



# VENDOR APPLICATION FOR THE SOUTH EAST POLICE MOTORCYCLE RODEO

An event benefiting Concerns of Police Survivors (C.O.P.S.)

## DATE, TIME & LOCATION

The South East Police Motorcycle Rodeo will be held on Saturday, April 21st, 2018, at the Pompano Beach Citi Centre, from 8am – 4pm. The Pompano Beach Citi Centre is located in Pompano Beach, Florida at 1955 Federal Highway.

## VENDOR FEES

The Food & Vendor participation fee is \$200 - payable by check to the South East Police Motorcycle Rodeo, and due with a completed application no later than April 14, 2018. No checks will be cashed until the vendor acceptance process is complete. The South East Police Motorcycle Rodeo Committee will return checks to applicants not chosen for the event. The \$200 fee is **non-refundable\*** upon a vendor's selection.

\*A formal request can be made to the Board for refunds based on special circumstances.

Preference will be given to vendors who have products or services that relate to the police motorcycle officer, police work in general and motorcycling in general. Others will be considered if space is available.

## TENTS & DISPLAY REQUIREMENTS

Each Vendor must supply:

- Tablecloth/covering for all tables in their booth;
- A 10' x 10' professional style canopy, if desired;
- Tables or displays;
- Professional signage displaying their business name.

Locations will be assigned by The South East Police Motorcycle Rodeo

**There will be a Vendor Fee of \$400 if a trailer is required.**

## SET UP, BREAK DOWN & CLEAN UP

Set up will begin at or before 6 a.m. *sharp* on the day of the event and must be completed by 7:30 a.m. Break down will begin at 4:00 p.m. **NO early break down will be allowed.** Vendors are responsible for ALL trash removal from their space. Trash and recyclables must be disposed of in the designated areas. If desired, set-up of space may take place the day before the event, between 9am – 3pm.



## **VEHICLES**

Vehicles are only allowed during set-up time. All vehicles must be moved before 7:30 a.m. on the event date.

## **CANCELLATION POLICY**

The South East Police Motorcycle Rodeo will be held on April 21<sup>st</sup>, 2018. There will be no refunds. Any Vendor who has reserved space but is unable to attend the event **MUST** notify the South East Police Motorcycle Rodeo no later than 5pm on April 18<sup>th</sup>, 2018.

## **SELECTION PROCESS**

Submission of an application does not imply or guarantee acceptance as a 2018 South East Police Motorcycle Rodeo vendor. After all applications have been turned in, prospective vendors will be evaluated and contacted. Vendors will be selected based on quality of products/services provided, and relevance to the event's theme.

# RETAIL & SERVICE VENDOR APPLICATION

## The South East Police Motorcycle Rodeo to Benefit C.O.P.S. (Concerns of Police Survivors)

April 21, 2018 ♦ 7:30 a.m. to 4:00 p.m. ♦ Pompano Beach Citi Centre Pompano Beach, FL

Return your completed three-page application and \$200 vendor fee\* (*Make Check or Money Order payable to South East Police Motorcycle Rodeo*) no later than **April 14<sup>h</sup>, 2018**.

Exhibitor Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Web Site\*\*: \_\_\_\_\_

*\*\*If you do not have a Web site that clearly illustrates your products/services, you must include a photo or sample with your application.*

### Category of product or service (please check):

- Food – Must supply list of food items sold and SEPMPR will approve all food. No Drinks can be sold.
- Art, Photography
- Police Themed
- Motorcycle Themed
- Jewelry & Accessories
- Books & Records
- Furniture & Décor
- Other – Please specify: \_\_\_\_\_

**Description of your product(s)  
or service(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vehicle you will use for unloading/loading (car, car with trailer, pickup truck, etc.):** \_\_\_\_\_  
\_\_\_\_\_

*\*Checks will not be deposited until the Vendor selection process is complete. Prospective vendors who are not selected may have their uncashed checks returned.*

## VENDOR/EXHIBITOR RULES, REGULATIONS, TERMS & CONDITIONS

1. Vendors must provide a sample, photograph and/or link to a Web site representing the items/services they intend to sell/promote.
2. The South East Police Motorcycle Committee will assign vendor slots.... No substitutions will be allowed.
3. **Vendor fees are non-refundable.**
4. A Vendor slot consists of one 10' x 10' space. Each vendor is responsible for bringing and providing any other necessary equipment and supplies to do business at the event. The South East Police Motorcycle Rodeo does not loan, rent or in any way supply vendors with additional equipment.
5. Vendors must provide own table covering. All booth tables MUST be covered.
6. All Vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the Vendor selling space.
7. All Vendor activities must be confined to allotted space. Contiguous slots are available
8. The consumption of alcohol on premises by Vendors is not allowed.
9. Vendors are responsible for collection of their own sales tax and event liability insurance.
10. Each Vendor is responsible for his/her booth and all items in it.
11. No set up will be allowed prior to 6 a.m. on April 21<sup>st</sup>. NO material may be left in the lot the night before or after the event.
12. Booths must be ready to open by 8:00 a.m. and remain open until 4:00 p.m.
13. Food items and beverages CANNOT be sold or given away by a non-food vendor unless written the South East Police Motorcycle Rodeo provides permission.
14. Vendor recycling is expected and containers will be provided.
15. Smoking is not permitted in Vendor booths.
16. Vendors must comply with the rules & regulations of the South East Police Motorcycle Rodeo, Pompano Citi Centre, The City of Pompano Beach and Broward County, Florida.
17. Rules may be subject to change without advance notice.
18. The South East Police Motorcycle Rodeo reserves the right to assign, limit the quantity of or relocate space(s) rented by a Vendor. The sharing or subletting of booths is not permitted.
19. Vendor will provide a copy of event liability insurance, naming the South East Police Motorcycle Rodeo Committee, Inc. and the Pompano Beach Citi Centre as additional insured.
20. If food sales are part of booth, Vendor must pass state health inspection and provide any fees state health inspectors levy.

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Signature

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Date

## RELEASE – VENDORS FOR THE SOUTH EAST POLICE MOTORCYCLE RODEO

The undersigned, in consideration of the South East Police Motorcycle Rodeo and Port Everglades providing us with space for the display and sale of our various products, goods, and other valuable wares, do hereby release and forever discharge the South East Police Motorcycle Rodeo Committee and Pompano Citi Centre, and any of their members, employees, agents and volunteers (collectively "Releasees") from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Releasees arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused by the active or passive negligence of Releasees otherwise.

Further, I hereby agree to release, indemnify and hold harmless The South East Police Motorcycle Rodeo and Pompano Citi Centre and any official or volunteer of the South East Police Motorcycle Rodeo against all claims resulting from participation in this program.

I have attached a signed and initialed copy of the South East Police Motorcycle Rodeo Rules & Regulations indicating that I agree to abide by the Rules & Regulations. Furthermore, I understand that any violation of these rules or hazards to the public will cause immediate revocation of my ability to be a vendor at the South East Police Motorcycle Rodeo. I agree to sell only those products approved by the South East Police Motorcycle Rodeo.

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

Print Name: \_\_\_\_\_

### Retail & Service Vendors:

Please submit check or money order for \$200 (payable to: The South East Police Motorcycle Rodeo) and completed application to:

South East Police Motorcycle Rodeo  
ATTN: Chris Swinson  
390 SE 16<sup>th</sup> Avenue  
Pompano Beach, FL 33060  
Or Email to:

Sepmrmkteting@gmail.com

Any questions, contact: Officer Chris Swinson at 954.444.9397

Application/vendor fee deadline is

**April 14, 2018**