



**GATOR
HARLEY-DAVIDSON**



LEESBURG, FL

Space
Assigned



Gator Harley-Davidson Vendor Application

EVENT NAME: Leesburg Bikefest™
DATE OF EVENT: APRIL 22, 23, 24, 25, 2010 *(One more optional day for 2010**!)*
TIME OF EVENT: Thurs: 8am-8pm Fri: 8am-8pm Sat: 8am-8pm Sunday: 8am-5pm

- Applications must be filled out completely and all required materials included
- Must send full payment with application. **NO CHECKS! NO DEPOSITS!**
- Insurance deadline is April 1, 2010
- Applications will be date stamped and locations awarded to earliest applicants.
- Consideration will be made for repeat vendors until March 1, 2010.
- February 19, 2010 is the deadline to be included in the Leesburg Bikefest Event Guide (free listing).

Return Application to: Attn: Jan Wideman, Vendor Coordinator
 Leesburg Partnership, Inc. **Direct Number: 352-408-0750**
 P.O. Box 490043 **Phone: 352-365-0053**
 Leesburg, Florida 34749-0043 **Fax: 352-365-0082**
www.leesburgbikefest.com **Email: jan@leesburgpartnership.com**

*****Insurance Requirements*****

Please contact your insurance company and request them to fax directly to The Leesburg Partnership, Inc. a Certificate of Liability showing proof of insurance with a minimum of \$300,000, valid through event date. **Name on policy must match application.** Please request form ACORD 25 or the equivalent. List the “Leesburg Partnership, Inc. and Gator Harley-Davidson Inc., P.O. Box 490043, Leesburg, FL 34749-0043” as certificate holder and the description of operations as “Leesburg Bikefest™, Event Date: April 22-25, 2010”.

Insurance Deadline is April 1, 2010

INSURANCE: The Leesburg Partnership has available a General Liability Insurance Service to eligible vendors needing the required insurance coverage. For an additional \$100.00 fee you may be qualified to be listed on the 14th Annual Leesburg Bikefest™ Vendor Policy. The 14th Annual Leesburg Bikefest™ Vendor Policy Insurance meets the responsibility to be a vendor at Bikefest™ and to your customers should there be an accident within your booth. This policy does not cover your property or merchandise.

Businesses that sell the following merchandise are not eligible to be listed on master policy: Guns, knife’s, power equipment such as motorcycles, chain saws, electric tools, medical health products or services such as tattoos, prescription glasses, fitted ear plugs, etc. This list is not inclusive and is subject to insurance underwriters review.

Failure to meet the April 1st insurance deadline will result in automatic inclusion in the 14th Annual Leesburg Bikefest Vendor Policy. Your credit card or account will be charged a \$100 non-refundable fee.

***Gator Harley-Davidson location only*

Initial _____

Gator Harley-Davidson Application

Acceptance Procedure

- Leesburg Bikefest™ is RAIN or SHINE.
- NO REFUNDS ONCE YOUR LOCATION HAS BEEN ASSIGNED!
- Vendor fees will be immediately deposited upon receipt.
- The Leesburg Partnership reserves the right to accept or reject any applicant for any reason.

Name of Business: _____

Owner/Manager of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone (daytime) _____ Cell _____ Fax _____

****E-Mail address:** _____ ******

Bikefest Applications are only available for download from our website www.LeesburgBikefest.com on December 25, 2009. It is important that you keep us updated on new contact information.

To help with placement what percentage of each category that applies to your merchandise or service you provide:

Jewelry: _____ Leather Accessories: _____ LED: _____ Information: _____ Pin stripping: _____
 Horns: _____ Clothing Accessories: _____ Vehicles: _____ Sunglasses: _____ Patches/Pins: _____
 Motorcycle Accessories: _____ Tobacco: _____ Tattoo: _____ Health Products: _____
 Other: _____

Space requirements: _____

Pavement _____ Grass _____ Does not matter _____

We recommend you bring temporary flooring (i.e. indoor /outdoor carpet) to protect your merchandise

Vendor booth fees are as follows:

Vendor fee includes: Booth fee, City of Leesburg business license, parking and trash disposal fees.

*****3% Discount for Cash Transactions (Cash or Money orders only) Credit cards are not eligible for discount. No checks accepted.***

Space Size	(10'w X 10'd)	(20'w X 10'd)	(30'w X 10'd)	(40'w X 10'd)
Fee	412.00	824.00	1,236.00	1,648.00
7% Tax	28.84	57.68	86.52	115.36
Total	\$440.84	\$881.68	\$1,322.52	\$1,763.36
Cash Price:	\$428.00	\$856.00	\$1,284.00	\$1,712.00

Space Size	(10'w X 20'd)	(20'w X 20'd)	(30'w X 20'd)	(40'w X 20'd)
Fee	824.00	1,236.00	1,648.00	2,060.00
7% Tax	57.68	86.52	115.36	144.20
Total	881.68	\$1,322.52	\$1,763.36	\$2,204.20
Cash Price	\$856.00	\$1,284.00	\$1,712.00	\$2,140.00

Space Size	(30'w X 30'd)	(30'w X 60'd)	(60'w X 30'd)	(60'w X 60'd)
Fee	2,060.00	3,296.00	3,296.00	4,532.00
7% Tax	144.20	230.72	230.72	317.24
Total	\$2,204.20	\$3,526.72	\$3,526.72	\$4,849.24
Cash Price	\$2,140.00	\$3,424.00	\$3,424.00	\$4,708.00

If you do not see the size you need or have questions please call Jan Wideman at direct number 352-408-0750.

Special Space Size Needed _____'wide (frontage) X _____'deep (depth)

PLEASE CIRCLE REQUESTED SIZE

Initial _____

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Check List: The following MUST be submitted with your application to be considered acceptable.

- APPLICATION:** (all 7 pages) filled out completely initialed and signed.
- Cash, Money Order, Visa/Master Card**
- PHOTO /DRAWING:** A photograph or drawing of your booth design & setup showing which side you will vend from and which way you will need to pull into location. This is very important to your location placement.
- SALES TAX:** Copy of Sales Tax Certificate if applicable.
Vendors without a Florida sales tax number are required to file a special event sales tax return. Sales tax is due May 1, 2010 and will be late after May 20, 2010. Sales tax returns will be inserted in your check-in packet and a list of vendors will be provided to the local Sales Tax Office.
- INSURANCE:** Proof of Insurance. See requirements on page 1 ****
- Electric Requirements** see chart below.

Please Check One

- No Charge for one 110 volt-20 amp circuit, two plugs,**
 - \$20 per additional 110 volt-20 amp circuit, two plugs**
 - A fee of \$30.00 will be charged for 110 volt-30 amp circuit**
 - A fee of \$60.00 will be charged for 220 volt- 30 amp circuit**
 - A fee of \$100.00 will be charged for 220 volt-50 amp circuit**
- No generators allowed unless pre approved.

Amount of Booth:	\$ _____
Plus Electricity (if any)	\$ _____
Insurance \$ 100.00	\$ _____
Additional Badges (\$5 ea.)	\$ _____
Total:	\$ _____

Payment Method

Name as it appears on card _____
Visa/Master Card # _____
Expiration date ____/____/____ Signature _____
Money Order # _____ Cashier Ck # _____

Contact Information

Physical & Shipping Address

Attn: Jan Wideman, Vendor Coordinator
401 W. Magnolia Street
Leesburg, FL 34748
Web Site: www.LeesburgBikefest.com
Phone: 352-408-0750

Mailing Address

Attn: Jan, Wideman, Vendor Coordinator
P.O. Box 490043
Leesburg, FL 34749-0043
Email Address: Jan@leesburgpartnership.com
Fax: 352-365-0082 Office: 352-365-0053

Joe W. Shipes, Executive Vice President
Sandi Moore, Main Street Manager
Kate Shearouse, Office Manager
Jan Wideman, Vendor Coordinator

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General Rules and Regulations:

Please read carefully and initial that you have read and agree
to abide by ALL Rules & Regulations

- ◆ 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 of or behind your space for display racks please add footage to your size request. You will be charged for any extra footage outside of your designated space per square foot.
- ◆ Vendor spaces that are between two buildings must allow foot traffic on both sides. Sidewalks must be kept open.
- ◆ **ALL Vendors must check in for further instructions and receive your vendor packet before setting up.**
- ◆ **Vendors Shipping Merchandise:** Please note that we are not responsible for any merchandise that is delivered to our shipping address. If you are having merchandise shipped prior to the event, please notify us. NO C.O.D. packages will be accepted. Due to limited space, please pick up your packages promptly.
- ◆ Overnight security is provided from Wednesday evening through Sunday afternoon within the designated event area. However, The City of Leesburg, Leesburg Partnership and Gator Harley-Davidson are not responsible for any theft, vandalism or damage.
- ◆ Vendors may set up on Wednesday. Your display must be set up and all vehicles must be out of the vending area by 8:00am each morning.
- ◆ Four ID badges with your business name & booth number will be provided to each vendor. Additional badges are \$5.00 each and must be requested in advance. No additional badges will be made after April 22, 2010.
- ◆ All vendors must leave location clean of trash, zip ties and debris. Each location will be inspected and noted on what condition your space was left in.
- ◆ All bagged trash and broken down cardboard boxes must be placed in trash receptacles.
- ◆ No vendor may assign, sublet or apportion all or any part of the privileges or of the space assigned to them, nor permits any other party to exhibit herein, other than the business to which the space is assigned and insured.
- ◆ Vendors are expected to remain open during official event hours.
- ◆ Absolutely no tent stakes allowed anywhere (streets, pavement or grass.) Please instruct your tent rental company of this important rule.
- ◆ If you hire an outside tent company to setup your tent they **MUST** contact Jan Wideman for setup and breakdown instructions.
- ◆ Any tent over 120 square feet shall be flame retardant. Any question please contact Lieutenant Steve Painter at the Leesburg Fire Department at his direct line 352-435-9472.

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- ◆ Merchandise displaying any wording reference to Leesburg Bikefest™, Bike Rally, Leesburg Bikefest™, Leesburg, Florida 2010 or Leesburg will not be allowed. The Leesburg Partnership, Inc. reserves the exclusive right to the sales of “Leesburg Bikefest™ T-shirts, Pins, Patches 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 policies may result in the immediate ejection from the event and loss of booth fee.**
- ◆ NO merchandise that could be considered obscene merchandise or drug paraphernalia will be allowed as determined in Leesburg Partnership, Inc.’s sole discretion.
- ◆ No Water, Food or Beverages will be allowed to be sold from your booth. This also includes giving it away for free.
- ◆ We do not offer exclusive merchandise category.
- ◆ Electricity is available within 125 feet of all locations. Additional charges may apply. See charges on page 3.
- ◆ All vendors must be completely out of the event area by 8AM, Monday, April 26. Please plan accordingly.

PARKING

- ◆ **Vendor Parking:** Vendors must park in designated areas (location map provided at check-in). Vendor parking pass must be displayed on the driver’s side of the windshield. Leesburg Partnership and/or Gator Harley Davidson is not responsible for towed vehicles outside of designated areas and for improper display of parking pass.
- ◆ A cell phone number must be provided to place on parking passes.
- ◆ Storage trailers, vehicles and RVs are not allowed to be parked behind booths due to fire codes and access issues and must park in designated areas only or nearby campgrounds listed on our website.

By initialing vendor agrees that he/she has read and understands the “Rules and Regulations” 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 activity from the streets.

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Hold Harmless and Indemnification

I hereby agree to INDEMNIFY, RELEASE, and HOLD HARMLESS the Leesburg Partnership, Inc, Leesburg Partnership II, Gator Harley-Davidson and the City of Leesburg and the Officers, Directors, Sponsors, Agents, Leagues, and Employees of these entities from and against any and all rights, actions, causes of action, 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 or 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 2010 Leesburg Bikefest™, 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 independent contractors acting on their behalf. I further agree that this Hold Harmless Agreement shall apply in the event I am disabled, injured, or incur disease of a temporary or permanent nature while participating in, or die 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.

Miscellaneous

This Agreement has been delivered in the County of Lake, State of Florida and shall be construed in accordance with the laws of Florida and venue for any action arising from this agreement shall be Lake County, Florida. This Agreement may not be modified or amended nor shall any provision of it be waived except by a writing signed by the parties, and in the case of the City of Leesburg, approved by the Leesburg City Commission at a public meeting.

1. 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.

I understand that I will not be allocated space until all of the above documentation is on file in the Leesburg Partnership office and my fees are paid in FULL. All fees are non refundable once location has been assigned. I certify that I have fully read and understand the contents of this Application and that I fully agree to all of its terms and conditions.

Company Name: _____

Print Name: _____

Date: _____

Signed: _____

Accepted by: **Joe Shipes** _____

PLEASANT OAKS

RV PARK

208 Cleveland Street
Leesburg, FL 34748

www.LeesburgBikefest.com • (352) 365-0053

<http://maps.google.com> for Map



**Official RV Camping Site
Of the Leesburg Bikefest™!
1 Block from the Heart of Bikefest!**



Pets are welcome!

Only 1 block walk to Bikefest!

**RV's only • No Tents Allowed • No camp fires • Must be Fully Self Contained
66 Spaces available. All spaces are 20' wide x 50' deep. One RV per location.**

You can park cars, trucks, and stock trucks within your space.

Free portable toilets, cold showers and water filling station.

Septic pump out service available for additional fee.

Three nights Minimum \$205.80 (Additional nights \$68.60)

To reserve your space fill out this form and fax back to 352-365-0082.

Questions please call 352-365-0053. Information available online at www.LeesburgBikefest.com

Name: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email Address: _____

RV Camping available from Saturday, April 17 thru Monday, April 26

****3% Discount for Cash Transactions (Cash or Money orders only.) Credit cards are not eligible for discount.
No checks accepted.**

How many nights _____ X \$68.60 (\$66.60) cost per night = _____ rental fee**

Price includes 11% tourism and sales tax.

Rental Fee \$ 205.80 (3 night min)

****\$199.80 (3 night min with 3% cash discount)**

Additional Nights \$ _____

Total Rental Fee \$ _____

NOON CHECK OUT –No refund after April 21.

Please check nights you will be staying Sat ___ Sun ___ Mon ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___ Mon ___

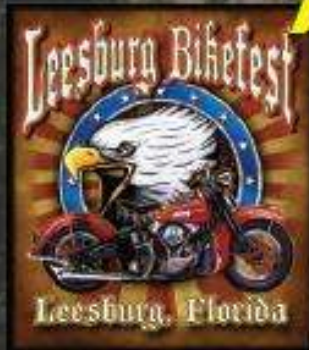
Name as it appears on card _____

Credit Card Number _____ Expiration Date _____

Signature: _____

14th Annual LEESBURG BIKEFEST

April 23rd - 25th



The Daily Commercial and the Leesburg Partnership have teamed up to publish the Official 14th Annual 2010 BIKEFEST magazine. Capture over 200,000 bikers and enthusiasts by advertising in the Leesburg BIKEFEST 2010 magazine. Published on gloss paper with full color on every page. Distribution will include hotels, restaurants, and hand delivered to thousands of potential customers at scheduled events. Don't miss this unique opportunity.



\$ BONUS \$
 ALL Advertisers will receive an additional 2 column x 2 inch ad with our Event Calender publishing full run in the Daily Commercial **FREE of Charge!** Plus EXTRA visibility online at www.dailycommercial.com **FREE!**

35,000 COPIES DISTRIBUTED AT EVENT

FORMAT:
 Mini Magazine

DEADLINE:
 Friday, February 19th

DISTRIBUTION:
 April 23rd-25th

Ad SIZES

Cover Pages* 6.25" x 10.75"
 Full Page† 5.75" x 10.031"
 (Horz) ½ Page 5.75" x 4.951"
 (Vert) ½ Page 2.812" x 10.031"
 ¼ Page 2.812" x 4.951"
 * Trim Size † No Bleed

Ad RATES

Cover Page \$690
 Full Page \$575
 ½ Page \$327
 ¼ Page \$200
 All Pages Are Full Color

Daily Commercial

"Your First Choice" • In-Print & On-Line
 212 E. Main St. • Leesburg, FL 34749
 (352) 365-8200 • Fax (352) 365-1951
www.dailycommercial.com

YES! I want to take advantage of this great advertising offer only available in the Bikefest Special Section.

Advertiser Name

Signature