

# Hot Springs Bike Fest 2022

## Vendor Application

### I. Vendor Contact Info:

Name of Business / Vendor: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_\_ Cell: (\_\_\_\_) - \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_ License Plate#: \_\_\_\_\_

State\* Sales Tax Permit #: \_\_\_\_\_ \*name of state, if not Arkansas \_\_\_\_\_

### II. Insurance: **Please send a copy of your Certificate of Insurance with your application**

I have insurance to cover liability & loss in a minimum amount of \$1,000,000 per occurrence      YES \_\_\_\_ NO \_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

### III. Vendor Fees & Deposits (*please call to check on availability*)

Exact dimensions of space needed: \_\_\_\_\_ ft x \_\_\_\_\_ ft

Type of booth set-up: (table, trailer, food truck, or other): \_\_\_\_\_

Select your location (Site A or Site B): \_\_\_\_\_ (location fees on the next page)

#### **A. Site A - Bridge Street Entertainment Area (available 3 days - Fri 6/10 - Sunday 6/12)**

This area has Wi-Fi, limited electricity (a generator may be necessary), and NO water. If you would like to be in this area on Thursday, 6/9, you must contact Bill Solleeder @ Visit Hot Springs by calling 501-321-2027.

#### **B. Site B - Hill Wheatley Plaza / HS Visitor Center Area (available 4 days - Thurs 6/9 - Sun 6/12)**

This area has Wi-Fi, electricity, and a public water station.

**Please complete the following page (2) and write totals on this page:**

Date: \_\_\_\_\_ Total Vendor Fees Due= \$\_\_\_\_\_

Please make check or money order for the Total Vendor Fees payable to Arkansas Veteran Support Services. All checks, money orders, application and other documents should be mailed to Arkansas Veteran Support Services, PO Box 20566, Hot Springs, AR 71903. Include a self-addressed stamped envelope (SASE) in the event you may need your vendor deposit fees to be refunded. All payments must be received by May 21, 2022. *Your payment may be tax deductible. Consult your tax professional for details.* AVSS EIN#: 83-2930348

#### **PLEASE CHECK PAYMENT TYPE BELOW:**

I have paid in full by the enclosed \_\_\_\_\_ Check \_\_\_\_\_ Money Order

I have paid in full by Credit / Debit on (date) \_\_\_\_\_

**IV. Vendor Fees (please contact to check on availability)**

Please complete this page and put the totals for the fees on Page 1 of the Vendor Application. *If you need a space different to the sizes listed, please contact us for different pricing.*

**A. Bridge Street Entertainment Area (3 day use - Fri 6/10 - Sun 6/12)**

This area is \$100 per 10 sq. feet. Site includes: Wi-fi, limited electricity, & no water. *If you would like to be in this site on Thursday, 6/9, you may contact Bill Solleeder w/ Visit Hot Springs for more info @ (501) 321-2027.*

(circle size needed)

10x10=\$100	10x20=\$200	10x30=\$300	20x20=\$400	20x30=\$500	\$ _____
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**B. Hill Wheatley Plaza / HS Visitor Center Area (4 day use - Thurs 6/9 - Sun 6/12)**

This area is an additional \$50 per space. Site includes: Wi-fi, electricity, & water station

(circle size needed)

10x10=\$150	10x20=\$250	10x30=\$350	20x20=\$450	20x30=\$550	\$ _____
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**C. Food Vendors**

**Site A - Bridge Street Entertainment Area - Fri, 6/9 - Sun, 6/12 (3 days)**

*If you would like to be in this site on Thursday, 6/9, you may contact Bill Solleeder w/ Visit Hot Springs for more info @ (501) 321-2027.*

(circle size needed)

10x20=\$300	10x30=\$400	20x20=\$500	20x30=\$600	
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**Site A - Bridge Street Entertainment Area - Fri, 6/9 - Sun, 6/12 (3 days)**

10x20=\$350	10x30=\$450	20x20=\$550	20x30=\$650	
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*Your payment may be tax deductible. Consult your tax professional for details.*

**Total Vendor Fee = \$ \_\_\_\_\_**

AVSS EIN# 83-2930348

**Refundable Cleaning / Space Deposit: (please enclose a SASE for refundable deposit)**

All vendors are required to pay a cleaning deposit. If the vendor leaves the space spotless and undamaged, the fee will be refunded within 30 day after the end of the event.

**Non-food vendors = \$50**

**Food vendors = \$100**

**Total Cleaning Deposit = \$ \_\_\_\_\_**

**Vendor fees are for the entire Event / No discounts will be given for less days at the Event**

Please check your preferred move-in date (exact times and dates will be assigned & confirmed):

\_\_\_\_\_ Site A: Friday morning, June 10 starting @ 8zm **Approx. arrival time:** \_\_\_\_\_

\_\_\_\_\_ Site B: Thursday morning, June 9 starting @ 8am **Approx. arrival time:** \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

**Move-out date & time for ALL vendors will be Sunday, June 12<sup>th</sup> @ noon**

## **V. Items sold by Vendor: Photos & List of all items is required**

Please attach or email photos and a list of items that will be available for purchase, on display, or distributed in your vendor space. Only items listed with images and submitted with this application will be allowed. Items sold **may not include** Hot Springs Bike Fest or Arkansas Veteran Support Services logo, event title, event images, city or verbiage, or Hot Springs Bike Fest identification, variation of the event name or any reference to the event without the written consent, permission and payment fees to the Arkansas Veteran Support Services charity. Please provide prices or price range of items being sold.

## **VI. Photo / Image / Drawing of Vendor Booth Layout: please include a diagram or photo**

With your application, please mail or e-mail a photo or photos (and diagram if necessary) of your booth layout showing awnings, doors, and service windows that are used. Please mail or email this with your vendor application.

## **VII. Move In / Move Out Schedule**

All vendors are expected to be open during the specified hours of the Fest. **If you would like to be in Site A on Thursday, June 9<sup>th</sup>, you may contact Bill Solleeder w/ Visit Hot Springs for more info @ (501)321-2027.**

Exact times will be as follows:

**MOVE-IN:** Site A: Friday, June 10<sup>th</sup>, 7am – 10 am / Site B: Thursday, June 9<sup>th</sup>, 8am – 12pm

**MOVE-OUT:** Both sites: Sunday, June 12<sup>th</sup> by 12:00 pm

No one is allowed on the property before their assigned time and must check in before entering the area.

## **VIII. Payment**

All payments and application info **must be received by May 21, 2022** to ensure your space is reserved. Acceptable payments are: Check, money order, or Credit / Debit by phone. NO CASH PAYMENTS. Please make check or money order payments for the Cleaning Deposit Fee **separate**, each payable to Arkansas Veteran Support Services. Check or money order payments can be mailed to: **Arkansas Veteran Support Services, PO Box 20566, Hot Springs, AR 71903.** You **MUST** include a (SASE) self-addressed stamped envelope to receive your vendor cleaning deposit refund. **All payments must be received by May 21, 2022.**

*Your payment may be tax deductible. Consult your tax professional for details. AVSS EIN# 83-2930348*

**Please read all Hot Springs Bike Fest / AR Veteran Support Services Rules & Regulations. Sign and complete the final page of the vendor application. Food and Beverage vendors must also complete the Food and Beverage Vendor section.**

Mail checks, completed vendor application, COI, and photos to  
Hot Springs Bike Fest PO Box 20566, Hot Springs, AR 71903, or email it to [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com)  
For questions, email [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com).

**Upon receipt of Vendor Application, you will be contacted by the HSBF Vendor Coordinator with confirmation of dates, times, and location.**

# Hot Springs Bike Fest 2022

## Vendor Rules & Regulations

The Hot Springs Bike Fest / Arkansas Veteran Support Services is a 501©3 organization EIN# 83-293038 with a mission to raise charitable donations for veteran needs. The Hot Springs Bike Fest is a 4 day motorcycle event that takes place in Hot Springs, Arkansas. Vendors will be located in the Bridge Street Entertainment area and in the Hill Wheatley Plaza / HS Visitor Center areas. There will not be an admission fee or age limit to see any vendors.

**Vendor Fees:** Vendor fees will be determined based on size of vendor space needed, and the area needed (Site A or Site B). Vendor space cannot be reserved until the vendor form has been completed and received, along with requested information, and fees are paid in full. **No cash payments will be accepted.** Cleaning deposits will be mailed in the (SASE) self-addressed stamped envelope that the vendor provides. No cleaning deposit refunds will be given at the event. If no SASE is provided, you will not receive a cleaning deposit refund. No vendor may come late, tear down early, or leave booths unattended during the hours of the event. If a vendor does not comply with the schedule, they will pay a fee up to \$500. Vendors who do not complete the vendor form correctly and do not include the necessary items risk forfeiting the space requested. For questions, please email [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com) or call or text 501-617-3830.

**Prices:** Prices for vendors are for the 2022 Hot Springs Bike Fest only and are listed on page 2 of the vendor application. Additional fees apply for areas larger than 10ft x 10ft (as shown on page 2 of the price breakdown). Cleaning deposits are also listed on page 2 for outdoor vendors. For custom sizes, please email [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com)

**Insurance:** **Vendors are required to send a copy of their Certificate of Insurance with the vendor application.** The certificate should show liability limits of no less than \$1,000,000 per occurrence for premise and operations liability, and naming Arkansas Veteran Support Services as an additional insured. **Please have a copy of your COI in your vendor booth during the rally.**

**Deadlines & Fees:** Make checks payable to Arkansas Veteran Support Services. Make a copy of the application for yourself. Email the application & all other information to [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com) or mail to: Arkansas Veteran Support Services, PO Box 20566, Hot Springs, AR 71903. **Cash will not be accepted.** No payments in person on the day of the event. No vendor will be allowed onto the event premises until the application, necessary paperwork, and payment has been received. **Vendor applications and fees must be received May 21, 2022.** Submitting an application is not a guarantee for a space. **If we have not received your total payment by May 21, 2022, you may forfeit your space** and late fees of up to \$100 will apply. Incorrect or incomplete payment/application information and any checks that do not clear will have an additional \$50 fee per item.

**Refunds:** If you find that you are unable to attend the event, notify us in writing prior to May 21, 2022 for a full refund within 30 after the end of the event. If you notify us after May 21, 2022, you will not be entitled to a refund of any of your paid vendor fees or deposits.

**Vendor Code of Conduct:** The Hot Springs Bike Fest / Arkansas Veteran Support Services is a family friendly event. Rudeness, profanity and disrespectful attitudes will not be tolerated. Vendor may not solicit in any areas other than their designated vendor space. No nudity or obscene or offensive clothing is allowed. Your vendor area is for selling/displaying items and should not have anything that may impeded the flow of traffic. No subletting or dividing of vendor spaces. If you would like to participate in any of the charity events to raise donations for the event, you will need to pay the admission fee and/or make a donation to the charity the event is for (Arkansas Veteran Support Services). No live animals are allowed in the vendor areas at any time, unless you require a service animal, but it will be your responsibility to maintain an area free from urine and feces. No selling or distributing any items that we have not been made aware of in this application or in the attached pages.

**Prohibited Items:** The following items CANNOT be displayed: Firearms, weapons, explosives, corrosive materials, pornography or any X-rated materials, controlled substances of any kind, drug related paraphernalia, loud or distasteful displays, or offensive and/or profane items. Prostitution, gambling, and lotteries are strictly prohibited. The Hot Springs Bike Fest/Arkansas Veteran Support Services 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 vendor fee payment. The Hot Springs Bike Fest/Arkansas Veteran Support Services reserves the right to refuse, prior to, or remove during the event, any vendor whose products, intentions, conduct or attitudes violate the code of conduct.

**Licensing Restrictions:** The Hot Springs Bike Fest/Arkansas Veteran Support Services name, logo, wording or variation of the event name or any reference to the event cannot be used on any items that will be sold or distributed with the express written consent and approval from the Hot Springs Bike Fest/Arkansas Veteran Support Services committee. Designated sponsors, charities, and vendors who have permission to use the logo and event name must do so within the guidelines established by the Hot Springs Bike Fest/Arkansas Veteran Support Services. Anyone who violates this policy will be prosecuted for theft to the fullest extent of the law.

**Operation:** No items may touch the walls, murals, statues, ramps, doors or fountains near the vendor areas. You may not drill any holes or drive any stakes in to concrete, pavement, etc. All vendors are responsible for keeping their areas safe and clean and are responsible for their own trash (which is only to be placed in designated trash cans/recycling bins). All trailers, vehicles or displays the lead/drip fluids MUST have an approved tray or catchment system underneath provided by the vendor. Do not damage any property or drive over curbs or sidewalks. Anyone doing so will be fined a minimum of \$100. Do not leave any merchandise unattended. No merchandise or displays can be outside of your assigned vendor area. Vendors must set up and tear down at agreed upon times and understand that delays may occur. Vendors must wait in designated areas to set up. Vendors are responsible for bringing and setting up their own chairs, tables, tents, and tent weights. (weights must fit with the vendor space)

**Vendor Space:** Vendors must fit within the booth/vendor area requested. Trailer tongues, trailer doors, awnings, signs, 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, or pay additional fees. If you request a specific lot and/or space, our staff will make every effort to place you in the requested location. However, our staff does not guarantee that you will be placed in the exact space space. Specific info about vendor location, load-in/setup times will be provided to vendors before the event.

**Vendor Parking:** Vendors will have assigned parking spots in designated lots/areas. Please note that some streets will be blocked off for the event and for motorcycle/event parking. Be sure to obey all rules for any areas you park in (i.e. move vehicle at specified times). Please do not block any entrances or parking areas. People who do not adhere to the traffic/parking rules will have their vehicle towed at the owner's expense.

**Safety:** Official event security (including armed law enforcement officers) will be on duty during the timeframe specified for the event. All booths must be manned and open during the hours of the event outlined. If safety requirements are not met in a timely manner, the vendor may be asked to leave with no refund. The Hot Springs Bike Fest/Arkansas Veteran Support Services is not responsible for lost, damaged, or stolen property or any injuries. Please point out any safety concerns to event staff.

**Sales Tax:** All vendors are responsible for paying City of Hot Springs and Arkansas State Sales Tax and/or Food taxes required by the city and the state of Arkansas. Failure to pay your taxes correctly and on time may result in possible fines from the City of Hot Springs and the state of Arkansas.

**Food Vendor Form:** Food & beverage vendors will have additional qualifications to meet and inspections by the Arkansas State Health Department. Your compliance with these regualtions are mandatory. Menus and prices must be posted during the event. See Food Vendor Application Form required for all food vendors.

**Rain or Shine:** The Hot Springs Bike Fest will be held rain or shine. Refunds will not be issued due to poor sales perfomance of your product/services or due to inclement weather or cancellation or postponement due to any other circumstances. The Hot Springs Bike Fest / Arkansas Veteran Support Services is not responsible for any theft, damage, accidents, injuries, fires, natural disasters, pandemics, or other acts of God. While vendor locations/areas may be requested, exact spots will be assigned and are subject to change due to placement of emergency vehicles, safety regulations, weather-related events or circumstances beyond our control.

**2022 Hot Springs Bike Fest Vendor Agreement**

I, (print name) \_\_\_\_\_ have completed this form and hereby agree to the rules outlined for the 2021 Hot Springs Bike Fest, June 9-12, 2022 in Hot Springs, Arkansas.

As a vendor at the 2022 Hot Springs Bike Fest, I have read, signed, and provided information for all areas and agree to abide by all Rules and Regulations of this agreement. I understand that the Hot Springs Bike Fest is a charity event and the Arkansas Veteran Support Services, its committee members, individuals helping with the event, volunteers, local law enforcement and fire departments, and the City of Hot Springs and all of the employees will not be liable for any loss or damages sustained by vendors as a result of the rights granted to the vendor under this Agreement of Vendor's Operations at the Hot Springs Bike Fest. The Vendors, as part of the consideration, does hereby indemnify and hold harmless the Hot Springs Bike Fest/Arkansas Veteran Support Services, its committee members, individuals helping with the event, volunteers, local law enforcement and fire departments, the City of Hot Springs and all of its employees, representatives and volunteers from any of these organizations any and all claims for damages or injuries of any nature or kind (including death), suffered or asserted have been suffered by any person or property of any person growing out of or resulting from or in any way connected to the vendor's attendance, travel to and from, and operations at The Hot Springs Bike Fest. I understand that vendor space is limited and the Hot Springs Bike Fest/Arkansas Veteran Support Services reserves the right to refuse any vendor for any reason. I understand that completing the application is not a guarantee of a space at the event.

I have: (please check)

- Read and will comply with the HSBF Vendor Application, Vendor Rules & Code of Conduct
- Completed the entire Vendor Application Form and signed where necessary
- Included a list and photos/images of items that will be sold/displayed in my vendor booth
- Included photos/diagram of my tent, booth/trailer showing awnings, service windows, doors, flags, etc.
- Included a copy of Certificate of Insurance (COI)
- Included a payment for the Vendor Fee paid in the form of: (circle one) Check Money Order Credit/Debit
- Included a separate payment for Cleaning Deposit: (circle one) Check Money Order
- Included payment for additional donation for other items (if applicable)
- Included a (SASE) Self-Addressed Stamped Envelope for return of cleaning deposit
- Included a menu (for food and beverage vendors)

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ # Years in Operation: \_\_\_\_\_

**Please read all Hot Springs Bike Fest Rules & Regulations and sign and complete the final page of the vendor application. Food & Beverage vendors must also complete the Food & Beverage Vendor section.**

Mail the Hot Springs Bike Fest Vendor Application, checks/money orders, applications, documents, and photos to:

Arkansas Veteran Support Services, PO Box 20566, Hot Springs, AR 71903

Documents and photos can also be emailed to: [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com)

For questions, email [hotspringsbikefest@yahoo.com](mailto:hotspringsbikefest@yahoo.com) or call/text 501-617-3830. Upon receipt of Vendor Application, you will receive notification from the HSBF Vendor Coordinator.

## Food & Beverage Vendors ONLY

**All potential 2022 Hot Springs Bike Fest Food & Beverage Vendors must complete this form in addition to the entire Vendor Application.** This includes any vendor that will be selling any kind of food or beverage, vitamin, snack, flavoring packs (spices or drink additives), health supplements, product samples or any product that is ingested by mouth.

Are you on file with the Arkansas Health Department as an approved food vendor in good standing?

Yes  No  I am on file with the state of: \_\_\_\_\_

### Please check all that apply:

I have a food truck  I have a food trailer or trailers  Food is being served prepackaged  
 I am selling hot food  I am selling cold/frozen food  Beverages on the menu that we pour/make  
 Bottled/canned beverages  Offer free samples  Offer samples for free/donation

Menu Items Include:  Breakfast items  Lunch/Dinner items  Snack items  Dessert Items

### Menu Items:

Please provide a list of all menu items and prices. You will only be allowed to sell the items that are on the list. (attach or email multiple pages if necessary) Please be as specific as possible (for example, Cheeseburger \$5, Mushroom and Swiss Burger \$6). Please include how they will be served (on a plate with fries, wrapped in paper, etc.). All menu and price information will be kept confidential. **This is for the charity's use only to ensure that no more than a few vendors are offering similar items and we can offer event-goers a variety of unique menu items.** The Hot Springs Bike Fest welcomes a variety of vendors, but does limit the number of food vendors and the number of vendors selling similar items. All menu items must be approved by the Hot Springs Bike Fest/Arkansas Veteran Support Services prior to the event.

### Posting Menu Items & Prices:

We ask that you post your menu items in English and prices in U.S. dollars so they can easily be seen by event-goers. Please make sure that all signs fit within your vendor space. You may not use the charity's name or the name of any sponsors, businesses, or other entities without prior consent.

### Food Vendor Inspection Policy Agreement:

I, (print name) \_\_\_\_\_ understand that my vendor area will be inspected by the Health Department and local safety inspectors to ensure that it meets all standards. I understand that if the standards are not met and maintained during the event, I will be asked to leave and will not be allowed to sell or give away any items and will forfeit any fees paid to the Hot Springs Bike Fest/Arkansas Veteran Support Services. I understand that any safety violation or any violation of the Code of Conduct is grounds for immediate removal from the vendor area and no fees will be returned. The Hot Springs Bike Fest/Arkansas Veteran Support Services and any of its sponsors, volunteers, vendors, supporters or contributors will not be held responsible for any injury or damages of any kind. I also agree to comply with all Hot Spring Bike Fest rules and regulations including how items are displayed, what items can be displayed and keeping within the space that is allowed. I understand that the designated walkways cannot be obstructed and that no items can be placed on or against walls, landscaping, doors, trees, fences or lamp posts. I understand that all menu items, samples, and booth layout must be submitted and approved by the Hot Springs Bike Fest/Arkansas Veteran Support Services before being accepted as a vendor for the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ # years in operation \_\_\_\_\_