

## IMPORTANT VENDOR INFORMATION

### RALLY CENTRAL (VENDOR AREA):

Rally Central is located at the Downtown Las Vegas Events Center at 200 S 3<sup>rd</sup> St (3<sup>rd</sup> & Cason), Las Vegas, NV 89101. There will be limited free bike parking around the event. When you check-in we will give you additional information regarding vendor and trailer parking. We recommend that if you are staying at one of the official hotels that you leave your vehicle at the hotel and walk the few short blocks to the rally area.

If you need assistance with directions, call 866-245-3337.

### ANIMALS IN BOOTH:

Permission for any domesticated animal (cats, dogs, etc.) to appear in a booth must be approved in advance by Event Management. If approved, a separate certificate of insurance will be required. Additional details and requirements will be provided by Event Management.

### BIKEFEST BUCK\$

This year we are giving away \$250 Shopping Sprees to twenty lucky registrants. The winner will receive "BikeFest Buck\$" that they can use in any denomination with vendors in Rally Central (excludes food and alcohol vendors).

What does this mean to you? **Please treat these like cash.** Vegas BikeFest will pay you full value in cash for the certificates.

If the Buck\$ winner comes to your booth:

1. Check to be sure they have the BikeFest stamp on the back.
2. Have them sign each certificate
3. You initial each certificate
4. Certificates must be attached to a vendor receipt
5. Bring them to the Event Information Tent at any time to be reimbursed but no later than Sunday at 7pm. (We suggest you do it daily).

If you have any questions or concerns please come to the Event Information Tent or ask staff.

### DISPLAYS:

The aisles are also fire lanes. Merchandise racks and signs must not obstruct the walkway or hamper your neighbor in any way. Product in the aisles is subject to removal by Event Management unless placed in booth. Your display must fit totally inside your vendor space including but not limited to trailer tongues and tailgates. If you need space to load and unload your trailer daily you must consider that requirement when you submit your application and provide yourself sufficient area to do so. Trailer awnings cannot extend into the aisle.

### ELECTRICAL:

All companies (no matter the size) will receive one 20amp electrical line. If you require additional electricity, order it in advance to save money. **IMPORTANT:** The price for electrical service increases more than 50% if you wait to order. Complete your order online by September 6<sup>th</sup> to receive the advance rate. Vegas BikeFest is not responsible for damaged equipment due to power fluctuation, low voltage or outage. You must provide your own extension cords. **Generators are NOT permitted inside the Downtown Las Vegas Events Center.**

**EVENT OFFICE:**

The Event Office/Event Information Tent will be located inside Rally Central. Staff is available during Rally hours to assist you with your needs.

**FORKLIFT:**

If you require the assistance of a forklift to un-load or to move your trailer, you will be required to pay a forklift fee of \$75. You can arrange for the use of the forklift in advance by completing the form online or on-site at the Event Information Tent inside Rally Central.

**FURNITURE:**

Tables and chairs are not included in your booth cost. Orders must be received by September 6<sup>th</sup> to qualify for the advance rates and to guarantee availability. **The furniture will not be delivered to your booth until you check in at the desk located at the Event Information Tent.** Once you check in there, the staff will deliver the tables and chairs to your booth. To order, [CLICK HERE.](#)

**HOTEL:**

[CLICK HERE](#) to see rates and information for all the official hotels. All official hotels are within walking distance of the Rally. **No overnight sleeping is permitted at Rally Central.**

**HOURS: Rally Central**

Vendor set-up/check-in hours: *Rigs and trailers will be assigned times for Wednesday morning arrival. Assignment times will be sent in September.*

Wednesday, October 2	10:00am* – 8:00pm
Thursday, October 3	7:00am – 10:00am

***\*Vendors will be permitted to set up earlier if the lot becomes available  
All vehicles must be removed from Rally Central by 10:00am on Thursday.***

Rally Central Open hours:	Thursday, October 3	11:00am – 10:00pm
	Friday, October 4	11:00am – 10:00pm
	Saturday, October 5	11:00am – 10:00pm
	Sunday, October 6	11:00am – 4:00pm

Vendor tear-down hours:	Sunday, October 6	4:01pm – 11:00pm
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**All equipment and product must be removed by 11:00pm. No Monday teardown.**

The entrances into the Rally areas will open one hour prior to open hours on Friday, Saturday and Sunday for vendors to enter prior to official opening each day. Vendors that want access at these times in the morning will need to be wearing a Vendor wristband. Vendors are required to remain open for all posted Rally hours. We will lock down the area 30 minutes after closing each day.

**ICE:**

20lbs bags will be available for purchase for \$5 per bag. Complimentary waters are also available inside the Event Office.

**INSURANCE:**

Vendor must provide to ConvExx a Certificate of Insurance with proof of comprehensive general liability insurance which consists of \$1,000,000 combined single limit bodily injury and broad form property damage, including broad form contractual liability, and name Las Vegas BikeFest, ConvExx, and Downtown Las Vegas Events Center as additional insured on such policy. Vendor agrees that their insurance coverage will be of a

Best A rating or better, and be primary and non-contributory to any other insurance coverage, and provides a Waiver of Subrogation in favor of ConvExx.

The official Las Vegas BikeFest insurance provider is Rainprotection.net. For more information or to purchase insurance from Rainprotection.net, [CLICK HERE](#).

**INTERNET:**

Wi-Fi will be available Thursday – Sunday inside Rally Central. More information will be provided at check-in.

**PARKING:**

There is no vendor parking available at Rally Central. We recommend you park at your hotel and walk to the vendor area. A map of the nearby parking options is coming soon.

No overnight sleeping is permitted in the Rally areas.

**PERMITTED PRODUCTS:**

The Downtown Las Vegas Events Center has the exclusive rights to sell food, beverages, ice and water. Other than those vendors that were approved in advance, no vendor will be permitted to sell these items.

Vendor agrees to advertise or display only such products that are intended for and generally used in a manner that conforms to State, Federal, or other applicable laws or regulations. Illegal drugs; drug paraphernalia; weapons; chains over 14"; merchandise containing racial, ethnic or sexual orientation slurs; manufacturer or copyright infringements; obscenities or other offensive material will not be permitted and will be subject to confiscation.

Merchandise designed to be passed off as event merchandise (use of city, date, event name, trademarks, etc.) or which has this effect will not be permitted. Vegas BikeFest has exclusive rights to all event novelties (i.e. event t-shirts, event pins, etc.). It is understood that Las Vegas BikeFest and Vegas BikeFest are registered trademarks and may not be used in any manner without prior written permission as well as slogans or references that may be construed as official event novelties of the Las Vegas motorcycle event. Use of Vegas BikeFest logo or brand is prohibited unless approved by ConvExx in writing.

**PRIZES/GIVEAWAYS:**

If you would like extra exposure, donate a merchandise certificate for use as attendee prizes. We will announce the donation at whichever activity the certificate is given away. We will be giving prize certificates away at activities such as the Bikini Contest, Miss Vegas BikeFest®, Tattoo Contest, Biker Bingo and from the Rally Central stage. Merchandise certificates can be for specific merchandise or a specific dollar amount; however we ask that each certificate have a minimum \$50 value to the attendee. This is a great way to get people to your booth. Please [CLICK HERE](#) to complete the form if you would like to donate a prize.

**REGISTRATION/PASSES:**

Each vendor will be provided with an allotment of wristbands for the staff people working in the booth throughout the weekend. These wristbands will give you and your staff access to Rally Central for the entire weekend. Additional wristbands are available for purchase at the Event Information Tent for \$20 each.

Complete registration packages are not included with the cost of the vendor space. If any vendor personnel want to be eligible for the motorcycle giveaway, free drink giveaways, or participate in any of the other competitions, i.e., Poker Runs, Poker Walks, etc. it will be necessary to complete the standard attendee registration form. Go to [www.LasVegasBikeFest.com](http://www.LasVegasBikeFest.com) and register on-line.

**The number of wristbands provided to each vendor will be based on the size of your booth. Wristbands can be picked-up at Vendor Check-in. See the graph below which shows the number of wristbands that are provided.**

## VENDOR WRISTBAND ALLOTMENT

BOOTH SIZE	# OF WRISTBANDS	BOOTH SIZE	# OF WRISTBANDS
10x10	4	20x70	10
10x20	6	20x80	10
10x30	6	30x30	10
10x40	8	30x40	10
20x20	8	30x50	15
20x30	8	30x60	15
20x40	10	30x70	15
20x50	10	30x80	15
20x60	10	30x90	15

Lost or stolen wristbands cannot be replaced. Additional wristbands are available onsite at vendor check-in and at the Event Information Tent for \$20.00 each.

### SALES PERMITS / SALES TAX:

As part of your booth space rental fee, Vegas BikeFest will arrange for your Clark County Sales Business License. All of the necessary paperwork will be provided to you when you check-in. It will be necessary for you to collect sales tax (8.25%) and turn in these funds to Event Management at the conclusion of the event. If you are a registered business in Nevada, you must submit your Taxpayer ID number to Event Management prior to the event. Any Nevada business without a Taxpayer ID number is required to pay sales tax at the conclusion of the event. Any other permits that are required to sell away from your Nevada store/shop must be obtained by you prior to the event.

**Attn: Nevada Businesses – please send your Taxpayer ID Number to Laurie Prince at [Lprince@convexx.com](mailto:Lprince@convexx.com) or by fax to 702-450-7732.**

Nevada motorcycle dealers, be sure to contact the DMV for your sales/display permit.

### SECURITY:

Vegas BikeFest will provide perimeter roving security personnel inside the vendor area beginning Tuesday, October 1<sup>st</sup>. However, you are responsible for protecting your merchandise from theft or damage. No one will be permitted to remain inside or re-enter the security fence at Rally Central after the venue has closed each evening.

### SET-UP PROCEDURES:

See "Hours" for set-up times. Vehicles will be permitted to pull into the Rally Central parking lot as long as space permits.

Any empty boxes, crates, etc. will need to be removed from the rally area once you have completed your set-up. There is no storage space available for empty boxes and crates.

Complete un-loading instructions will be provided to you upon check-in. All vendors must be set-up by 11:00am on Thursday, October 3<sup>rd</sup>. Vehicle access into the Rally Central will not be permitted after 10:00am on Thursday. All vehicles must be removed prior to that time.

### SHIPPING TO THE EVENT:

There is no advanced shipping to the Rally area. You can ship your product to your hotel (fees may apply), FedEx or a UPS Store.

- FedEx Office Print & Ship Center, 316 E Bridger Ave. Suite 104, Las Vegas, NV 89101
- The UPS Store, 840 S. Rancho Dr., Las Vegas, NV 89106, 702-870-7260.

### **TENTS - Anchoring:**

Vendors will not be provided with tents/canopies by Vegas BikeFest. **All tents/awnings are required to be anchored or weighted down in Rally Central.** If you have your own tent or awnings, **you will not be permitted** to stake into the ground, but are allowed to use your own weights. Event Management requires all anchoring be handled by The Downtown Las Vegas Events Center.

Complete the Tent, Furniture & Electrical order form for advance rate of \$27 per stake or go to the Event Information Tent onsite to arrange for this service at \$43 per stake (must request stakes onsite by 12pm on Wednesday, October 2<sup>nd</sup>). All anchoring includes patching. All charges are the vendor's responsibility.

### **TELEPHONE SERVICE:**

There are no telephone services available at the event.

### **TENT FRONT PANELS:**

Rally Central is fenced along the perimeter and security will be roving during closed hours. However, if you prefer to close up your booth space and you do not have your own tarp, it will be necessary for you to rent the front panel.

The panels are 8' high x 10' wide and come in ten (10) foot wide increments. Each panel is \$43 if ordered in advance. On-site orders are based on availability and will cost \$54 each. To purchase in advance, [CLICK HERE](#)

### **TENTS/EZ-UPS/FIRE & SAFETY:**

If you set up your own tent, 20'x20' or larger, you are required to acquire a fire permit from Clark County. A permit is required for truck/trailer awnings more than 400 feet.

If you utilize our tents, no permit is necessary as permits will be paid for by Vegas BikeFest as part of your vendor fee.

Representatives from the Las Vegas Fire Department will be on-site at the event to confirm that tents and awnings are in good condition and fire retardant. Please be aware that should the Las Vegas Fire Department deem your tent to be a hazard, you will be required to remove your tent and should you request one of our tents, you will need to pay onsite for such tent. You may also need to provide a fire extinguisher or rent one from Source One Events.

NOTE: If you have your own tents or awnings, **you will not be permitted** to anchor into the ground in the Rally area. **All tents/awnings are required to be anchored or weighted in Rally. EZ-Ups can use sandbags or weights to secure the structure.** See Tents - Anchoring above for more information.

Halogen light bulbs that are exposed are not permitted inside the rally area and all extension cords must be three-prong and grounded. Halogen bulbs must be self-shielded and not exceed 75watts to be permitted.

### **TRAILERS:**

If you will have a trailer of any size that will be on display in your booth space it will be necessary for you to arrive on Wednesday, October 2<sup>nd</sup> at an assigned time between 8:00am and 12:00pm. You will receive communication from us with an exact assignment time for your arrival. All trailers must arrive per a specific schedule that is developed based on location in order to have access to each booth space. The assignment times will be sent in September to all vendors who have indicated that they have a trailer in their display. You do not need an assigned time if the trailer is not remaining in your booth space.