefest.

Convention Center Event hours: Saturday Sept 22 - 10am to 8pm. Sunday Sept 23 - 10pm to 5pm.

Dealership Bikefest Event: runs Friday Sept 21 - 8am to 10pm; Saturday Sept 22 - 8am to 10pm; AND Sunday Sept 23 - 10pm to 5pm.

BIKEFEST Dealership Load-In/Out Details: [Upon arrival at the dealership please check in with festival staff onsite, or at the Vendor Check-in located inside the dealership at the reception desk.](#) Vendors should plan to arrive between the hours of 8am to 5pm on Thursday and between 7am and 9am on Friday to do your setup. Vehicles should be removed from the Vendor areas by 9am Friday. Vendors may continue setup or occupy their assigned spaces Thursday night. We will provide overnight security in the general Vendor area, but it is your responsibility to secure your booth or vehicles. Occupying your vehicle or booth overnight is permitted, but completely at your own risk. Portable restroom facilities will be available close by no later than Thursday evening at 6pm. There are no restaurant facilities within walking distance.

Support Vehicles and trailers have limited parking space available. We suggest an early arrival. You are asked to not tear down displays until the event closes.

Convention Center Load-In/Out Details: [Upon arrival at the Raleigh Convention Center, please check in with Bikefest staff at the Vendor Check-in area at the underground loading area before proceeding.](#) Vendors should plan to begin Load-In on Thursday after 5pm until 9pm or on Friday after 8am to 9pm to complete setup. All trailers must be brought in on Friday before 9pm.

Motorcycles entering the show can come in all day Friday, or Saturday before 9:30am, but no trailers will be allowed in on Saturday.

PLEASE NOTE: [ALL vehicles located inside the Convention Center Exhibit Hall MUST have their batteries disconnected and a quarter tank or 5 gallons \(whichever is less\) of fuel in their tanks. This is a Fire Marshal Regulation, and failure to comply will result in your removal from event - expect to be inspected prior to entering the loading dock. Event Staff WILL ask your adherence to this regulation.](#)

Once you have set up you should move your trailer to the assigned parking lot 2 blocks south of the Convention Center, designated a "G" Lot. Vehicles without trailers can park in any City designated Parking Deck at your own expense. You may continue setting up your booth after you have moved your vehicle to the specified lot. All vehicles not on display must be removed from the Convention Center by 9am on Saturday. Event staff will be on duty to ensure all questions and concerns will be addressed. Remember to be patient. There are many elements (vendors, stages, displays and several large trucks), which will be setting up in the same area. Please be cautious and expeditious in setting up your booth. If you need electricity it must be pre-arranged and paid for in advance.

Rules and Regulations:

- Noncompliance with event staff will be subject to dismissal from the event with no refund.
- The approved vendor will occupy his/her booth/area at all times. No subletting or sharing of space is permitted without prior approval.
- Each vendor is responsible for collecting NC State Sales Tax and filing the necessary paperwork with the NC Department of Revenue.
- An accepted application is a commitment to display your work/services during ALL scheduled hours of the Event
- No refunds will be issued for cancellations. **THIS IS A RAIN OR SHINE EVENT**
- Exhibitors should use their own means of display, sufficiently sturdy to withstand the crowds.
Staking into pavement/concrete will not be allowed. In the gravel Vendor City lot at the dealership, staking is permitted, but be aware it is hard-packed gravel. Sturdy pegs are recommended.
- Tents 400sq ft or larger must be inspected by the Fire Marshal prior to the beginning of the event, usually Friday morning around 9am.
(You MUST have proper Ballast for your tent, fire equipment and signage in place prior to the inspection. Any applicable Permits and fees are your responsibility.)
- Each exhibitor is responsible for his/her own display in case of loss or damage. This includes overnight hours.
- **ALL WORK DISPLAY AND STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.**
- Your booth or area should not interfere with your neighbor's booth or assigned area. In most cases, two or three feet are given between spaces.
- Exhibitors should be timely in arrival and expedite setup in as quick a manner as possible.
- All vehicles must be removed from the Convention Center site at specified times. Tardy exhibitors may be excluded from setting up.
- Set-up and breakdown times will be strictly enforced. You must arrive at the specified time. Breakdown will not begin until the end of Bikefest.
Vehicles will not be permitted into the show area for load-out until all visitors have left the area, potentially up to one (1) hour after the end of show. (Usually 30 minutes)
Raleigh Police will have the final decision on this safety precaution.
- All waste materials are to be disposed of properly, either in on-site trash receptacles, or removed by each exhibitor to be disposed of off-site.
- You cannot sell Bikefest event, Harley-Davidson, or Triumph branded merchandise without prior approval by event management.

EVENT MANAGEMENT RESERVES THE RIGHT TO MAKE FINAL INTERPRETATION OF ALL RULES AND REGULATIONS.

Registered Trademarks: Capital City Bikefest and Tobacco Road Harley-Davidson have exclusive rights to all event novelties (i.e. event merchandise, event pins, etc). It is understood that 2018 Capital City Bikefest, 14th Annual Capital City Bikefest, Rally in Raleigh, Bikefest, Tobacco Road HD, Harley-Davidson Motor Company, H.O.G., Triumph, R.A.T., and each namesake and/or logo(s) are all registered trademarks and may not be used without prior written permission.

Indemnification: Neither Tobacco Road Harley-Davidson (its partners, representatives, employees, volunteers, official sponsors, or official contractors), nor the facilities it leases (representatives or employees) will be liable for the safety of the vendor's agents or employees or property due to injury, theft, damage by fire or any other cause.

Vendor, for itself, its directors, officers, employees, agents, representatives, servants, licensee, invitees, patrons, guests, or contractors and their personal representatives, assigns, heirs and next of kin (herein referred to as "Vendor") hereby releases, waives, discharges and covenants not to sue Tobacco Road Harley-Davidson (directors, officers, employees, volunteers, agents, representatives, servants, licensees, invitees, patrons, guests, or contractors, herein referred to as "Releasees") and each of them, from all liability to vendor for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting death of vendor arising out of or relating to Capital City Bikefest, or Tobacco Road Harley-Davidson whether caused by the negligence of the Releasees or otherwise.

Vendor hereby agrees to indemnify, save and hold harmless the Releasees and each of them from and against any loss, liability, damage, or cost Releasees may incur from any and all claims, demands, actions, causes of action, penalties, judgments, and liabilities of every kind and description (including court costs and reasonable attorney fees) for injury to or death of any persons, and damage to and loss of property which are caused by, arise from or grow from acts or omissions of vendor incident to Tobacco Road Harley-Davidson or from any breach by vendor of any term or condition of this agreement. Vendor hereby assumes full responsibility for any risk of bodily injury, death or property damage arising out of or related to Capital City Bikefest, or Tobacco Road Harley-Davidson whether caused by negligence of Releasees or otherwise.

Should you have any questions please call:

Vendor Coordinator, at Info@CapitalCityBikefest.com, or
Kris Weiss, Director of Marketing and Promotions, at email: Kris@TobaccoRoadHD.com
(919) 832-2261

SIGNED: VENDOR

Company Name: _____

Print Name: _____

Mailing Address: _____

Contact Phone/email _____

Signature: _____

Date: _____

SIGNED: TOBACCO ROAD HARLEY-DAVIDSON

TOBACCO ROAD HARLEY-DAVIDSON

by Vendor Coordinator

1126 South Saunders St, Raleigh, NC 27603

Info@CapitalCityBikefest.com

Signature: _____

Date: _____