

COMMERCIAL VENDOR PACKET



SAM MUNN & JANE JOHNSON.....	CHAIRS
JOSH ASCHER	CO-CHAIR
CY YOUNG	CO-CHAIR

CONTACT INFORMATION

BMW MOA VENDOR REGISTRATION CHAIRS

Sam Munn & Jane Johnson BmwMoaVendorInfo@bmwmoa.org
Voice: 409-938-8423 — FAX: 409-938-3418 — Cell: 409-370-8423
Josh Ascher..... jax01@nycap.rr.com
Cy Young cy.young@coat.com

VENDOR REGISTRATION MAILING ADDRESS

BMW MOA Vendor Registration
c/o Sam Munn / Jane Johnson
7912 Larkspur Drive
Texas City, TX 77591

2009 RALLY CHAIR & CO-CHAIR

Vance Harrelson (Chair) 2009rallychair@bmwmoa.org
Connie Reaves (Co-Chair)..... bamabmw@aol.com

RALLY DOOR PRIZE COMMITTEE

Jackie Hughes (Chair) jackie_hughes@countrywide.com

BMW MOA ADVERTISING

Ted Moyer (Advertising Director) advertising@bmwmoa.org

RV CAMPING COMMITTEE

Phillip Warren (Chair) pswarren100@hotmail.com
Voice: 931-388-2865

Greetings from

Tennessee

**SAVE THESE DATES!
JULY 16 - 19, 2009**



**The 37th Annual
BMW Motorcycle Owners of America
International Rally**

*Appalachian Fairgrounds
100 Lakeview Street
Gray, TN 37615
GPS: N36°25.065, W082°28.702
<http://www.appalachianfair.com/>*

SEE YOU IN

Johnson City

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2009 BMW MOA International Rally July 16 - 19, 2009 Appalachian Fairgrounds, Johnson City, Tennessee

Sam Munn & Jane Johnson
Commercial Vendor Co-Chairs
7912 Larkspur Drive
Texas City, TX 77591

V 409-938-8423
F 409-938-3418
C 409-370-8423

BmwmoaVendorInfo@bwmwmoa.org

February 2009

Dear Vendor,

You are cordially invited to be part of the festivities at the Appalachian Fairgrounds in Johnson City, Tennessee this July.

Appalachian Fairgrounds is located just north of Johnson City in Gray, Tennessee. This area of the U.S —Deal's Gap; Cherohala Skyway; Blue Ridge Parkway— has some of the best riding available anywhere and is expected to draw 8 to 10,000 attendees. For driving directions please see <http://www.bestofshoware.com/appalachianfair/map.htm>.

This year, Indoor Vendors will be in **two buildings** —the Farm and Ranch building and Commercial Building 2 —buildings 13 and 10 respectively on the fairgrounds layout. For our purpose, herein, these buildings will be referred to respectively as Vendor Building 1 (VB1) and Vendor Building 2 (VB2). VB1 is **air conditioned** and will accommodate approximately 76 booths. VB2 is **NOT air conditioned** —has fans— and is in two sections, A and B, and will accommodate approximately 66 booths.

Vendor contracts will be processed in the order they are received. Vendors whose contract is received after all available booths in VB1 are under contract will be notified and offered 3 options: 1) accept assignment to VB2 and receive a 10% discount; 2) become an outdoor vendor; or 3) cancel your registration. You will need to exercise your option at time of notification.

Outdoor vendors will be set up on the grass across from VB2.

Service booths are located in two locations. Service area one is on blacktop next to and north of VB1. Service area 2 part black top and grass and is between VB2 and building 9 —the Country Store.

There is no limit to the number of outdoor and service booths.

This packet is designed to answer many of your questions. If we have missed anything, please do not hesitate to contact us.

We look forward to hosting you in Johnson City!

Sincerely,

Sam Munn

Jane Johnson

Sam Munn
Jane Johnson
Chairs
Commercial Vendor Committee
2009 BMW MOA International Rally

ANSWERS TO IMPORTANT QUESTIONS

CONTRACT

The Commercial Vendor Registration and Contract is on pages 9 & 10 of this packet. Please duplex print this form, fill it out, sign and mail the original, along with your payment in full to the Vendor Registration address on the bottom of page two of the contract. Also, please make a copy for your records. Please read page 8, Liability Insurance Requirements. Vendors will not be allowed to occupy their booth until this requirement is met.

Please note, the copy you mail must be duplex printed. i.e., both pages printed on one sheet of paper.

CONFIRMATION

Upon receiving your signed **Vendor Registration & Contract, proof of insurance and payment in full**, we will forward a confirmation letter acknowledging receipt of your payment. Vendor meeting date, time and location will be included in your confirmation letter. Proposed hours of operation will be decided at the vendor meeting.

NOTIFICATION OF SPACE ASSIGNMENTS

Beginning in early June 2009, registrants will receive a layout indicating the space(s) allocated to them. ***Please remember, BMW MOA, Inc. reserves the right to change space allocations if necessary.***

LATE REGISTRATION

Registrations received after June 1, 2009 will be considered late, and will be accepted on an "As-Space-Available" basis. Payments for late registrations shall be by **certified check, money order, or credit card**. Cash can only be accepted on-site. ***Do not mail cash.***

UTILITIES

Electrical service is available through BMW MOA. There is no charge. Please indicate your needs on page one of the Contract. Wi-Fi service is free and covers all of the buildings; however, it does not cover 100% of the park. Phone service is available through APPALACHIAN FAIRGROUNDS. Contact them directly at (423) 477-3211.

ADDITIONAL SERVICES

If you require additional services such as:

- TV / VCR
- Booth Carpet
- Furniture
- Computers
- Special Shipping
- Outdoor Canopies or tents

...or anything else **not covered with the booth fee**, please contact the Vendor Chair after February 2009 for contact information.

RALLY REGISTRATION

Rally registration is no longer included with Vendor registration. If you would like to register for the rally, you may do so at Vendor Registration or through any of the other methods available. To register for the rally at Vendor Registration, you will need to be listed on a Commercial Vendor Registration & Contract and pay the early Rally Pre-Registration Fee.

SHIPPING TO THE RALLY

Beginning Monday, July 6th, APPALACHIAN FAIRGROUNDS will receive vendor shipments between the hours of 8:00 AM and 5:00 PM. All shipments received will be stored in a secured area and delivered to your booth for set up.

Do not ship to arrive before Monday, JULY 6, 2009. All shipments arriving before JULY 6th, and or outside the hours specified will be refused.

Shipping address: **YOUR COMPANY NAME
C/O BMW MOA Rally
APPALACHIAN FAIRGROUNDS
100 Lakeview Street
Gray, TN 37615**

RV ACCOMMODATIONS

Limited RV accommodations are available. For details, contact Phillip Warren at 931-388-2865 or pswarren100@hotmail.com.

TENNESSEE SALES TAX

Tennessee has a sales tax. However, there is a system in place for "Transitory Vendors" that exempts such vendors from collecting this tax. In lieu of collecting sales tax you are required to obtain and display a mobile vendor's permit. This permit will be available on site Wednesday, July 15, between the hours of 8:30 AM and 4:30 PM. The permit fee is \$50.00. For more details on this fee and permit process please call the Washington County Clerk's office at 423-753-1622, or see Tennessee Title 62, Chapter 30 available on line at <http://www.michie.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=tncode>

The tax information included herein is not all inclusive. **IT IS YOUR RESPONSIBILITY TO BE IN COMPLIANCE WITH THE TAX LAWS, TAX RULES AND TAX REGULATIONS OF THE STATE OF TENNESSEE.**

SET UP DATES & TIMES

Set up days and times are Tuesday July 14th, 8:00 AM until 5:00 PM and Wednesday, July 15th, 8:00 AM until 7:00 PM. Personnel will not be available outside these hours.

VENDOR REGISTRATION

On site registration be from 8:00 AM until 6:00 PM on Tuesday, July 14th and Wednesday, July 15th. Vendors arriving outside these hours will need to contact security and have them contact us for assistance. ***See liability insurance requirements on page 8.***

LOCAL INFORMATION

Information as to the amenities Johnson City has to offer can be found at <http://www.google.com/search?sourceid=navclient&aq=t&ie=UTF-8&rls=HPIB,HPIB:2005-19,HPIB:en&q=johnson+city+tn+hotels> and <http://www.google.com/search?sourceid=navclient&aq=t&ie=UTF-8&rls=HPIB,HPIB:2005-19,HPIB:en&q=johnson+city+tn+restaurants>.

DOOR PRIZES

**Motorcycle rallies provide excellent opportunities to promote your products or services!
Please consider donating a door prize for this premier event.**

Door prizes are a vital part of the fun at the BMW rally. They are an easy way for you to publicize your business to the BMW motorcycle owner community. Before the rally we will publicize the donations in a section on the rally web site, www.bmwmoa.org. During the rally, door prizes are displayed in their own area and are featured in the rally registration package. We will also display promotional material you may send along with your door prize.

Suitable door prizes include goods, services or gift certificates.

GRAND PRIZES: Door prizes valued over \$1500 will be considered grand prizes, and may be given away during the closing ceremony. For grand prize donations, you are invited to draw for the winner at the closing ceremony. Please indicate if you require the winner of a grand prize to be present to win.

Grand Prizes & other door prize donors will be listed in the rally program if they are received prior to the program's printing deadline, which is Friday, May 1, 2009.

Send donations, to be received by Friday, June 30th, to:

**BMW MOA Door Prizes
% Jackie Hughes, Door Prize Committee Chair
11030 N. Forker Road
Spokane, WA 99217**

Be sure to include your name and the name and address of your business so that we can recognize your kind donation. We look forward to hearing from you soon, and thank you in advance for your support.

ADVERTISING INFORMATION

The BMW MOA International Rally is considered the highest priority event of the riding season for our members. BMW riders plan family vacations around it and literally ride thousands of miles to attend and become "citizens for the weekend" of the communities we visit.

This year, Johnson City, Tennessee will be home for 8 to 10,000 members and guests who are expected to attend. Advertising in the Rally Program will put your name in front of the consumers you want.

The deadline for reserving space in this year's Rally Program is May 1, 2009.

Our advertising director, Ted Moyer, will be happy to work with you to create the exact image you would like to share with this extremely focused group.

For more information about how you might enhance your business revenue by advertising in our 2009 Rally Program please contact:

**Ted Moyer, Advertising Director
BMW Owners News
Phone: 866-865-1055
Email: advertising@bmwmoa.org**

LIABILITY INSURANCE REQUIREMENT
BMW MOA, Inc. NO LONGER FURNISHES LIABILITY
INSURANCE TO VENDORS
PLEASE READ CAREFULLY

In a continuing effort to keep booth costs from rising, BMW MOA, Inc. is now requiring all vendors, **regardless of size, items sold or exhibited**, to provide BMW MOA, Inc. a Certificate of Liability Insurance. This certificate is commonly known as a "Cert of Insurance" (COI) or "Acord Insurance Binder".

Each vendor is required to furnish BMW MOA, Inc. a COI in the amount of \$1,000,000, indemnifying BMW MOA, Inc., its officers, Staff, Board Members, Rally Chairs, Rally Co-Chairs and Rally Volunteers. The Certificate of Liability must reflect insurance coverage that is in effect Monday, July 13, 2009, 00:01 EDST, through Sunday, July 19, 2009, 23:59 EDST, inclusive. Your Certificate of Insurance shall be provided to BMW MOA, Inc. Rally Vendor Chairman, or his/her designee, **prior to onsite vendor check-in.**

For the purpose of the liability insurance requirement stated herein, the word Vendor is defined as the name, personal or business, listed as the "**Vendor Business Name**" on page one of the **2009 BMW MOA, INC. INTERNATIONAL RALLY COMMERCIAL VENDOR REGISTRATION & CONTRACT.**

Vendors, who do not carry liability insurance or do not carry the amount required herein, should contact their local insurance broker to obtain the necessary coverage.

For your convenience, BMW MOA, Inc. can provide you with on site access to an insurance broker who can supply you, at your expense, an insurance policy with the necessary coverage and certificate of liability. To use this service, please check the box next to "**I need assistance obtaining liability insurance**". This box is located below the signature line on page 2 of the **2009 BMW MOA, INC. INTERNATIONAL RALLY COMMERCIAL VENDOR REGISTRATION & CONTRACT.** ***Vendors using this service will be required to fill out a liability insurance application on site and remit payment in full in cash or by credit card. Checks, business or personal, will not be accepted.***

PLEASE NOTE: Your COI, if forwarded by common carrier (USPS, UPS etc.), **must be received** by Vendor Registration **by the close of business Friday, July 3, 2009.** If you cannot get your certificate in **by July 3,** please bring it with you to Vendor Registration.

Vendors who have not provided proof of insurance will not be allowed to occupy their booth(s).

VENDOR FEES WILL NOT BE REFUNDED FOR FAILURE TO OBTAIN THE REQUIRED INSURANCE.

2009 BMW MOA INTERNATIONAL RALLY COMMERCIAL VENDOR REGISTRATION & CONTRACT

PLEASE PRINT CLEARLY

Vendor Business Name:					
Owner / Representative Name:				Position:	
Address: Street:					
Address: City:		State:		Zip+4:	
Address: Add'l Info (country, etc)					
Telephone:		Office:	Ext.:	Toll Free:	Fax:
Additional Telephone:		Cell:	Evening:		Other:
Email (use all caps, please)					
Product/Service					

NAMES OF ALL ATTENDEES PAID WITH THIS REGISTRATION

1	5
2	6
3	7
4	8

Vendors and staff will be issued wristbands that must be worn at all times!

PREFERENCES / SPECIAL REQUESTS

CIRCLE ONE:		INDOOR VENDOR	OUTDOOR VENDOR	SERVICE/INSTALLATION
VENDOR				
<i>Notes to Vendor Chair</i>	Location – First Choice:			
	Location – Second Choice:			
SPECIAL REQUEST:				
Please Indicate Services Requested:		Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone: <input type="checkbox"/> Yes <input type="checkbox"/> No	RV Parking: <input type="checkbox"/> Yes <input type="checkbox"/> No

FEE CALCULATIONS – PLEASE COMPLETE THIS SECTION

First Space	<i>Includes 2 Rally Passes, 1 Table (2 tables with corner) and 2 Chairs</i>
Second Space	<i>Includes 1 Rally Passes, 1 Table (2 tables with corner) and 1 Chair</i>
Additional Rally Passes	Additional rally passes are \$10 each. Remember that some passes are included with your booth fee. See above. Please list names, if available, of all attendees on the lines furnished above. (Note: Passes are not rally registrations).

Note: When additional booths are included in the vendor fee calculation, the first booth is the highest cost booth.

Booth	Quantity & Description			Price
First Booth	Indoor Corner @ \$425.00	Outdoor Corner @ \$280.00	Service/Installation Cor. @ \$275.00	
	Indoor Regular @ \$325.00	Outdoor Regular @ \$225.00	Service/Installation Reg. @ \$255.00	
Additional Booth(s)	Indoor Corner @ \$215.00	Outdoor Corner @ \$185.00	Service/Installation Cor. @ \$175.00	
	Indoor Regular @ \$160.00	Outdoor Regular @ \$145.00	Service/Installation Reg. @ \$165.00	
Electrical	120V / 20 / 30 Amp.	120V / 50 Amp.	220V / 50 Amp.	NC
Additional Passes	<i>(If available, please list names above)</i>		Number of Additional Passes: _____	\$10.00 each

Form of Payment: <input type="checkbox"/> Check (check # _____) <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card		Total Amount Enclosed _____	
Credit Card Info: <u>MasterCard or Visa Only</u> Number: _____		exp: ____ / ____	
Name as it appears on card: _____			

Booth Size	Indoor 10 X 10	Outdoor 15 X 15	Service 20 X 20
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If you need less than the allotted number of tables and/or chairs due, please indicate your requirements here.	
Tables _____	Chairs _____

Signature Required! See next page to complete this contract.

Terms and Conditions for Participation as a Commercial Vendor

ACCOUNTS RECEIVABLE

All vendors must be current in all accounts receivable with BMW MOA, Inc. Vendors not current must make arrangements with Ted Moyer (866-865-1055) or Ray Zimmerman (637-394-7277) to satisfy account(s) in question before your confirmation can be mailed.

BANNERS & SIGNS

Vendors will be permitted a banner or sign up to 32 square feet for each vendor booth purchased. Other banners or signs shall be governed by a separate agreement.

ELIGIBLE EXHIBITS

Displays shall include only materials, products, equipment, and services of interest to motorcyclists. BMW MOA, Inc. reserves the right to judge the appropriateness of any display. Unless approved in writing by the Rally Chairperson(s) or designees(s), no person, firm, or organization NOT contracted with BMW MOA, Inc. for occupancy or space, will be permitted to display or demonstrate any products, or processes, perform any services, or solicit or take orders at the rally. No vendor will be permitted to display outside the confines of the assigned booth space without written approval of the vendor chair. Violation of these terms will result in prompt removal from the rally.

INSURANCE

Upon acceptance of this contract, vendors agree to hold harmless BMW MOA, Inc. for damage and or loss, whether the result of negligence or otherwise, to any vendor properties through accident, fire, theft, government action, or any other causes. Vendors shall be responsible for their own surety in relation to their products and or services. BMW MOA, Inc. assumes no liability for injuries that may occur to visitors of vendor displays, to vendors or their agents/employees, or to any others.

BMW MOA, Inc NO LONGER FURNISHES VENDOR INSURANCE. Each vendor is required to furnish BMW MOA, Inc. a COI in the amount of \$1,000,000, indemnifying BMW MOA, Inc., its officers, Staff, Board Members, Rally Chairs, Rally Co-Chairs and Rally Volunteers. The Certificate of Liability must reflect insurance coverage that is in effect Monday, July 13, 2009, 00:01 MDST, through Sunday, July 19, 2009, 23:59 MDST, inclusive and must be provided to BMW MOA, Inc. prior to onsite vendor check-in. See page 8 of this packet for more details.

To request assistance from BMW MOA, Inc. in obtaining the required liability insurance, please check the box "I need assistance obtaining liability insurance" below the signature line on this page.

SOUND SYSTEMS AND VIDEO DISPLAYS

The use of sound systems and video displays are permissible, provided:

- They are not audible more than three (3) feet into the aisle or into neighboring booths
- Sound is directed into the vendor booth or vertically
- Vendor agrees to limit use of equipment that may be considered loud and objectionable

BMW MOA, Inc. shall have absolute control over this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring vendors. BMW MOA, Inc. reserves the right to regulate the use of all audio and visual equipment and to remove any vendor who refuses to comply with this regulation.

SUBLETTING OF SPACE

Vendors agree not to assign or sublet space. Violation of this policy will result in the prompt removal of the violator(s).

VEHICLE/TRAILER PARKING

Indoor Vendors: Vehicles and/or trailers used specifically in indoor vendor displays must be secured in their booth prior to the hall's opening each day, and cannot be removed from the booth until after the hall's closing each day.

Outdoor Vendors: With the exception of vehicles and/or trailers used specifically in outdoor vendor displays, no parking (other than motorcycles) will be allowed in the outdoor vendor area.

Any vehicle used in a vendor display must fit within the assigned booth space. An area will be provided where vendors may park their vehicles, trucks, and trailers not used as displays. BMW MOA, Inc. reserves the right to instruct any vendor to move inappropriately parked vehicles. If the vendor responsible for an inappropriately parked vehicle cannot be located, or if the vendor responsible for said vehicle refuses to comply with BMW MOA, Inc. request, BMW MOA, Inc. reserves the right to have of said vehicle(s) moved at the owner's expense.

By signing this 2009 BMW MOA, Inc. International Rally Commercial Vendor Registration and Contract I am affirming I have read and understand and agree to comply with the terms and conditions stated herein and, further, read and understand Page 8, Liability Insurance Requirement, of this Commercial Vendor Packet.

Signature

Print Name

Date

I need assistance obtaining liability insurance.

Questions, please contact—
Sam Munn or Jane Johnson: bmwmoavendorinfo@bmwmoa.org
V 409-938-8423; C 409-370-8423; F 409-938-3418

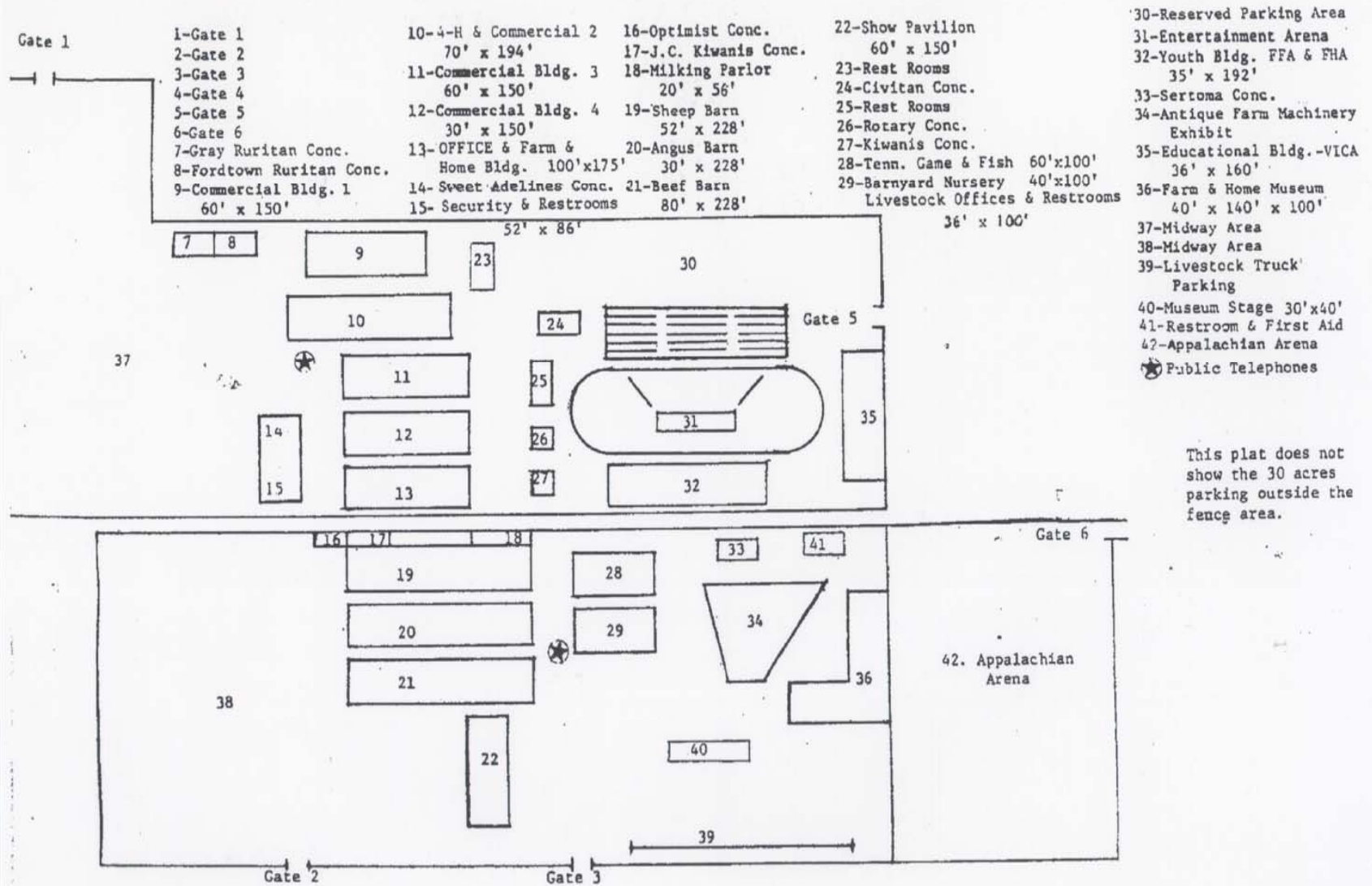
Please forward this completed contract with check, money order, or credit card information (Payable to BMW MOA, Inc) for the total amount due to:

BMW MOA Vendor Registration
c/o Sam Munn or Jane Johnson
7912 Larkspur Drive
Texas City, TX 77591

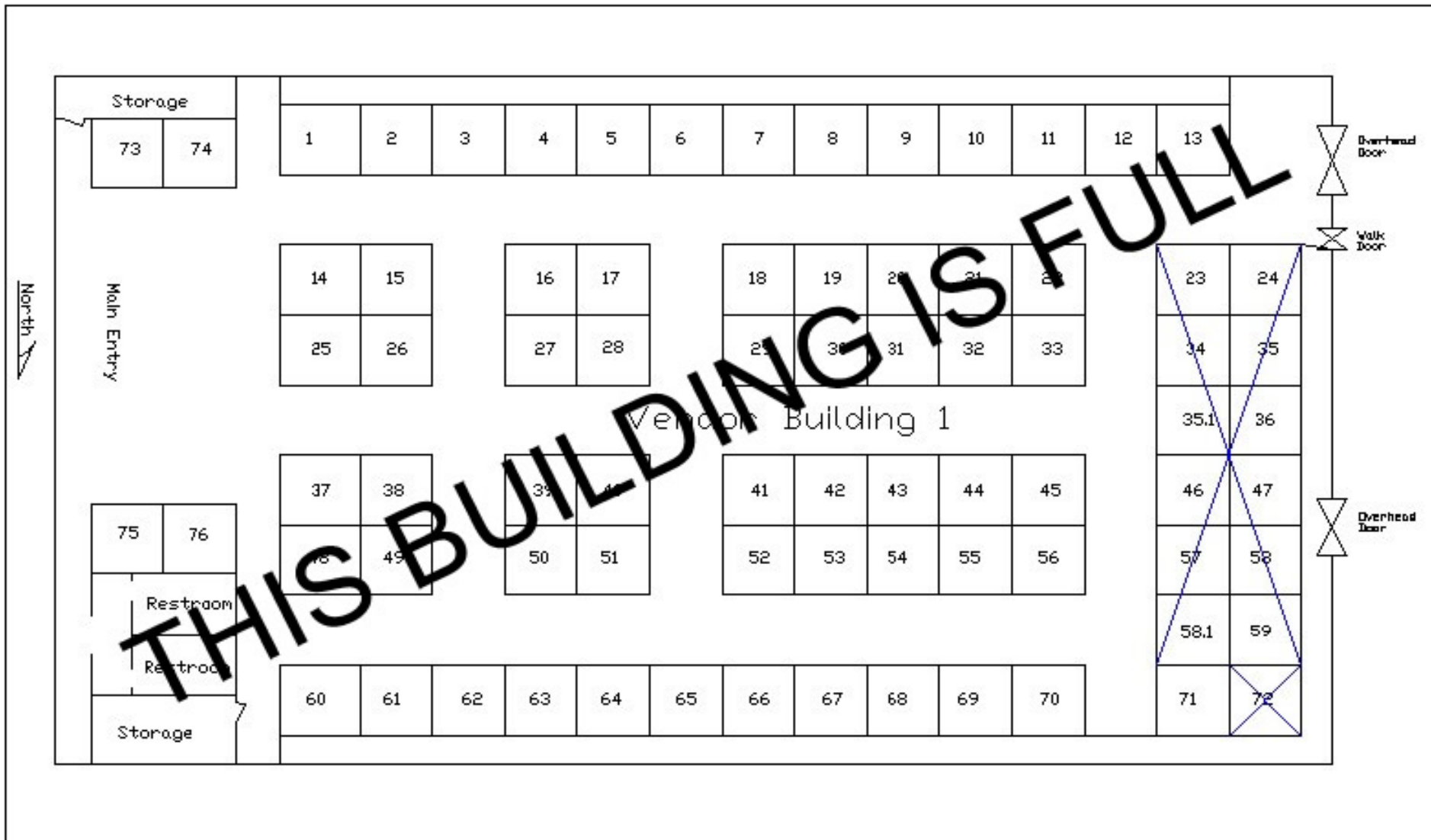
We strongly recommend you keep a copy of this contract for your files.

<i>Official Use Only</i>	
Date Received:.	_____
Form of Payment:	_____
Amount:	_____
Confirmation Sent:	_____

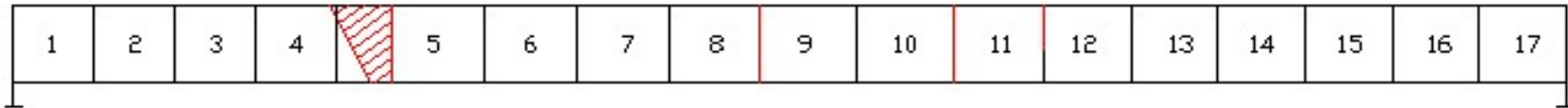
APPALACHIAN FAIRGROUNDS - GRAY, TN



This plat does not show the 30 acres parking outside the fence area.



Service area 2



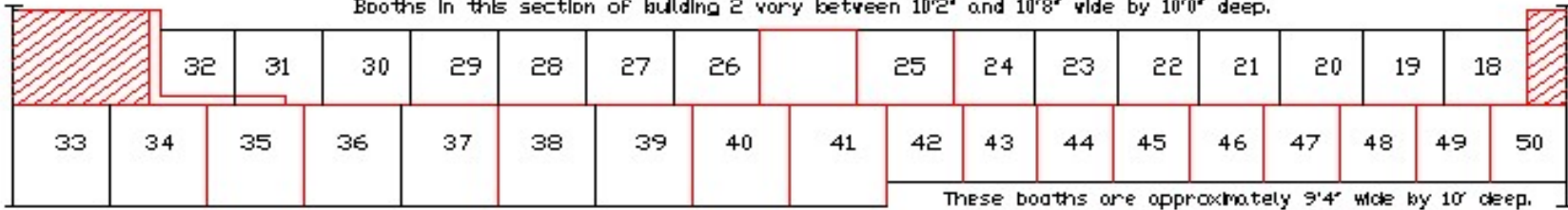
Vendor Building 2-A

Booths in this section of building 2 vary between 10'2" and 10'8" wide by 10'0" deep.

Overhead Door

Overhead Door

North



These booths are approximately 9'4" wide by 10' deep.
All other booths in this section of building 2 are approximately 12'2" wide by 13'2" deep.

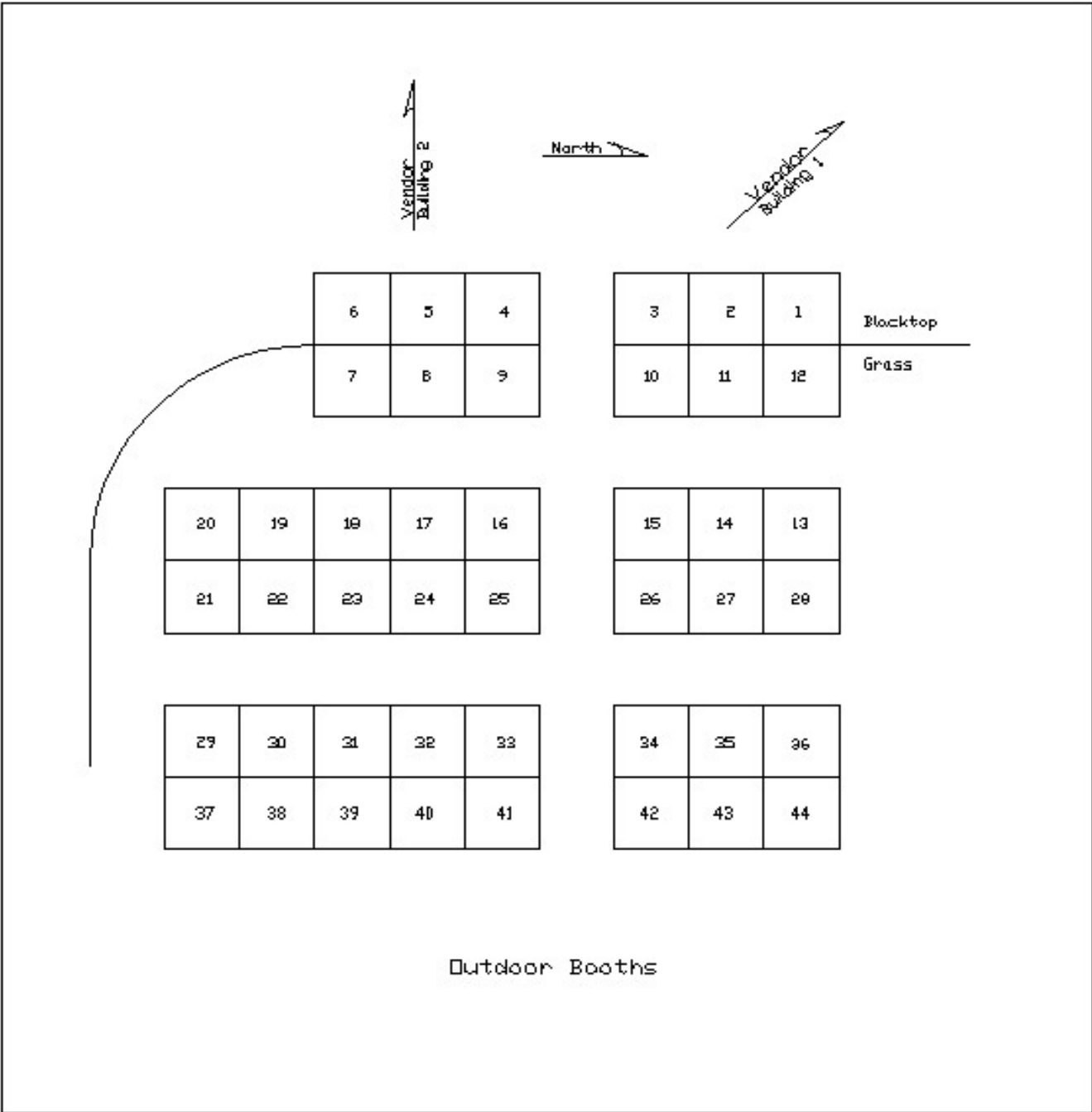
Overhead Door

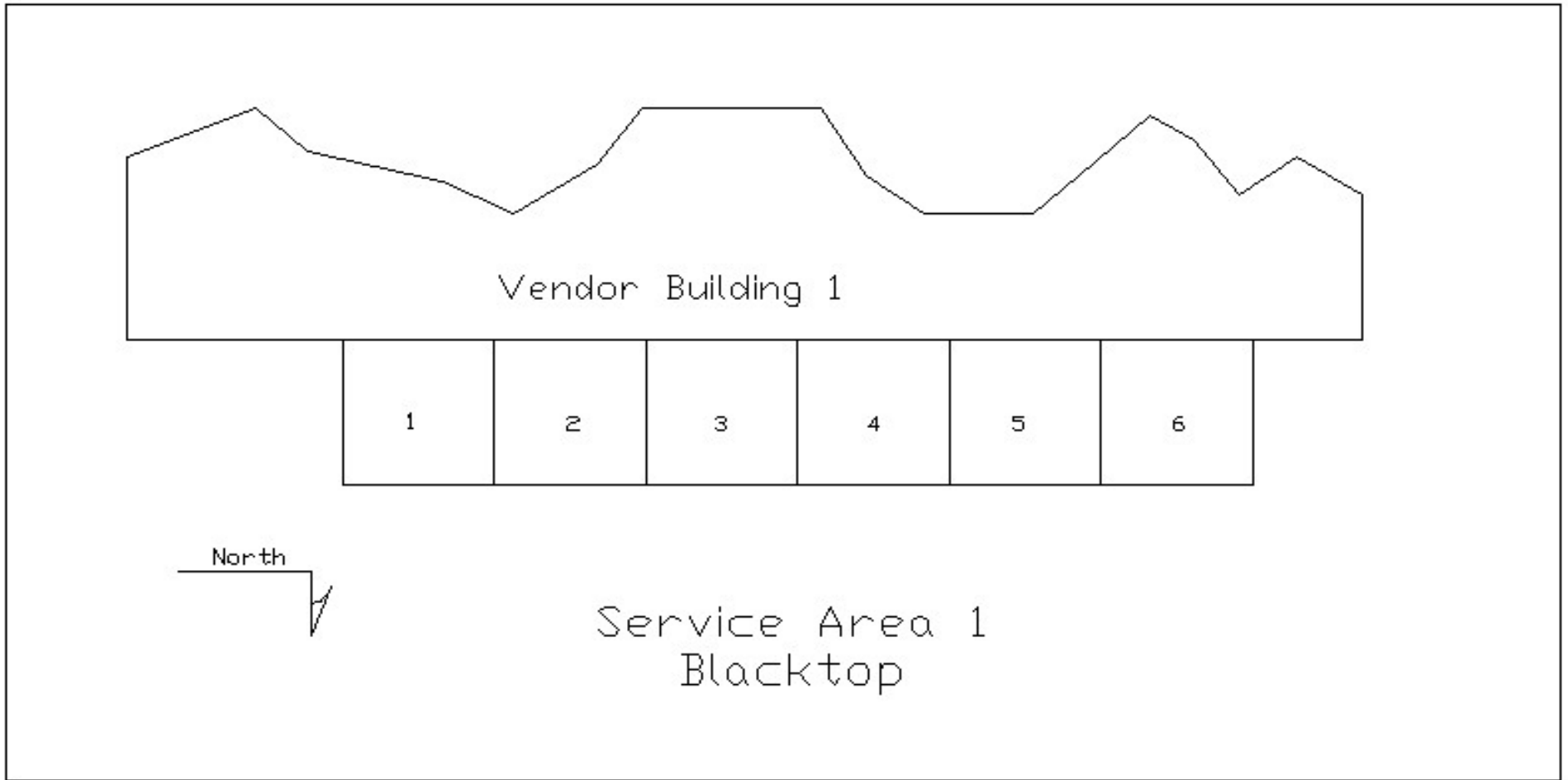
Overhead Door

Vendor Building 2-B



Red lines indicate wood partitions.



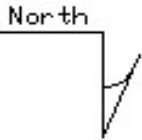




Booths 1 through 6 are on grass.

Booths 7 through 12 are on blacktop.

1	2	3	4	5	6
7	8	9	10	11	12



Service Area 2

