

VENDOR DBA: _____ SPACE # _____



VENDOR APPLICATION

1745 US HWY 441, Leesburg FL 34748

P: 352.787.8050 || F: 352.787.4839

jan@gatorharley.com C: 352-267-3190

LEESBURG BIKEFEST

April 25, 26, 27, 28 2019

Hours of Operation: Thurs: 9am-8pm Fri: 9am-8pm Sat: 9am-8pm Sun: 9am-5pm

Please make sure to read over this document carefully and entirely and make sure to present all forms to Jan Wideman- jan@gatorharley.com as soon as possible. All vendors must sign this vendor application. If this document is not filled out properly, or is not on file, this may delay participation in events. Please initial and sign where prompted. Gator Harley-Davidson reserves the right to accept or reject any applicant for any reason.

Company: _____ Owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (REQUIRED) Business: _____ Cell: _____

Email(REQUIRED): _____

Website or FB page if applicable: _____

Description of products to be sold:

Space size needed _____ If trailer-vending side: Driver _____ Passenger _____

CONTACT INFORMATION

Mailing Address
Gator Harley-Davidson
Atten: Jan Wideman
1745 US Hwy 441
Leesburg, FL 34748

Shipping Address
Gator Harley-Davidson
Atten: Jan Wideman
1745 US Hwy 441
Leesburg, FL 34748

Office Information
Jan Wideman-Event Manager
jan@gatorharley.com
Ofc# 352-787-0850
Cell# 352-267-3190
Fax# 352-787-4839
www.gatorharley.com

Vendor fee includes: Booth Fee, City of Leesburg Business License, 7% sales tax, tent permit, parking & trash disposal fee						
*3% discount for cash transactions (Money Orders/Certified Checks & Cash)						
Space Size	10w x 10d	20w x 10d	30w x 10d	40w x 10d	20w x 20d	30w x 20d
Booth Space fee	\$551.05	\$991.89	\$1,432.73	\$1,873.57	\$1,405.18	\$1,846.02
Cash Price	\$535.00	\$963.00	\$1,391.00	\$1,819.00	\$1,364.25	\$1,792.25
Space Size	40w x 20d	50w x 20d	60w x 20d	80w x 20d	100w x 30d	
Booth Space fee	\$2,286.86	\$2,727.70	\$3,168.54	\$4,050.22	\$4,408.40	
Cash Price	\$2,220.25	\$2,648.25	\$3,076.25	\$3,932.25	\$4,280.00	

INITIAL: _____

Revised 1/4/16

Insurance Requirements

You will need to contact your Insurance Co and request them to fax (352-787-1803) directly to Gator Harley Davidson a Certificate of Liability showing proof of insurance with a minimum of \$500,000 valid through event date. The policy to which the additional insured is added applies on a primary basis in relation to the additional insured’s own policy, which will be non-contributing. Name on the policy must match application. Please request form Acord 25 or the equivalent. List Gator Harley-Davidson, 1745 US Hwy 441, Leesburg, FL 34748 as certificate holder and additionally insured. The description of operations as “Leesburg Bikefest” Event date April 25-28, 2019.

All vendors are required to have liability insurance coverage. No exceptions. If you do not have insurance you can contact ACT Insurance for Event Insurance. www.actinsurance.com

Insurance deadline is April 21, 2019

Electricity Requirements

- o No Charge for (1) 110-20 amp circuit-two plugs Please note there are a lot of vendors-be careful on how much you plug in on a electrical power strip. Additional fees may occur.
- o \$20.00 per additional 110-20 amp circuit-two plugs
- o \$60.00 for a 220-30 amp circuit
- o \$100.00 for a 220-50amp circuit
- o **NO Generators allowed**

Payment Information

- Vendor fee may be payable by cash, money order, cashier’s check or credit card.
- **All fees must be paid prior to the event.**
- ◇ Cash (please have correct amount)
- ◇ Cashier Checks or Money Orders are to be made payable to Gator Harley-Davidson
- ◇ Money Order _____ Cashier Check _____
- ◇ Credit Cards:
 Name as it appears on card _____
 Visa/MC/Am Express# _____
 Expiration date _____/_____/_____ Signature _____

Gator Harley-Davidson Vendor Rules & Regulations

Please read carefully and initial that you have read and agree to abide by all Rules & Responsibilities

*A letter will be emailed to you when you will be able to set up. Your display must be set up and all vehicles must be out of the vending area by 8am each morning

*All vendors must check in at the “check in tent” prior to setting up to receive your vendor packet. All monies, insurance and completely filled out application MUST be on file prior to setting up.

*Vendor displays must stay within designated square footage of space requested. This includes display racks, tables, awnings, trailer tongue, tie downs, etc. If you need additional space in front or behind your space for display racks please add footage to your size request. You may be charged for any extra footage outside of your designated space. Please talk to Jan about needing more space before you set up.

INITIAL: _____
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- *Two (2) badges with your business name & booth number will be provided to each vendor.
- *Selling of unauthorized Harley-Davidson product or items in direct competition is STRICTLY prohibited.
- *No Merchandise considered obscene or drug paraphernalia will be allowed.
- *No vendor may assign, sublet or apportion all or any part of the privileges or of the space assigned to them, nor permit any other party to exhibit herein, other than the business to which the space is assigned and insured.
- *All vendors must leave location clean of trash, zip ties and debris. Each location will be inspected and noted of the condition your space was left in. Photos and a \$100.00 invoice will be sent to you if area not clear of debris.
- *Absolutely NO tent stakes allowed anywhere (streets, pavements or grass) Please instruct your tent rental company of this important rule.
- *If you hire an outside tent company to set up your tent, they must contact Jan Wideman for setup and breakdown instructions.
- *We do not offer exclusive merchandise category.
- *Electricity is available within 125ft of all locations. You need to have a heavy duty extension cord at least 125ft
- *Any tent over 144 sq.ft. shall be flame retardant. All vendors must have in their tent at least (1) 3A-40B:C fire extinguisher with a current inspection tag and a "No Smoking" sign(s) displayed. Any tent over 400sf is required to have (2) 3A40BC fire extinguisher with a current inspection tag. The Fire Chief will be around to check each tent on Thursday.**
- *You are solely responsible for obtaining all state required licenses and permits necessary to operate your business at the Leesburg Bikefest.
- *No water, food or beverages will be allowed to be sold from your booth. This also includes giving it away as a promotional tool.
- *Vendors will be responsible for any damage that may occur to any other vendor or property due to their negligence.
- *Merchandise displaying any wording reference to Leesburg Bikefest™ or Leesburg Bikefest 2019™. The Leesburg Partnership, Inc reserves the exclusive right to the sales of Leesburg Bikefest t-shirts, patches, pins and novelties.
- *No wording of Official Event Merchandise will be allowed on any signage. Leesburg Partnership, Inc. reserves all rights to any and all Official Event Merchandise.
- *Violation of the above polices may result in the immediate ejection from the event and loss of booth fee. viewed. Towing will be owners expense if we cannot reach you to move your vehicle.
- *Event is rain or shine. No refunds once your location has been assigned.
- *Gator Harley-Davidson dealership is not a bank and will not make change for you. Please come prepared. There is an ATM machine on the inside of the dealership.

Vendor Parking

- *Vendors must park in the designated area. Info will be located in the vendor packet. Vendor parking pass must be displayed on the driver's side of the windshield. Gator Harley-Davidson is not responsible for towed vehicles outside of designated areas and for improper display of parking pass.
- *Storage trailers, and RV's are not allowed to be parked behind booths due to fire codes and access issues and must park in designated areas only.

By initialing vendor agrees he/she has read and understands the Insurance Requirements, Payment Information, Rules and Regulations and Vendor Parking of the event provided with this application and will be able to comply as described. The undersigned understands noncompliance will result in immediate removal of the event.

Initial _____ date _____

Hold Harmless & Indemnification

I hereby agree to IDEMNIFY, RELEASE, and HOLD HARMLESS Gator Harley-Davidson and the City of Leesburg of these entities from and against any and all rights, actions, causes of actions, suits, losses, damages, judgments, claims, claims of liabilities, cost and expenses of any kind as well as attorney's fees and court costs at trial and on appeal, of whatsoever kind of nature to which these entities and individuals may be subjected to as a result of any death, personal injury or damage to property arising in any manner from my direct or indirect participation in the event described in the contract, including any such rights, actions, causes of action, suits losses, damages, judgments, claims, and claims of liabilities arising out of or resulting from the negligence of these entities or any of their agents, servants, employees or any vendors acting on their behalf. Vendor further agrees that this Hold Harmless Agreement shall apply in the event that an employee, agent, servant, representative or contractor of Vendor is disabled, injured, or incur disease of a temporary or permanent nature while participating in, or dies as a result of participating in this activity, regardless of the cause, including negligence of the above reference entities, their agents, servants, employees or independent contractors.

In signing this application, the undersigned parties hereby represent and warrant that they are duly authorized representatives of the person or entity for which they sign and legally entitled to enter binding contracts on its behalf that they have read this entire document; that they understand the terms and provisions of this document; that they know this document will affect their legal rights and /or those of the person or entity they represent; and that they have signed this document knowingly and voluntarily.

Company Name: _____

Print Name: _____

Date: _____

Signed: _____