



The Steel Horse Rally 2018 Vendor Application

Please complete and submit this application by the deadline in order to be considered as a vendor at the 2018 Steel Horse Rally, May 4th & 5th, 2018 in Fort Smith, AR.

1. **Vendor Contact Info:** Name of Business/Vendor: _____

Contact Person & Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ - _____ Cell (____) _____ - _____

E-mail: _____ Website: _____

State* Sale Tax Permit # _____ *(Please name state if not Arkansas: _____)

2. **Insurance:** Please send a copy of your Certificate of Insurance with your application.

I have insurance to cover liability and loss in a minimum amount of \$1,000,000 per occurrence

Yes _____ No _____ Insurance Company _____

Policy Number _____

3. Vendor Fees & Deposits

Vendor Space Fee: *For Custom Sizes, please e-mail info@TheSteelHorseRally.com

10 ft. x 10 ft. General Merchandise/Non-Food Vendor Space \$200

10 ft. x 10 ft. Vendor Trailer \$500

10 ft. x 20 ft. Vendor Trailer \$750

I will require a _____ ft. x _____ ft. space for my _____ Tent(s) _____ Trailer(s)

*Please note that you are responsible for providing your own tent, table and chairs at this outdoor venue and all items must conform to safety standards outlined in the rules on the following pages. All awnings, display racks, doors, ramps, trailer tongues, access areas and all display MUST FIT WITHIN the space you are assigned.

Electricity, Additional Items & Fees:

We appreciate vendors who are "self-sufficient" and either do not need electricity or have generators. There is a fee for electricity. If you need electricity and/or water, please e-mail info@TheSteelHorseRally.com or call 479-414-3775 as soon as possible so we can make sure that we can accommodate your specific needs.

We will have 110 available for a fee but not 220. Electricity/Water Fee _____

Total Vendor Fee Due = \$ _____

Cleaning Deposit: (Refundable by mail following event)

Cleaning Deposit for Non-Food Vendors (\$25 per 10 feet) _____

Cleaning Deposit for Food Vendors (\$100 per 10 feet) _____

Total Cleaning Deposit Due = \$ _____

4. Items sold by Vendor: Photos & List of all items is required

Please attach a list of the items that will be available for purchase, on display, or distributed in your vendor space. Only items listed and submitted with this application will be allowed. Items sold may not include The Steel Horse Rally logo, event title, event images, city or verbiage, or Steel Horse Rally identification, variation of the event name or any reference to the event without the written consent, permission and payment of fees to the Steel Horse Rally Inc. charity. Please see licensing restrictions and list of prohibited items in rules. Please provide prices or price range of items. You must also provide photos of the items that you wish to display or sell. Failure to list or send photos of any item may result in disqualification of vendor space or eligibility to sell item. This is for the charity's use only. All pricing information will be kept confidential.

5. Photo/Image/Drawing of Vendor Booth Layout:

With your application, please e-mail or mail a photo or photos (and diagram if necessary) of your booth layout that shows awnings, doors and service windows that are used. Please mail or e-mail with the vendor application.

6. Employees:

Only your employees/volunteers will be allowed behind your booth during the rally. You may be issued a vendor badge to be worn during the rally or a vendor certificate to be kept in your booth. Security may ask vendors to show identification. Only people named on this form will be allowed to work in your booth. Vendor badges cannot be shared. If you have additional employees, please list on an additional page or e-mail info@TheSteelHorseRally.com

Employee 1 Name: _____ Hours Working: _____

Employee 2 Name: _____ Hours Working: _____

7. Sponsorship & Advertising Opportunities:

We have several opportunities at several levels for tax deductible sponsorships of this charity event the rally accepts donations of gift certificates and items. We also have several advertising opportunities from links from the official Steel Horse Rally website, www.TheSteelHorseRally.com to advertising in the Steel Horse Rally Guide that is distributed to rally attendees. For more info, e-mail info@TheSteelHorseRally.com or call 479-414-3775 or circle: **Please send me more info**

8. Move In/Move Out Schedule:

All vendors are expected to open during Friday and Saturday during the specified hours during the rally. (Exact times for specific areas/vendors will be determined closer to the rally). We will schedule a move-in/move-out time that works best for you closer to the rally, but we'd like to know when you would prefer and what you need when you move in. Please note that we run a tight schedule and vendors may only move in at their specified time.

I would prefer to move in:	I have buckets for tent weights to be filled with water	I will need electricity (Fees Apply)
___ Evening of Thursday, May 3rd (Times will be assigned)	Yes / No	Yes / No
___ Morning of Friday, May 4th (Times will be assigned)	Yes / No	Yes / No

9. Payment:

There are several ways that you can pay. All payments must be received by April 1, 2018 in order to ensure reserve space and avoid late fees. Payments we accept include:

1. Check or Money orders
2. Payment online (There is a small transaction fee). The Steel Horse Rally Inc. accepts most major credit cards, bank cards and PayPal payments. Please call 479-414-3775 or e-mail info@TheSteelHorseRally.com so we can give you the exact instructions to save you time (and help you avoid additional fees).
3. We can process your credit card by phone (there is a small transaction fee). If you call us at 479-414-3775, we will be glad to process the payment over the phone and have a receipt e-mailed to you.

Please make separate checks or money orders one for the Vendor Fee Amount and one for the Cleaning Deposit Fee Amount, each payable to **The Steel Horse Rally Inc.** Payments must be mailed to **The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903.** You MUST include a self-addressed stamped envelope if you want your full vendor deposit fee to be refunded. For other payment options, e-mail info@TheSteelHorseRally.com. All payments must be received by March 15, 2018.

Please Check One:

- I have paid in full by the enclosed ___ Checks ___ Money Orders
- I give The Steel Horse Rally Inc. permission to bill my credit card (by phone via PayPal)
- I have contacted the Steel Horse Rally Inc. and have already paid (online, etc.)

Please read all Steel Horse Rally Rules & Regulations and sign and complete the final page of the vendor application. Food and Beverage vendors must also complete the Food and Beverage Vendor section.

Mail checks, applications and photos to The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903. Please complete the entire Vendor Application Form and mail to the above address or e-mail it to info@TheSteelHorseRally.com For questions, e-mail info@TheSteelHorseRally.com or call 479-414-3775. Upon receipt of Vendor Application by The Steel Horse Rally Office, you will receive a letter within 7 to 14 business days from The Steel Horse Rally stating whether or not your application has been accepted.

The Steel Horse Rally 2018 - Vendor Rules & Regulations

May 4th & 5th, 2018 - downtown Fort Smith, Arkansas

The Steel Horse Rally is a 501(c)3 charitable organization that has been created with the mission to raise charitable donation for veterans, children's charities, and community improvement. The Steel Horse Rally is a two-day motorcycle rally and event that takes place May 4th & 5th, 2018 in downtown Fort Smith, Ark. The previous Steel Horse Rally events were huge successes and we want the 2018 Steel Horse Rally even better. This year, the Biker Village location will be in the 800 block of Garrison Avenue in Fort Smith, AR. All vendors will be located in these high-traffic areas in order to get the most foot traffic and there will be no admission or age limit to get into the vendor village area. Plus, during the rally, there will be no charge for the increased additional motorcycle parking nearby.

Vendor Fees: Vendor fees will be determined based on number of vehicles, size of vendor space needed and need for water, electricity, etc. Vendor space cannot be reserved until the vendor form has been completed and received along with requested information and vendor fees are paid in full. No payments can be made in person before the rally or the day of the rally. Late fees will apply to those applying after deadlines or those who have not paid by the deadline. Cleaning deposits will be mailed to the address provided after completion of the rally in the self-addressed stamped envelope that the vendor provides. No cleaning deposit refunds will be given at the rally. Checks that fail to clear will result in a fee of \$40. No vendor may come late, tear down early or leave booths unattended during the hours of the rally. If a vendor does not comply with the schedule, they will pay a fee up to \$500. Also, vendors who do complete the vendor form correctly and do not mail the necessary items (SASE, checks not addressed to the Steel Horse Rally Inc., etc.) may incur fees for items that have to be returned or mailed. If you have any questions, please e-mail or call us at info@TheSteelHorseRally.com or 479-414-3775.

Prices: Prices for vendors are for The 2018 Steel Horse Rally only. Non-food vendors who are in the Vendor Area will be \$200 per 10 ft. x 10 ft. spot. Additional fees apply for spots that are larger than 10 ft. x 10 ft. Cleaning Deposit will be \$25 per 10 ft. x 10 ft. space. Food Vendors start at \$500 for a trailer with a \$100 cleaning deposit. For custom sizes, e-mail info@TheSteelHorseRally.com

Insurance: Vendors will be required to send a copy of your Certificate of Insurance with your application. The certificate should show liability limits of no less than \$1,000,000 per occurrence for premise and operations liability, and naming The Steel Horse Rally Inc. as an additional insured. Also, please have a copy of your COI in your vendor booth during the rally.

Deadlines and Fees: Make checks payable to "The Steel Horse Rally Inc." Remember to make a copy of the application for yourself and mail (or e-mail) a version of the application "The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903." Cash will not be accepted. No payments in person or the day of the event. No vendor will be allowed onto the event premises until the application, necessary paperwork and payment have been received by the Steel Horse Rally Inc. Vendor applications and fees must be received by March 15, 2018. All applications received after March 15, 2018 will have no guarantee for a space at the rally. If we have not received your total payment by April 1, 2018, you may forfeit your space and late fees of up to \$100 will apply. Incorrect or incomplete credit card information will result in a \$20 fee for inaccurate information and any checks that do not clear will have an additional \$40 fee per check.

Vendor Space: Vendors must fit within the booth/vendor area requested. Trailer tongues, trailer doors, awnings, signs, 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 Steel Horse Rally Staff will make every effort to place you in the requested location. However, SHR staff does not guarantee that you will be placed in the exact space. Specific info about vendor location & load-in/setup times will be provided to vendors closer to the event.

Food Vendor Form: Food & beverage vendors will have additional qualifications to meet and inspections by the Arkansas State Health Department. Your compliance with these regulations are mandatory. Menus with prices must be posted during the rally. See Food Vendor Application Form required for all food vendors.

Vendor Code of Conduct: The Steel Horse Rally is a family-friendly event. Rudeness, profanity and disrespectful attitudes will not be tolerated. Vendors may not solicit in any areas other than their designated vendor space. Also, for your safety and the safety of event-goers, all of your employees must be listed on this application, wearing identifying badges/name tags at all times (when applicable) and be of legal age to be employees for the goods that you are selling. Anyone behind your vendor booth whose name is not on the list you provided will be asked to leave and escorted off the premises by law enforcement. The owner/team leader listed on this form will be responsible for the actions of all of your employees. Also, your vendor area is for selling/displaying items and cannot be used to set up picnic tables, grills, camping, alcoholic drinking areas, smoking areas, children's play areas, sound systems, light systems, water slides, bubble machines or any other items that may impede the flow of traffic. Only a limited number of badges (and parking passes) will be allowed for vendors. No alcoholic beverages or live animals (except law enforcement dogs) are allowed in the vendor area at any time. Anyone violating this will be removed from the premises. No smoking is allowed in Fort Smith parks. Badges are

to allow you into your designated vendor area. No nudity or obscene or offensive clothing is allowed. If you wish to participate in any of the charity events to raise charity donations for the event, you will need to pay the admission fee and/or make a donation to the charity. No subletting or dividing of vendor spaces. No selling or sharing of parking or vendor badges. Vendors may not sell or distribute any items that the Steel Horse Rally was not made aware of in this application or in the attached pages.

Vendor Parking: Vendors will have assigned parking spot(s) in designated lots/areas located outside the Vendor Village. There will be some free parking for non-vendor vehicles, but some areas will be charging a fee for parking. Please note that some streets will be blocked for the event and for motorcycle/event parking. Be sure to obey all rules for any areas you park in (i.e., move vehicle at specified times). Please do not block any entrances or parking areas. People who do not adhere to the traffic/parking rules will have their vehicles towed at their own expense. Parking is limited, particularly for non-motorcycle vehicles. Vendors will be limited to only one parking pass per vendor in the assigned lot ONLY. Please plan accordingly. There will be a small fee for additional parking passes. You may not stay in your tent/trailer/booth at night, and NO RV's or campers can be parked behind your vendor space as there is NO room. For a list of lodging and campsites visit www.TheSteelHorseRally.com

Refunds: If you pay for a vendor space and find you are unable to attend the rally, notify us in writing prior to March 1, 2018 and we will refund your full vendor fee within 30 days after the end of the event. If you notify us after March 1, 2018 you will not be entitled to a refund of any of your paid vendor fees or deposits.

Rain or Shine: The Steel Horse Rally is primarily an outdoor event and will be held rain or shine. Refunds will not be issued due to poor sales performance of your products/services or due to inclement weather. The Steel Horse Rally Inc. is not responsible for any theft, damage, accidents, injuries, fires, or other acts of Nature. While vendor locations/areas may be requested, exact spots will be assigned and are subject to change due to placement of emergency vehicles, safety regulations, weather-related events or circumstances beyond our control.

Prohibited Items: The following items can NOT be displayed, sold or dispersed: Firearms, knives, weapons explosives, corrosive materials, pornography or any X-rated materials, alcoholic beverages, live animals, tobacco or coupons/vouchers for tobacco items, controlled substances of any kind, drug related paraphernalia, political advertisements, loud or distasteful displays, or offensive and/or profane items. No alcohol, controlled substances or firearms are allowed on the property. Prostitution, gambling, raffles, and lotteries/games of chance of any kind are strictly prohibited. Also, no solicitation of addresses, e-mail addresses or personal information from other vendors or event-goers will be allowed. The Steel Horse Rally 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. The Steel Horse Rally reserves the right to refuse, prior to, or remove during the event, any vendor whose products, intentions, conduct or attitudes violate the code of conduct.

Licensing Restrictions: The Steel Horse Rally name, logo, wording or Steel Horse Rally identification, variation of the event name or any reference to the event cannot be used on any items that will be sold or distributed without the express written consent and approval of The Steel Horse Rally Inc. Board of Directors. Designated sponsors, charities and vendors who have permission to use the logo and event name must do so within the guidelines established by The Steel Horse Rally Inc. Anyone who violates this policy will be prosecuted for theft to the fullest extent of the law. Any unapproved or unauthorized use of The Steel Horse Rally trademarked and copyrighted name, logo and likeness will result in immediate confiscation of unauthorized merchandise and the items will not be returned. Also, no other unauthorized usage of any officially licensed materials, logos, names or designs may be sold or distributed.

Operation: There are now several murals near the vendor area. No items may touch the walls or murals which are on private property. Please do not drill any holes, drive any stakes into the ground or draw with chalk on any walls, sidewalks or pavement. All vendors are responsible for keeping their areas safe and clean and are responsible for their own trash (which is only to be placed in the designated trash cans/roll off and recycling bins). All trailers, vehicles or displays that leak/drip fluids MUST have an approved tray or catchment system underneath provided by the vendor. Please do not damage any vegetation or property. Do not drive over curbs or sidewalks. Also, do not leave any of your merchandise unattended. No merchandise or displays can be outside of your assigned vendor area which you paid for. Vendors must set up and tear down at agreed upon time, although there may be delays. Vendors are responsible for bringing & setting up their own chairs, tables, tents, and tent weights. (Weights must fit within the vendor space.)

Sales Tax: All vendors are required to pay Arkansas State Sales Tax at the end of the Steel Horse Rally event. You can either turn these in at the Vendor Hospitality Area each evening (saving you the cost of postage) or you can mail them yourself. You will be provided daily sales tax reporting forms in your vendor packet that you receive upon arrival. Failure to pay your taxes correctly and on time may result in possible fines from Arkansas.

Safety: Official event security (including armed law enforcement officers) will be on duty during the time frame specified in your vendor packet. All booths must be inspected before opening and must be manned and open during the hours of the rally outlined in vendor welcome packets. If safety requirements are not met in a timely manner, the vendor may be asked to leave with no refund. The Steel Horse Rally Inc. is not responsible for lost, damaged or stolen property or any injuries. Please point out any potential safety concerns to event staff.

The 2018 Steel Horse Rally Vendor Agreement:

I, (Print Name) _____ have completed this form and hereby agree to the rules outlined for the 2018 Steel Horse Rally, May 4th & 5th, 2018 in downtown Fort Smith, Arkansas.

As a vendor at 2018 The Steel Horse Rally, I have read, signed and provided information for all areas and agree to abide by all Rules and Regulations of this agreement. I understand that The Steel Horse Rally is a charity event and The Steel Horse Rally Inc., its board of directors, individuals helping with the rally, volunteers, local law enforcement and fire departments, the City of Fort Smith and Sebastian County will not be liable for any losses or damages sustained by vendors as a result of the rights granted to the vendor under this Agreement of Vendor's Operations at The Steel Horse Rally. The Vendors, as part of the consideration, does hereby indemnify and hold harmless The Steel Horse Rally, The Steel Horse Rally Inc., its board of directors, individuals helping with the rally, volunteers, local law enforcement and fire departments, the City of Fort Smith and Sebastian County and all of the employees, representatives and volunteers from any of these organizations any and all claims for damages or injuries of any nature or kind (including death), suffered or asserted have been suffered by any person or property of any person growing out of or resulting from or in any way connected to the vendor's attendance, travel to and from, and operations at The Steel Horse Rally. I understand that vendor space is limited and the Steel Horse Rally reserves the right to refuse any vendor for any reason and completing the application alone is not a guarantee of a spot. I have:

- I have read and understand all of the SHR Vendor Application, Vendors Rules & Code of Conduct
- Completed the entire Vendor Application Form and signed where necessary (Page 1, Page 2 & Page 5)
- Included list and photos/images of all items that will be sold/displayed in my vendor booth area.
- Included photos (and a diagram is necessary) of your tent, booth, trailer including any awnings, service windows, doors, flags, etc.
- Included a copy of Certificate of Insurance (COI)
- Included a separate payment for the Vendor Fee ___ Check or Money Order ___ Online ___ Phone
- Included a separate payment for the Cleaning Deposit ___ Check or Money Order ___ Online ___ Phone
- Included payment for additional items like electricity ___ Check or Money Order ___ Online ___ Phone
- Included A Self-Addressed Stamped Envelope for return of cleaning deposit
- For food & beverage vendors, completed the Food & Beverage Vendor Form (Page 5) & included menu

Signature _____ Date _____

Company Name _____ # of Years in Operation _____

Were you a vendor at previous Steel Horse Rally events? ___ Yes ___ No Year(s): _____

Any Additional Comments: _____

Please read all Steel Horse Rally Rules & Regulations and sign and complete the final page of the vendor application. Food and Beverage vendors must also complete the Food and Beverage Vendor section.

Mail the Steel Horse Rally Vendor Application, checks/money orders, applications, documents, and photos to:
The Steel Horse Rally Inc., 9200 Rogers Ave., Fort Smith, AR 72903.
Documents and photos can also be e-mailed to info@TheSteelHorseRally.com

For questions, e-mail info@TheSteelHorseRally.com or call 479-414-3775. Upon receipt of Vendor Application by The Steel Horse Rally Inc. Office, you will receive notification within 7 to 14 business days from The Steel Horse Rally stating whether or not your application has been accepted.



May 4th & 5th, 2018 Fort Smith, Arkansas
www.TheSteelHorseRally.com

Form for Food & Beverage Vendors - The Steel Horse Rally 2018

All potential 2018 Steel Horse Rally Food & Beverage Vendors must complete this form in addition to the entire Vendor Application. This includes any vendor that will be selling any kind of food or beverage and any vendor selling any kind of food or beverage, vitamin, snack, flavoring packs (spices or drink additives), health supplements, samples or any kind of product that is ingested by mouth. No free food samples (or free beverages) will be allowed to be given out without being listed on this form and inspected by health official before the event takes place.

Are you on file with the Arkansas Health Department as an approved food vendor in good standing?

Yes No I am on file with the state of _____ I am a 501(c)3 Non-Profit

Please check all of the following that apply to what you will have at the 2018 Steel Horse Rally:

I have a food Truck I have a food trailer or trailers I am cooking food in open air
 Food is being served prepackaged I am selling hot food I am selling cold/frozen food items
 We will have beverages on menu that we pour/make We will offer bottled/canned beverages
 We want to offer free samples We want to offer samples for a fee/donation

Menu Items Include: Breakfast items Lunch/Dinner Items Snack Items Dessert Items

Potable Water: Potable water will be available for a small fee for food vendors during the Steel Horse Rally. However, vendors may not stay hooked up to the potable water source. Potable water can be obtained from a 400-gallon trailer on site (before and after business hours). You are responsible for providing your own hoses and buckets and transporting the water to your vendor area.

- No I do not need Potable water/I am bringing my own
 Yes, I need potable water for the following: _____

Menu Items:

Please provide a list of all menu items and prices. You will only be allowed to sell the items that are on this list. (Attach or e-mail multiple pages if necessary if necessary). Please be as specific possible (for example, Cheeseburger \$5; Mushroom and Swiss Burger \$6). Please include how they will be served (on a plate with a fries, wrapped in paper, etc.). All menu and price information will be kept confidential. This is for the charity's use only so we can ensure that no more than a few vendors are offering similar items and we can offer event-goers a variety of unique menu items. The Steel Horse Rally Inc. welcomes a variety of vendors but does limit the number of food vendors and the number vendors selling similar items. All menu items must be approved by the Steel Horse Rally before the Steel Horse Rally.

Posting Menu Items & Prices:

The Steel Horse Rally Inc. post your menu items and prices so that event-goers can easily see them. Please make sure that all signs fit within your vendor space.

Food Vendor Inspection Policy Agreement:

I, (print name) _____ understand that my vendor area will be inspected by the Health Department and local safety inspectors to make sure that it meets all standards. I understand that if the standards are not met and maintained during the rally, I will be asked to leave and will not be allowed to sell or give away any items and will forfeit any fees paid to the Steel Horse Rally Inc. I understand that any safety violation or any violation of the Code of Conduct is grounds for immediate removal from the vendor area and no fees will be returned. The Steel Horse Rally Inc. and any of its sponsors, volunteers, vendors, supporters or contributors will not be held responsible for any injury or damages of any kind. I also agree to comply with all Steel Horse Rally Inc. rules and regulations including how items are displayed, what items can be displayed and keeping within the space that is allowed. I understand that the designated walkways cannot be obstructed and that no items can be placed on or against walls, doors, trees or lampposts. I understand that all menu items, samples and booth layout must be submitted and approved by the Steel Horse Rally Inc. before being accepted as a vendor for the event.

Signature _____ Date _____

Company Name _____ # of Years in Operation _____