



## **5<sup>th</sup> Annual Capital City Bikefest** ***Big Bend's ONLY Motorcycle Rally***

Saturday, September 17<sup>th</sup>, 2016  
10 AM – 4 PM

Tallahassee Regional Airport – General Aviation Terminal

### **Vendor Regulations**

#### **General Information**

Capital City Bikefest is the Big Bend area's only motorcycle rally! In its 5<sup>th</sup> year, this unique and family-friendly event was created by riders for anyone interested in learning about the wide range of opportunities for fun, adventure, travel, and friendship that motorcycles can provide. Capital City Bikefest showcases all types of machines from every brand, ranging from full-custom choppers to meticulously restored vintage machines, small beginner bikes to Bonneville speed record holders. Additionally, this event features live music, vendors, local food, craft beer, and demonstrations. This is an outdoor event.

Proceeds from Capital City Bikefest go to Ability1st, The Center for Independent Living of North Florida. Ability1st is a local non-profit organization that provides programs and services to persons with disabilities in the Big Bend area. This includes a range of direct individual services that include specialized equipment and supplies, help obtaining basic life needs such as housing, entitlement benefits and medical treatment, as well as offering life skills training, advocacy and peer support.

#### **Rules**

**Application Process** - Capital City Bikefest Committee and Ability1st will review, accept, and assign vendors on a first come basis by product category. Vendor space is limited. Completed vendor applications must be submitted by August 1<sup>st</sup>, 2016. Applications will be reviewed as we receive them. Notification of acceptance or non-acceptance will be sent by email.

**Licensing** – All vendors are required to submit a copy of their City of Tallahassee Business Tax Certificate/Occupational License or city/county licensure of primary business location with application. See <http://www.talgov.com/treasurer/treasurer-startup.aspx> for more information.

For Food & Beverage Vendors, your application must include a copy of your Department of Business and Professional Regulations license. Any vendor not currently licensed through DBPR will be required to obtain a temporary event food license through DBPR or the Department of Agriculture. Please contact the DBPR for more information regarding licensing or visit [www.myfloridalicense.com/dbpr/hr](http://www.myfloridalicense.com/dbpr/hr).

**Food Handling/ Safety** – All food & beverage vendors must comply with environmental health requirements for food booths at temporary events. Complete requirements are found in the codes and standards for food service establishments are found in Chapter 64E-11, Florida Administrative Code, available at <http://www.floridahealth.gov/Environmental-Health/food-safety-and-sanitation/index.html> . Food must be prepared in a state licensed kitchen. Food vendors are responsible for maintaining constant booth cleanliness and must dispose of

garbage in trash cans provided on site. All food vendors using electricity or any heat source must have a fire extinguisher on site.

**Insurance** – All food and beverage vendors must have current General Liability insurance coverage with a minimum of \$1,000,000/\$1,000,000 (occurrence/aggregate) limits of BI and PD. A Certificate of Insurance is required with The Center for Independent Living of North Florida, DBA Ability1st named as additional insured. Additionally, other approved vendors may be asked to meet this requirement due to the nature of their vendor booth at the discretion of The Center for Independent Living of North Florida, DBA Ability1st and the Capital City Bikefest Committee. This certificate of insurance must be submitted with application.

**Payment** – Vendor fees must be paid in full and included with the application. We accept check, cashier's check, or money order, payable to Ability1st and sent by mail. We also accept credit card and cash in person at Ability1st, 1823 Buford Court, Tallahassee, FL 32308. Payment will be returned if the application is not accepted. A \$25 fee will apply for any bank returned check.

Non-profit groups will not be charged for the vendor booth, but must provide a copy of their 501(c)(3) determination letter with their application to be considered.

**Cancellations/Refunds**– Booth space cancellations will not be refunded after September 1, 2016. Refunds will be given within 30 days of cancellation.

**Weather/Acts of God** – Vendor fees will not be refunded if the event is cancelled due to inclement weather, acts of God, or any other circumstances deemed necessary by the Capital City Bikefest committee and Ability1st. However, vendor fees will be transferred and applied to the 2017 Capital City BikeFest.

**Booth space** – Vendor space sizing will vary. Food Vendor locations will be assigned based on category and needs/equipment requirements. Vendors will be assigned booth space on a first-come, first-serve basis unless other arrangements are made with the event coordinator. Special requests will try to be accommodated but no spaces are guaranteed. All booth spaces are outdoors.

**Table/tent/chairs** – Vendors must supply and secure their own tent, tables, and chairs as needed. All vendor tents must be properly weighted down.

**Electricity/water** - Electricity is not furnished at the site. If you require electricity; please provide your own equipment including extension cords. Water is available from valve on the outside of the building. Vendors may fill up containers and/or provide their own clean hose to use. Hoses may be connected for short periods of time only.

**Setup/Breakdown**- Set up begins at 7:00 am on Saturday, September 17th, 2016, and should be completed by 9:30 am. All vendors must leave exhibits in place until conclusion of the event at 4:00 pm. Trash bags are provided for your convenience. You are responsible for cleanup of your space at the end of the event. Teardowns must be completed by 6:00 pm on Saturday, September 17, 2016.

**Trash** - Vendors may use trash bags and cans provided. Vendors may not dump grease, liquid or other materials on grass, sidewalks, or in drains or trash receptacles.

**Parking** - Cars/trucks/trailers are allowed in the vendor area for set up and tear down purposes only, with the exception of food trucks/trailers, motorcycles, trikes, sidecars, and any other vehicle approved by the Capital City Bikefest

Committee. Car/truck/trailer parking will be provided for vendors. No motor homes or heavy trucks will be allowed in the exhibit area.

**Sales Tax** – Collection and payment of Florida sales tax is the responsibility of the vendor. A City of Tallahassee Business Tax Certificate and Florida Department of Revenue Certificate of Registration to collect Florida sales tax is also required.

**Sales & Solicitation** - Vendors may not sell any items that are not listed on the vendor application form and approved by the Capital City BikeFest Committee. Vendors must offer all patrons sales receipts with contact name and phone number clearly stamped or printed on the sales receipt. Vendors may not sell or solicit outside of designated booth space. The Capital City BikeFest Committee and The Center for Independent Living of North Florida, DBA Ability1st reserve the right to sell all official event merchandise.

**Booth presentation** – Vendor booths should neat and professional. All cords and extension cords must be bound, secured to the ground, or covered with non-slip carpeting or covering. Excess cords should not be left in an open area, but should be secured under a table or away walking areas to avoid any tripping hazards. Professional signage is permitted to enhance the overall presentation of your booth.

**Photo Release** - By agreeing to vend at this event, vendors are giving Capital City Bikefest Committee and The Center for Independent Living of North Florida, DBA Ability1st permission to take photographs of their spaces and use them for event-related marketing. Pictures will only be taken to give a sense of the event’s environment and activities.

**Damage** – Any damage a vendor causes will result in financial penalty.

**Noise** – Live Music is provided on site. Radios, loud music, PA systems will not be permitted.

For questions or more information regarding Capital City Bikefest, please contact one of the following:

**Gill Hepple**

Chair & Coordinator  
Capital City Bikefest Committee  
(850) 544-0659  
gill@tallahasseebikefest.org

**Dan Moore**

Executive Director  
Ability1st  
(850) 575-9621 Ext. 102  
danmoore@ability1st.info

**Callie Funderburk**

Special Events Coordinator  
Ability1st  
(850) 575-9621 Ext. 111  
calliefunderburk@ability1st.info



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**Vendor Application**

**Application Deadline: September 1<sup>st</sup>, 2016**

Applications must be submitted in entirety, with payment and all required attachments and signatures, to be considered. Please review vendor regulations prior to completing application. Completed applications may be submitted by mail or in person to Ability1st, 1823 Buford Court, Tallahassee, FL 32308.

**Application must include the following items to be considered:**

- Application Form
- General Release of Claims (page 6) agreement with signatures
- Payment (not applicable to verified non-profit groups)
- Copy of City or County Business Tax Certificate/ Occupational License
- Copy of DBPR License or temporary event food license (food/beverage vendors only)
- Certificate of Insurance with The Center for Independent Living of North Florida, DBA Ability1st as additional insured. (food/beverage vendors only, unless specifically requested by Committee)
- Copy of 501(c)(3) determination letter (Non-profit groups only)

**Application Form**

- Swap Meet - 8 X 12 - \$25
- Food Vendor - \$50
- 12 X 12 - \$50
- 12 X 24 - \$75
- 12 X 36 - \$100
- Non-profits, BikeFest affiliated groups and riding groups (No charge for a 12 X 12 spot, but must apply and be approved by Capital City BikeFest Committee.)

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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

City/County Business Tax/Occupational License Number: \_\_\_\_\_

Florida Sales Tax ID# \_\_\_\_\_

Day of Event Contact Person: \_\_\_\_\_

Day of Event Contact Person Cell Phone: \_\_\_\_\_

Please indicate what type of booth you will have, and follow stated directions for additional documentation for each category:

- Food (Include a menu)
- Crafts, Jewelry Wares. (Include detailed descriptions of items to be sold. Any items not listed and approved cannot be sold on site).
- General Promotions (Include a list of items to distribute. Items and materials must be appropriate for all ages.)
- Other. Please explain in detail:

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Special Considerations:

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**For food vendors only:**

1. Will you be serving out of a truck or trailer? \_\_\_Yes \_\_\_No
  - a. If yes, please list your trailer's dimensions: \_\_\_\_\_
  - b. Does your trailer operate on a generator: \_\_\_Yes \_\_\_No
  - c. Opens from: \_\_\_Driver Side \_\_\_Passenger Side
2. Total space required: \_\_\_ x \_\_\_

**GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT**

Capital City Bikefest and The Center of Independent Living of North Florida, DBA Ability1st does NOT provide liability insurance for the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in any of the official Capital City Bikefest events.

In consideration of participating in a Capital City Bikefest event, I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_, do hereby release and forever discharge The Center of Independent Living of North Florida, DBA Ability1st and Capital City Bikefest Committee and its members, officers, employees, agents, servants, and sponsors for any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by me or my organization in consequence of participating in the Capital City Bikefest event.

This release extends to, applies to, covers and includes all known, unknown, disclosed, unforeseen, unanticipated and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that my participation in the Capital City Bikefest event is not to be construed as an admission of liability or the assumption of any responsibility by The Center of Independent Living of North Florida, DBA Ability1st and Capital City Bikefest Committee and its members, officers, employees, agents, servants and sponsors for the personal acts or omissions by me or those of my organization.

I hereby agree on behalf of my heirs, executor, administrators, and assigns to indemnify The Center of Independent Living of North Florida, DBA Ability1st and Capital City Bikefest Committee and its members, officers, employees, agents, servants and sponsors, jointly and severally and hold harmless from and against any and all actions, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of my participation in the Capital City Bikefest event.

The Center of Independent Living of North Florida, DBA Ability1st, Capital City Bikefest Committee, The City of Tallahassee, and The Tallahassee Police Department reserve the right to remove any misrepresented or inappropriate material or persons from the venue. Non-compliance with Capital City Bikefest regulations will result in forfeit of booth and immediate closure by The Center of Independent Living of North Florida, DBA Ability1st and Capital City Bikefest Committee.

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Vendor Signature)

\_\_\_\_\_  
(Witness) does not need to be notarized