



## **INFORMATION, RULES AND REGULATIONS FOR ALL VENDORS**

**WHAT:** Ogemaw Hills Bike Week is a motorcycle rally held in West Branch, Michigan from Wednesday, July 19 – Sunday, July 23.

**WHEN:** This event will be open to the public on **Wednesday, July 19 through Sunday, July 23**. If you are a truck and/or trailer, make plans to arrive on Tuesday, July 18, and be ready for business on Wednesday, July 19 at noon. The rally officially opens to the public at 9:00 a.m. on Wednesday, July 19<sup>th</sup> at the Ogemaw County Fairgrounds. Vendors should be prepared to open for business at noon. On Thursday, Friday, and Saturday, vendors should be open early in the morning until very late at night. Some vendors have found that being open 24/7 during the weekend is very profitable for them. The rally officially ends Sunday, July 26.

**WHERE:** The Ogemaw Hills Bike Week rally will be held at the Ogemaw County Fairgrounds located at 2300 Rifle River Trail.

**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 OHBW Staff will make every effort to place you in the requested location. However, Ogemaw Hills Bike Week does not guarantee that you will be placed in the exact space, and all space assignments are the sole authority of the Ogemaw Hills Bike Week and/or its designee(s).

**DEADLINES:** Vendor applications and deposit must be received by **July 1**. All applications received after July 1 will have no guarantee on acceptance. Vendors with incomplete applications as of July 1 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 July 1.** **Note:** If we have not received your total payment by July 1, *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 Ogemaw Hills Bike Week, P.O. BOX 829, West Branch, MI 48661.

**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 July 1 or later you will not be entitled to a refund of any of your paid vendor fees.

**NOTE:** Ogemaw Hills Bike Week 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:** Ogemaw Hills Bike Week is an outdoor event and will be held rain or shine.



**PROHIBITED ITEMS:** The following items can **NOT** be displayed, sold or dispersed: Firearms (knives are OK), controlled substances of any kind. Ogemaw Hills Bike Week 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 of the vendor fee payment. **NOTE: NO STAKES CAN BE DRIVEN INTO ANY LOT WITHOUT APPROVAL FROM Ogemaw Hills Bike Week. PLEASE REMEMBER** Ogemaw Hills Bike Week reserves the right to refuse (prior to), OR remove during the event any vendor whose products, intentions, or attitudes are not compatible with the Ogemaw Hills Bike Week Motorcycle Rally. **Please discuss any questionable items in advance.**

**ELECTRICITY:** Electricity will be available for your official lot 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.

**INTERNET:** There is wifi available but is NOT GUARANTEED! Internet connection is not controlled by Ogemaw Hills Bike Week in any way, shape or form.

**CELL PHONE SERVICE:** Ogemaw Hills Bike Week is not responsible for cell phone service. Depending on your carrier, you may or may not have service.

**SALES TAX:** Vendors will be responsible for paying any and all applicable state sales tax.

**SECURITY:** Official event security will be provided around the clock, Thursday, July 19 - Thursday, July 26. Ogemaw Hills Bike Week is not responsible for lost or stolen property.

**FIRE SAFETY:** All vendors using tents will be required to use flame retardant tents according to the Michigan Fire Prevention Code. Also, ALL VENDORS must have one (1) Class ABC fire extinguisher per location – NO EXCEPTIONS. These rules will be enforced through inspections by the fire marshal. Also, propane tanks must be secured and/or fastened in place to prevent tampering or damage.

**VENDOR AREA:** The vendor area has a designated area at the Ogemaw County Fairgrounds, when you check in someone will show you to your area. If you do not go through Ogemaw Hills Bike Week to rent these spaces you will not be considered an official Ogemaw Hills Bike Week vendor and will be **removed from the Rally.**

**VENDOR CAMPING:** On the website [www.ogemawhillsbikeweek.com](http://www.ogemawhillsbikeweek.com) you will find listings of hotels, motels and campsites. You can also call the West Branch Visitor's Bureau at (800) 755-9091 or visit [www.visitwestbranch.com](http://www.visitwestbranch.com). RV's or campers can be parked behind your vendor space if there is ample space, determined by a member of the Ogemaw Hills Bike Week Vendor Committee, if there is not enough space there are other camping spots near the vendor area that you may camp at if available.

**VENDOR FEES:** The price of a vendor space is \$150 per 10' x 10' space and includes 1 event wrist band, \$250 per 10'x20' space and includes 2 event wrist bands; \$350 per 20'x20' space and includes 2 event wrist bands.

**TEAR DOWN:** Check out time is approximately 12:00 p.m. Sunday, July 23<sup>rd</sup> and please check out with the Ogemaw Hills Bike Week rental committee.



**RALLY NAME, LOGO AND ARTWORK:** If you would like to use the rally name, Ogemaw Hills Bike Week, OHBW, or the logo, you must make us an offer in writing and include pictures of the merchandise the logo will appear on. However, Ogemaw Hills Bike Week 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 Ogemaw Hills Bike Week in any form, will result in immediate confiscation of items, and merchandise will **NOT** be returned.

### **ACKNOWLEDGMENT OF RECEIPT OF ALL VENDOR RULES AND REGULATIONS**

A signed copy of this Information, Rules and Regulations for Vendors must be returned to Ogemaw Hills Bike Week 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 Ogemaw Hills Bike Week.

**CONTACT INFORMATION:** The Ogemaw Hills Bike Week official mailing address is:

Ogemaw Hills Bike Week

PO Box 829

West Branch, MI 48661

**PHONE:** Jan Weiler: 989-312-1244

**E-MAIL:** zoie\_103@hotmail.com -or- info@ogemawhillsbikeweek.com

**WEBSITE:** www.ogemawhillsbikeweek.com www.facebook/ogemawhillsbikeweek

**FINE PRINT:** Ogemaw Hills Bike Week officials maintain the right to remove any vendor that is in violation of the policies and rules of Ogemaw Hills Bike Week. This includes, but is not limited to, laws of West Branch, Michigan, and the ethical conduct of vendor's representatives prior to and during the event.

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**LIABILITY RELEASE FORM**

**FINE PRINT:** This is not a binding contract until signed and approved by Ogemaw Hills Bike Week. 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. Each vendor acknowledges his/her agreement to all the rules set forth by Ogemaw Hills Bike Week. 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 Ogemaw Hills Bike Week. We agree to abide by the rules and regulations set forth by Ogemaw Hills Bike Week and will indemnify and hold Ogemaw Hills Bike Week 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. Ogemaw Hills Bike Week, 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.

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## Ogemaw Hills Bike Week General Merchandise Vendor Application

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Describe products or service to be offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10' X 10' (\$150) \_\_\_\_\_ (Includes 1 event wrist bands)

10' X 20' (\$250) \_\_\_\_\_ (Includes 2 event wrist bands)

20' X 20' (\$350) \_\_\_\_\_ (Includes 2 event wrist bands)

Amount Enclosed: \_\_\_\_\_ (Due before July 1)

**Make checks payable to: Ogemaw Hills Bike Week**

**Pay online or Send payment to: Ogemaw Hills Bike Week**

**PO Box 829  
West Branch, MI 48661**

**Phone 989-312-1244**