



INFORMATION, RULES, REGULATIONS & APPLICATION FORMS: **NON-FOOD VENDORS**

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VENDOR CHECKLIST

Please use this checklist to ensure that you submit a complete application. **ANY INFORMATION MISSING FROM YOUR APPLICATION MAY DELAY YOUR APPLICATION FROM BEING PROPERLY PROCESSED AND RESULT IN MISSING THE OPPORTUNITY TO PARTICIPATE IN 2012 BIKES, BLUES, AND BBQ.**

FORMS:

Acknowledgement of Receipt of Vendor Rules and Regulations – Page 8

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PAYMENT:

Cleanup Deposit

Vendor Fee

Electrical Fee (if applicable)

Water Fee (if applicable)

OTHER:

Self-Address Stamped Envelope for Cleanup Deposit Refund

Certificate of Insurance

Food Menu with Prices (Food Vendors Only)

Pictures of Merchandise (Non-Food Vendors Only)



INFORMATION, RULES AND REGULATIONS FOR ALL VENDORS

WHAT: The 13th Annual Bikes, Blues, and BBQ is a motorcycle rally held in Fayetteville, Arkansas. Admission to the event is **FREE** to the public and the event will be held Wednesday, September 26 – Saturday, September 29.

WHEN: This **FREE** event will be open to the public on Wednesday, September 26 through Saturday, September 29. If you are a truck and/or trailer, make plans to arrive on Monday, September 24 or Tuesday, September 25 (more info concerning setup will be under SET UP section). Tent vendors must arrive by Tuesday, September 25. The rally officially opens to the public at 3:00 p.m. at Dickson St. and the Washington County Fairgrounds and 10:00 a.m. at Baum Stadium on Wednesday, September 26. Vendors should be prepared to open for business at 10:00 a.m. until as late as midnight on Wednesday. On Thursday, Friday, and Saturday, vendors should be open 10:00 a.m. until midnight. The rally officially ends at midnight on Saturday, September 29.

WHERE: The 2012 Bikes, Blues, and BBQ rally will be held on Dickson Street, at Baum Stadium on Razorback Road, at the Washington County Fairgrounds, at the Northwest Arkansas Mall and the Springdale Rodeo Grounds. **NOTE:** Further instructions for set-up, staging, etc. will be provided before the event by mail and/or email.

SPACE ALLOCATION: Due to space constraints, vendors must fit within the booth area requested. Trailer tongues, trailer doors, awnings, signage, merchandise tables, cooking equipment, etc. must be within the footprint of the total booth area. If you do not fit within the requested area, you will be asked to modify your layout to fit within the space constraints, or forfeit your vendor space. If you request a specific lot and/or space, the BBB Staff will make every effort to place you in the requested location. However, Bikes, Blues, & BBQ does not guarantee that you will be placed in the exact space, and all space assignments are the sole authority of the Board of Bikes, Blues, & BBQ and/or its designee(s).

INSURANCE: Vendor will be required to provide Bikes, Blues, and BBQ with a **current** certificate of insurance, showing liability limits of no less than \$1,000,000 per occurrence for premise and operations liability, and naming Bikes, Blues, and BBQ as an additional insured. Certificate of insurance (COI) should be sent with application.

DEADLINES: **Vendor applications and deposit must be received by June 1, 2012. All applications received after June 1, 2012 will have no guarantee on location. Vendors with incomplete applications as of June 1, 2012 may forfeit their previously reserved space, and spaces are subject to resale after this date.** The deadline for us to receive your final payment is June 1, 2012. **Note:** If we have not received your total payment by June 1, *we will resell your vendor space and you will lose your deposit.* Your down payment must be paid in full when you send in your application. Remember to make a copy for yourself and mail the original back to Bikes, Blues, and BBQ, P.O. BOX 712, FAYETTEVILLE, AR 72702.

REFUNDS: If you pay for a vendor space and find you are unable to attend the rally, and if you notify us prior to June 1 in writing, we will refund your full vendor fee within 30 days after the end of the event. If you notify us June 1 or later you will not be entitled to a refund of any of your paid vendor fees.



NOTE: Bikes, Blues, and BBQ does not guarantee sales during the event. Refunds will not be issued due to poor sales performance of your products/services. No refunds will be given due to inclement weather.

WEATHER: Bikes, Blues, and BBQ is an outdoor event and will be held rain or shine.

PROHIBITED ITEMS: The following items can **NOT** be displayed, sold or dispersed: Firearms (knives are OK), pornography of any kind, controlled substances of any kind, drug related paraphernalia, and **offensive and/or profane items**. Prostitution and gambling of any kind are strictly prohibited. Bikes, Blues, and BBQ has the sole authority to determine if a vendor has violated this policy, and if it is concluded this policy has been violated, the vendor will be removed for the remainder of the event without the refund of any of the vendor fee payment. **NOTE: NO STAKES CAN BE DRIVEN INTO ANY LOT WITHOUT APPROVAL FROM Bikes, Blues, and BBQ. PLEASE REMEMBER** Bikes, Blues, and BBQ reserves the right to refuse (prior to), OR remove during the event any vendor whose products, intentions, or attitudes are not compatible with the family-oriented nature of the Bikes, Blues, and BBQ Motorcycle Rally. **Offensive merchandise will result in vendor(s) being removed from the event without refunds. Please discuss any questionable items in advance.**

ELECTRICITY: Electricity will be available for our official lot only. You will need to provide your own extension cords. If you can't use a GFI and you need to be hard wired, you need to include this information on your vendor application. We will need to know this information before the rally. Please contact Kenny Rakes as soon as possible at 479-841-9019. **Additionally, a charge will be applied to all electrical needs. Please refer to page 10.**

WATER: Water is provided for a \$10 fee in the food vending areas only. You will be responsible for your own hoses.

CITY OF FAYETTEVILLE VENDOR PERMIT FEES: The City of Fayetteville at this time does not have a vendor permit fee, however, they are considering enacting one. If the City of Fayetteville enacts a vendor permit fee, then that fee will be charged to the vendor in addition to the fees owed to Bikes, Blues, and BBQ.

SALES TAX: Vendors will be responsible for paying any and all applicable city and state sales tax. The State of Arkansas form ST 370 **(as well as the City of Fayetteville's HMR Gross Receipts Tax Report for Food Vendors)** will be given to you along with a vendor packet when you check in and **MUST** be filled out accurately and turned in **along with your register tapes as proof of sales** to a Bikes, Blues, and BBQ representative by the end of the event to be forwarded to the Arkansas Department of Finance & Administration.

SECURITY: Official event security will be provided 12 midnight to 7:00 a.m., Wednesday, September 26 - Saturday, September 29. Bikes, Blues, and BBQ is not responsible for lost or stolen property.

FIRE SAFETY: All vendors using tents will be required to use flame retardant tents according to the Arkansas Fire Prevention Code Section 2404 (NFPA 701). Also, **ALL VENDORS must have**



one (1) Class ABC fire extinguisher per location – NO EXCEPTIONS. These rules will be enforced through inspections by the fire marshal. Also, propane tanks must be secured and/or fastened in place to prevent tampering or damage.

VENDOR AREA: The vendor area is the Walton Arts Center, Fayetteville Depot, and Legacy parking lots on Dickson St. the Baum Stadium parking lot on Razorback Road, the Washington County Fairgrounds, and the Northwest Arkansas Mall. After these lots are full, there may be private parking lots available through Bikes, Blues, and BBQ. The rates will vary and there may be water or electricity provided. If you do not go through Bikes, Blues, and BBQ to rent these spaces you will not be considered an official Bikes, Blues, and BBQ vendor.

VENDOR CAMPING: On the website www.bikesbluesandbbq.org you will find listings of hotels, motels and campsites. You can also call the Fayetteville Visitor's Bureau at 800-766-4626. You may not stay in your tent or trailer at night, and NO RV's or campers can be parked behind your vendor space as there is NO room.

VENDOR PARKING: Limited vendor parking will be provided for Dickson Street Vendors Only. If you would like to secure a parking space, you may purchase a space for \$50.00. That will reserve one (1) space for you throughout the entire rally. These spaces will be reserved on the first come, first served basis at the rally. If you do not wish to secure a parking space, then you may find parking in other municipal lots, or side streets near the venue.

VENDOR FEES: From October 1, 2011 to May 31, 2012, the price of a vendor space on Dickson or at Baum Stadium is \$700 per 10' x 10' space. From June 1, 2012 to August 31, 2012 the price of that vendor space is \$800 per 10'x10'. From September 1, 2012 to the rally, the price of that vendor space is \$1,000.

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Our satellite venues, the Washington County Fairgrounds and the NWA Mall, are also available to vend at a discounted rate. Please see the Fee Calculation Page for the Washington County Fairgrounds and NWA Mall for more information.

Also, a refundable cleanup deposit of \$200 for non-food vendors and \$500 for food vendors must be paid as well. Please note: your cleanup deposit must be sent in with your vendor application in order to reserve your spot. Vendors who have sent in deposits to hold spaces but have not paid their account balance by the dates listed above will be subject to price increases.

CLEAN UP AND MOVE OUT DEPOSIT: Each vendor will be required to pay a clean up fee of either \$200 or \$500 depending on their trade which will be refunded to you by mail within 15 days at end of rally.

TEAR DOWN: You must be out of the lot by 9:00 a.m. Sunday, September 30th and checked out with a member of the Bikes, Blues, and BBQ staff in order to receive your clean-up deposit back. NOTE: If you do not checkout with the staff you will forfeit your deposit.



If the vendor does not move out by the required time then the vendor will forfeit its deposit unless, in the sole opinion of the board or its designee, the vendor could not move out as a direct result of another vendor being in their way preventing them from moving until the other vendor moved. The board or its designee's decision will be final. Each vendor shall not dump anything on the location, including, but not limited to, waste, waste water, grease, trash, etc. If the vendor does, then they will be charged an additional lot clean up fee which will be determined by the board or its designee. If the vendor does not pay the additional lot clean up fee the vendor will be refused admittance to the event in future years.

HEALTH DEPARTMENT: Food vendors will have additional qualifications to meet according to the laws of the Arkansas State Health Department. Your compliance with their regulations is mandatory to be a food vendor. **THEY WILL INSPECT YOU.** For info, contact Melissa Wonnacott at 479-521-8181.

FOOD VENDORS: All food vendors are required to post their prices during the event. **Additionally, food vendors must include a full menu with prices of items to be sold during the rally with their application.**

APPARREL VENDORS: Pictures of all merchandise to be sold needs to be sent to Bikes, Blues, and BBQ staff prior to June 1, 2012.

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VENDOR SUPPLY PURCHASES: ALL vendors are required to purchase additional/replenishment rally supplies (for example, ice, soft drinks, buns/bread products, utensils, etc.) from the official rally supplier. If available, a list of available supplies will be provided to vendors prior to the rally. Vendors will be allowed to set up a temporary charge account with the inventory manager for these supplies. This account is to be settled BEFORE the vendor checks out from the rally.

MOVE IN: There will be a pre-staging location and all vendors are to go to the pre-staging area to check-in and receive the official vendor packet. All move in will be initially coordinated from the pre-staging area.

SET-UP FOR TENT VENDORS: All vendors will be responsible for set up and tear down of their own displays. There will be rally staff available to answer questions and/or help with problems that may arise. Arrival for vendors with only a tent **may** begin at 12:00 Noon on Tuesday, September 25, however the Bikes, Blues, and BBQ staff will create a definite schedule and **you are to arrive at the date and time you are assigned, not any earlier.** Please notify the staff no later than July 30 if you are a tent vendor, but will be arriving in a truck with a large trailer that you need to park in front of your space to unload your tent and goods, as we will make special accommodations for you.

SET-UP FOR TRUCK and/or TRAILER VENDORS: If you are a truck or trailer vendor you may need to make plans to arrive in the morning on **Monday, September 24 at the staging area,** however the Bikes, Blues, and BBQ staff will create a definite schedule and you are to arrive at the date and time you are assigned, not any earlier. At the staging area your truck and/or trailer will be measured including the hitch and tongue (the measurement will be from the farthest point that anything sticks out at both the front and end). If the measurement is more than the measurement you have listed on your application



and for which you paid for, then you will have a choice of either shorting the truck and/or trailer to the measurement you listed in your application or you will not be allowed to be a vendor and **THERE WILL BE NO REFUND OF YOUR PAID VENDOR FEE.**

TRASH: Trash cans will be provided throughout the lot. **EACH VENDOR IS RESPONSIBLE FOR THEIR OWN TRASH.** At rally closing, which is officially midnight on Saturday, September 29, vendors must collapse all boxes and dispose of their trash bags in dumpsters located in each lot. Leave collapsed boxes in a pile beside the dumpsters. Food vendors will be provided with trashcans and extra bags near their spaces. **FOOD VENDORS WILL BE RESPONSIBLE FOR PULLING FULL BAGS, REPLACE WITH CLEAN BAG, AND PLACING BAGS IN DUMPSTERS PROVIDED.** Bikes, Blues, and BBQ prides itself on being a non-profit, family friendly, and CLEAN rally. Please help in our efforts to keep it clean. If these rules are not followed, you will not be asked back the following year. **PLEASE REMEMBER:** Trash pick up is everyone's responsibility.

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SALES REPORTING: All vendors are required to submit cash register or electronic calculator tape with their taxes to report all sales made during the rally. Vendors should keep a record of each day's sales using the register tape then sign and date the tape and turn it in to a member of the BBB staff on the last day of the rally along with their sales tax form. **Failure to turn in register tape from each day will result in the forfeiture of the vendor's cleanup deposit.**

RALLY NAME, LOGO AND ARTWORK: If you would like to use the rally name, Bikes, Blues, and BBQ, or the logo, you must make us an offer in writing and include pictures of the merchandise the logo will appear on. However, Bikes, Blues, and BBQ reserves the right to deny anyone's request. **NOTE: Any unauthorized use of the rally name and logo, which includes altering the official logo or using the name Bikes, Blues, and BBQ in any form, will result in immediate confiscation of items, and merchandise will NOT be returned.**

PROBLEMS: If you have any problems or questions during the rally, there will be several staff members available to assist you. If you are unable to find a staff member, you can call the office between 8:00 am and 5:00 pm at (479) 527-9993.

SPONSORSHIP: Our sponsorship program is an advertising promotional program. It allows you as a vendor great exposure opportunity for months leading up to Bikes, Blues, and BBQ. The advertising campaign has proved monetarily successful to our vendors with Bikes, Blues, and BBQ who took advantage of the sponsorship program in the past. Sponsorship is what makes Bikes, Blues, and BBQ happen, and if you'd like more information on how to become a sponsor for 2011 Bikes, Blues, and BBQ, contact Coleson Burns and staff at 479-527-9993 or via e-mail at bikesbluesandbbq@gmail.com.



ACKNOWLEDGMENT OF RECEIPT OF ALL VENDOR RULES AND REGULATIONS

A signed copy of this Information, Rules and Regulations for Vendors must be returned to Bikes, Blues, and BBQ along with your application, acknowledging you have read said form, and agree to abide by all items therein. Failure to return a signed copy of this Information, Rules and Regulations for Vendors will result in your application being denied.

SUBLETTING: No vendor may sublet their space or any part of it without prior approval of Bikes, Blues, and BBQ.

CONTACT INFORMATION: The Bikes, Blues, and BBQ official mailing address is:

Bikes, Blues, and BBQ

PO Box 712

Fayetteville, AR 72702

PHONE: Coleson Burns, Deputy Executive Director: 479-527-9993

E-MAIL: bikesbluesandbbq@gmail.com

WEBSITE: www.bikesbluesandbbq.org

FINE PRINT: Bikes, Blues, and BBQ officials maintain the right to remove any vendor that is in violation of the policies and rules of Bikes, Blues, and BBQ. This includes, but is not limited to, laws of Fayetteville, Arkansas, and the ethical conduct of vendor’s representatives prior to and during the event.

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____



CLEANUP DEPOSIT REFUND PROCEDURE: In order to increase the efficiency and speed of the refund of your cleanup deposit, please include a self-addressed stamped envelope with the name and address of the person who should receive the refund check. The return address on the envelope should be: Bikes, Blues, and BBQ, PO Box 712, Fayetteville, AR, 72702. Vendor refund checks will be mailed within 15 days of the end of the rally.

Deposit Amount: \$200 (Non-Food Vendor)

Also, please indicate below whom the refund check should be issued to, either you personally or your business name. If no indication is made, the default payee will be the business name.

PERSONAL or BUSINESS (circle one): _____



BIKES, BLUES AND BBQ 2012

NON-FOOD VENDOR SPACE APPLICATION

(REMEMBER TO READ THE INFO, RULES AND REGULATIONS FOR ALL VENDORS)

NAME OF BUSINESS: _____

NAME(s) OF OWNER/CONTACT PERSON(s): _____

NAME(s) OF ONSITE CONTACT PERSON(s): _____ Phone: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

TAX ID NUMBER: _____

TYPE OF GOODS/SERVICES TO BE SOLD/EXHIBITED*: _____

REQUESTS/SPECIAL NEEDS: _____

If you desire a certain location we will do our best to accommodate your request; however, we make no promises and Bikes, Blues, and BBQ reserves the right to change a vendor's location for unavoidable reasons. We absolutely will not reserve or hold any location without first receiving your completed application and full payment of your vendor fees, electrical and/or water, and cleanup deposit.

Bikes, Blues, and BBQ reserves the right to refuse (prior to) OR remove during the event any vendor whose products, intentions, or attitudes are not compatible with the family-oriented nature of the Bikes, Blues, and BBQ Motorcycle Rally. Please discuss any questionable items in advance.



BIKES, BLUES, AND BBQ 2012 FEE CALCULATION FOR DICKSON STREET AND BAUM STADIUM VENDING VENUES

PLEASE CALCULATE YOUR VENDOR FEE HERE:

Cost: Per 10' x 10' space (see page 5) =

\$700 per 10'x10' space (October 1, 2011 – May 31, 2012)..... \$ _____

\$800 per 10'x10' space (June 1, 2012 – August 31, 2012)..... \$ _____

\$1,000 per 10'x10' space (September 1, 2012 – October 1, 2012)..... \$ _____

Exact size of space you need _____ TOTAL: \$ _____

(Must be filled out: tongue to bumper, bumper-to-bumper. No stakes for tents or awnings may be used without approval from Bike, Blues, and BBQ staff)

CLEAN UP AND MOVE OUT DEPOSIT – Non-Food vendor \$200 (Required) \$ _____

Electrical Fee – Electrical Requirements: _____ \$ _____

(See next page for fees and requirements)

Water Fee (\$10 – FOOD VENDORS ONLY) - Water: Y___ N___ \$ _____

Clean up deposit must be received before space is reserved

See Bikes, Blues, and BBQ **Vendor Info** for details

Deposit will be returned if space is cleaned properly, space is vacated on time,

and you check out with a member of the staff. AMOUNT ENCLOSED: \$ _____

Make check or money order payable to: Bikes, Blues, and BBQ

(REMEMBER: Entire payment of space fee, clean up deposit, electrical and water charges are needed with the completed application)

Keep a copy of your application, and MAIL the original with payment to:

Bikes, Blues, and BBQ
 P.O. Box 712
 Fayetteville, AR 72702

If you have any questions you can contact the staff at 479-527-9993 or bikesbluesandbbq@gmail.com.



**BIKES, BLUES, AND BBQ 2012 FEE CALCULATION FOR
WASHINGTON COUNTY FAIRGROUNDS AND NWA MALL VENUES**

PLEASE CALCULATE YOUR VENDOR FEE HERE:

Cost: Per 10' x 10' space (see page 5) =

\$450 per 10'x10' space **(FOR FAIRGROUNDS LOCATION)**..... \$ _____

\$200 per 10'x10' space **(FOR NWA MALL LOCATION)**..... \$ _____

Note: The NWA Mall Venue will only be open Friday and Saturday September 28-29

Exact size of space you need _____ TOTAL: \$ _____

(Must be filled out: tongue to bumper, bumper-to-bumper. No stakes for tents or awnings may be used without approval from Bike, Blues, and BBQ staff)

CLEAN UP AND MOVE OUT DEPOSIT – Non-Food vendor \$200 **(Required)** \$ _____

Electrical Fee – Electrical Requirements: _____ \$ _____
(See next page for fees and requirements)

Water Fee (\$10 – *FOOD VENDORS ONLY*) - Water: Y___ N___ \$ _____

Clean up deposit must be received before space is reserved

See Bikes, Blues, and BBQ **Vendor Info** for details

Deposit will be returned if space is cleaned properly, space is vacated on time,

and you check out with a member of the staff. AMOUNT ENCLOSED: \$ _____

Make check or money order payable to: Bikes, Blues, and BBQ

(REMEMBER: Entire payment of space fee, clean up deposit, electrical and water charges are needed with the completed application)

Keep a copy of your application, and MAIL the original with payment to:

Bikes, Blues, and BBQ
P.O. Box 712
Fayetteville, AR 72702

If you have any questions you can contact the staff at 479-527-9993 or bikesbluesandbbq@gmail.com.



ELECTRICITY NEEDS *: Please be specific or our electrician will blow his fuse!

Pricing:

Amperage	Volt	Price
20 amp	120vt	\$25.00
30 amp	120vt	\$35.00
20 amp	220vt	\$50.00
30 amp	220vt	\$70.00
40 amp	220vt	\$90.00
50 amp	220vt	\$120.00
60 amp	220vt	\$140.00
70 amp	220vt	\$160.00
80 amp	220vt	\$190.00
100 amp	220vt	\$230.00

Amperage	Volt	Price
120 amp	220vt	\$270.00
130 amp	220vt	\$300.00
140 amp	220vt	\$320.00
150 amp	220vt	\$330.00
160 amp	220vt	\$340.00
170 amp	220vt	\$360.00
180 amp	220vt	\$380.00
190 amp	220vt	\$420.00
200 amp	220vt	\$450.00

1. If you are running 110 but use a certain splitter which really makes it 220, or if you can't use a GFI and you need to be hard wired, contact Kenny Rakes at 479-841-9019 or bikesbluesandbbq@gmail.com.

2. What amp breaker do you need? _____

3. Truck size: (bumper to bumper) _____

4. Trailer size: (tongue to tailgate) _____

5. How much frontage do you need? _____

6. Tent size: (**NO STAKES**) _____

7. If tent, do you need to unload from a truck and/or large trailer in front of your vending space? YES NO

* Extra electrical needs may carry an additional charge.



LIABILITY RELEASE FORM

FINE PRINT: This is not a binding contract until signed and approved by Bikes, Blues, and BBQ. You will be notified of acceptance at the contact information that you have provided above. An application for space and its acceptance constitutes a contract to use the space assigned. **Bikes, Blues, and BBQ retains the privilege to change locations for unavoidable reasons.** Each vendor acknowledges his/her agreement to all the rules set forth by Bikes, Blues, and BBQ. No refunds due to inclement weather will be made.

LIABILITY RELEASE: We the undersigned do hereby submit our application for consideration for reservation of display space for Bikes, Blues, and BBQ. We agree to abide by the rules and regulations set forth by Bike, Blues, and BBQ and will indemnify and hold Bikes, Blues, and BBQ harmless from all costs, losses, damages, or expenses including expense of litigation, and attorney's fees, resulting from any person or property arising out of any act of omission of vendor or his employees or other representatives. Vendor is required to furnish Bike, Blues, and BBQ representatives with evidence that vendor has insurance in force with a reputable insurer, including coverage (with limits approved by Bikes, Blues, and BBQ) against contractually assumed liability. Bikes, Blues, and BBQ, its officers, agents, members or volunteers shall not be held responsible for any loss or damage due to theft, fire, accident or act of God, but will use reasonable care to protect the vendor from such loss. I agree to leave my display throughout the duration of the vendor hours: 3:00 pm to 12 midnight Wednesday, September 26 and 10:00 am to 12 midnight Thursday, Friday, and Saturday, September 27 – September 29.

IMPORTANT: Vendor will be required to provide Bike, Blues, and BBQ with a current certificate of insurance, showing liability limits of not less than \$1,000,000 per occurrence for premise and operations liability, also naming Bike, Blues, and BBQ as an additional insured. Certificate must be received by June 1, 2012.

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____