



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 2022 BIKES, BLUES, AND BBQ®.**

FORMS:

Acknowledgement of Receipt of Vendor Rules and Regulations – Page 9

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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 21st Annual Bikes, Blues and BBQ® is a motorcycle rally held in Northwest Arkansas. Admission to the event is **FREE** to the public. Bikes, Blues and BBQ® is a non-profit organization dedicated to supporting local charities with funding raised during the event.

WHEN: This **FREE** event will be open to the public on Wednesday, October 5 through Saturday, October 8, 2022. The rally officially ends at midnight on Saturday, October 8.

Venue Operating Hours:

October 5, 2022

Downtown Roger – TBD
Uptown Rogers – TBD

October 6/7/8, 2022

Downtown Rogers - TBD
Uptown Rogers - TBD

WHERE: The 2022 Bikes, Blues and BBQ® rally will be held in Downtown Rogers and Uptown Rogers.

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).

SUBLETTING: Vendors are NOT allowed to sublet an official Bikes, Blues & BBQ® space. If any vendor is caught subletting, the vendor will be immediately removed from the event and refused admittance to the event in future years.

INSURANCE: Vendors 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) must be received by the BBB office before vendor will be permitted to set up at event.

DEADLINES: **Vendor applications and deposit must be received by June 30, 2022 to reserve both vendor space and pricing. All applications received after July 1, 2022 will have no guarantee on location. Vendors with incomplete applications as of July 1, 2022 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 August 31, 2022. **Note:** If we have not received your total payment by August 31, *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 July 1 in writing, we will refund your full vendor fee within 30 days after the end of the event. If you notify us August 1 or later you will not be entitled to a refund of any of your paid vendor fees.

PAYMENT METHODS: Bikes, Blues & BBQ® will accept the following forms of payment: Personal/Company Check, Cashier's Check, Money Order, Cash and Credit Card. No personal/company checks will be accepted after September 1st.

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: Bikes, Blues and BBQ® is a family friendly event and as such, the following items are prohibited for sale or display on properties controlled by Bikes, Blues and BBQ® during the course of the rally.

1. Firearms (knives are acceptable, but must be given approval by the Bikes, Blues and BBQ® vendor coordinator);
2. Pornography in any form;
3. Controlled Substances or drug related paraphernalia of any kind;
4. Lewd, obscene, profane or inflammatory clothing or items;
5. Items with obscenities, profanity, offensive or detrimental material.

Bikes, Blues and BBQ® reserves the right to refuse (prior to the event) or remove from the rally any vendors whose products, intentions or attitude are not compatible with the family-oriented nature of the Bikes, Blues and BBQ® Motorcycle rally. In the event that a vendor has materials for sale or a display that may not meet Bikes, Blues and BBQ® standards, the vendor should consult with Bikes, Blues and BBQ® concerning that material or display prior to set up. Either products or pictures of products may be sent to info@bikesbluesandbbq.org for approval.

Bikes, Blues and BBQ® has the sole authority to determine if a vendor has violated this policy. If it is determined that policy has been violated, the vendor permit for that vendor shall be revoked and the vendor removed from the rally for the duration of the event. And tendered vendor deposit shall be forfeited.

NOTE: No stakes may be driven into any lot surface without permission from Bikes, Blue sand BBQ®

ELECTRICITY: Electricity will be available for our official lots 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.



Additionally, a charge will be applied to all electrical needs. Please refer to page 13.

WATER: Water is provided for a \$25 fee in the food vending areas only. You will be responsible for your own hoses.

CITY OF ROGERS VENDOR PERMIT FEES: The City of Rogers at this time does not have a vendor permit fee, however, they are considering waiving it. If the City of Rogers 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: All vendors are required to pay Arkansas State Sales Tax at the end of the Bikes, Blues and BBQ® event. Please report to the designated area (instructions/maps will be included in your vendor packet) on Saturday, October 8th. The Arkansas Department of Finance and Administration employees will be located in this area to collect your sales tax payments and completed tax forms. You will be provided a sales tax reporting form in your vendor packet that you receive upon arrival. **Failure to pay your taxes will result in the forfeiture of the vendor's cleanup deposit.** The collection times for your venue will be provided in your vendor packet. **NOTE: The Arkansas Department of Finance and Administration representatives will accept the following forms of payment ONLY: Cash, Money Order or Cashier's Check**

SECURITY: Official event security will be provided 8:00 p.m. to 7:00 a.m., Monday, October 3 – Tuesday, October 4 and from 12 midnight to 7:00 a.m., Wednesday, October 5 - Saturday, October 8. Bikes, Blues and BBQ® is not responsible for lost or stolen property.

FIRE SAFETY: PLEASE REFER TO THE "SAFETY REQUIREMENTS FOR ALL TENT VENDORS" DOCUMENT ON OUR WEBSITE.

VENDOR AREA: The vendor area is the Downtown Rogers, Uptown Rogers, and the Arvest Ballpark. 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 Bikes, Blues and BBQ Office for camping at the Official Campground. **Per city ordinance, 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.**



READ THIS!

VENDOR FEES: Please reference the pages titled Fee Calculation (pages 12) to view fee structure for each venue.

Also, a refundable cleanup deposit of \$200 for non-food vendors and \$300 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 \$300 depending on their trade which will be refunded to you by mail within 15 business days at the end of rally. If the vendor space is not clean at move out, your deposit will be forfeited.

TEAR DOWN: You must be out of the lot by 9:00 a.m. Sunday, October 9 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 Sherry Rodriquez at 479-986-1358.

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 must be sent to Bikes, Blues, and BBQ® staff prior to August 1, 2022.

READ THIS!

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 along with purchase information.

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, October 4, 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, October 3 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, October 8, 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.

RALLY NAME, LOGO AND ARTWORK: If you would like to use the rally name, Bikes, Blues, and BBQ®, or the logo, please contact the Bikes, Blues and BBQ® office for more details – 479.527.9993. 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 2022 Bikes, Blues, and BBQ®, contact Leonard D. Graves 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: Leonard D. Graves, Director of Venue Operations: 479-527-9993

E-MAIL: info@bikesbluesandbbq.org

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 business 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® 2022

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: _____

TIME REQUIRED FOR BOOTH SET-UP/TEAR DOWN: _____

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

DO MOTORCYCLES NEED ACCESS TO YOUR BOOTH FOR SERVICE INSTALL? _____

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® 2022 FEE CALCULATION FOR

PLEASE CALCULATE YOUR VENDOR FEE HERE:

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

\$700 per 10'x10' space (-July1, 2022)..... \$ _____

\$800 per 10'x10' space (July 2 , 2022 – August 31, 2022)..... \$ _____

\$1,000 per 10'x10' space (September 1, 2019–September 30,2022)..... \$ _____

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)

Concrete Tent Anchors: Quantity _____ @ \$10 each \$ _____

Clean up deposit must be received before space is reserved

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

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	110vt	\$50.00
30 amp	110vt	\$70.00
50 amp	220vt	\$170.00
60 amp	220vt	\$300.00
100 amp	220vt	\$500.00
200 amp	220vt	\$750.00

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 Tim Caldwell with Special Event Service & Rental at 901-461-1197 or e-mail - tim@specialeventrent.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, October 5 and 10:00 am to 12 midnight Thursday, Friday, and Saturday, October 6 – October 8.

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 August 31, 2022

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____