

# 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](mailto:BmwMoaVendorInfo@bmwmoa.org)  
Voice: 409-938-8423 — FAX: 409-938-3418 — Cell: 409-370-8423  
Josh Ascher.....[jxa01@nycap.rr.com](mailto:jxa01@nycap.rr.com)  
Cy Young.....[cy.young@cybeth.com](mailto:cy.young@cybeth.com)

## VENDOR REGISTRATION MAILING ADDRESS

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

## 2012 RALLY CHAIR & Co-CHAIRS

Chuck Manley (Chair).....(this address reaches all 3) [rallychair2012@bmwmoa.org](mailto:rallychair2012@bmwmoa.org)  
Julie Manley (Co-Chair).....  
Bob Aldridge (Co-Chair).....

## RALLY DOOR PRIZE COMMITTEE

Jackie Hughes (Chair).....[rallydoorprizes@yahoo.com](mailto:rallydoorprizes@yahoo.com)

## BMW MOA ADVERTISING

Chris Hughes (Advertising Director).....[chris@motografixx.com](mailto:chris@motografixx.com)

## VENDOR RV CAMPING RESERVATIONS

Steeve Sternberg.....[lssternberg@juno.com](mailto:lssternberg@juno.com)

*Greetings from*

**Missouri**

**SAVE THESE DATES!  
JULY 19 - 22, 2012**



**The 40<sup>th</sup> Annual  
BMW Motorcycle Owners of America  
International Rally**

***Missouri State Fairgrounds  
2503 W. 16<sup>th</sup> Street  
Sedalia, MO 65301  
[Missouri State Fairgrounds](#)***

***Vendor's Entrance: Gate 11  
Latitude: 38° 41' 32.84" N  
Longitude: 93° 15' 4.25" W***

***Note: Gate 11 will close at 12 Noon on Wednesday, July 18<sup>th</sup> and remain closed for the rally. After noon Wednesday use Gate 6A or Gate 12.***

**SEE YOU IN**

***Sedalia***

# TABLE OF CONTENTS

<b>Page 2.....</b>	<b>Contact Information</b>
<b>Page 3.....</b>	<b>2012 BMW MOA International Rally Location Announcement</b>
<b>Page 4.....</b>	<b>Table of Contents</b>
<b>Page 5.....</b>	<b>Cover Letter</b>
<b>Page 6.....</b>	<b>The Basics: Answering those questions</b>
	<ul style="list-style-type: none"><li>○ Contract</li><li>○ Confirmation / Booth Assignment</li><li>○ Late Registration Fee</li><li>○ Utilities</li><li>○ Additional Services</li><li>○ Rally Registration</li><li>○ Commercial Shipping (to the Rally)</li><li>○ RV Accommodations</li><li>○ Missouri Sales Tax (7.6%)</li><li>○ Set up Dates &amp; Times</li><li>○ Vendor On Site Sign-in</li><li>○ Vendor Hours of Operation</li><li>○ Local Information</li></ul>
	<b>The following questions are covered on page 2 of the Contract</b>
	<ul style="list-style-type: none"><li>○ Accounts Receivable</li><li>○ Banners &amp; Signs</li><li>○ Eligible Exhibits</li><li>○ Insurance</li><li>○ Sound Systems &amp; Video Displays</li><li>○ Subletting of Space</li><li>○ Vehicle &amp; Trailer Parking</li></ul>
<b>Page 7.....</b>	<b>Door Prizes &amp; Advertising</b>
<b>Page 8.....</b>	<b>Liability Insurance Requirements</b>
<b>Page 9.....</b>	<b>Sample COI (ACORD 25 Form)</b>
<b>Page 10.....</b>	<b>Price Calculation Worksheet</b>
<b>Page 11 &amp; 12.....</b>	<b>Registration Form &amp; Contract</b>
<b>Page 13.....</b>	<b>Tax Form 2360</b>
<b>Page 14.....</b>	<b>This page left blank intentionally</b>
<b>Page 15.....</b>	<b>Tax Form – State Fairgrounds</b>
<b>Page 16.....</b>	<b>This page left blank intentionally</b>
<b>Page 17.....</b>	<b>Sedalia Fairground's Layout</b>
<b>Page 18.....</b>	<b>Building A — (Commercial Building 22)</b>
<b>Page 19.....</b>	<b>Building B — (MEC Building 24)</b>
<b>Page 20.....</b>	<b>Building C — (Varied Industries Building 34)</b>
<b>Page 21.....</b>	<b>Building D — (Agriculture Building 35)</b>
<b>Page 22.....</b>	<b>Outdoor &amp; Service Booths (Layout to be posted soon)</b>

# 40<sup>th</sup> BMW MOA International Rally July 19 - 22, 2012 Missouri State Fairgrounds, Sedalia, Missouri

---

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

<mailto:BmwmoaVendorInfo@bmwmoa.org>

February 2012

Dear Vendor,

You are cordially invited to participate as a vendor at our 40<sup>th</sup> International Rally to be held at the Missouri State Fairgrounds in Sedalia, Missouri. The dates are July 19<sup>th</sup> through 22<sup>nd</sup>. Sedalia is located on US 65, 16 miles south of I 70 Exit 78. For local accommodations please see:

[http://www.bmwmoa.org/rally12/local\\_area/rally\\_hotels\\_and\\_motels\\_for\\_2012](http://www.bmwmoa.org/rally12/local_area/rally_hotels_and_motels_for_2012)

The Vendor buildings this year are different in several ways from the buildings we have used in past years. Of most importance to all of us is that all four buildings are really **Air Conditioned!** No fans, clean or not, but true air conditioning. The vendor buildings are: Commercial (building 22), MEC (building 24), Varied Industries (building 34) and the Agriculture (building 35). For our purposes, these buildings will be referred to as building "A", "B", "C" and "D" respectively. Please see page 17 for a layout of the grounds and building location. Note, these building are not connected.

Due to the structural design of these buildings you will have the opportunity to have booths sizes that are not based on the 10' X 10'. Charges for these booths are based on the square foot charges for regular and corner indoor booths.

Outdoor vendors will be set up on the grass in front of and between the Indoor Vendor buildings.

All Service booths are on blacktop next to the Pepsi Grandstand. There is no limit to the number of outdoor and service booths.

As always, completed Vendor Contracts will be processed in the order they are received. Completed contracts must contain a correct insurance COI and payment in full for all booth space.

By signing the **2012 BMW MOA INTERNATIONAL RALLY COMMERCIAL VENDOR REGISTRATION & CONTRACT** you are indicating you have read and understand your responsibilities and will comply with all rules and requirements noted in the 2012 Vendor Packet..

Hopefully, this packet will answer your questions. If we have missed anything, please do not hesitate to contact us.

We look forward to hosting you at the 40<sup>th</sup> Annual BMW Motorcycle Owners of America International Rally in Sedalia!

Sincerely,

*Sam Munn*

*Jane Johnson*

Sam Munn  
Jane Johnson  
Chairs  
Commercial Vendor Committee  
2012 BMW MOA International Rally

## ANSWERS TO IMPORTANT QUESTIONS

### CONTRACT

The Commercial Vendor Registration and Contract is on pages 11 & 12 of this packet. Please duplex print this form, (both pages on one sheet of paper) fill it out, sign and mail the original, along with your payment in full and COI 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 receive confirmation or booth assignment until these requirements are met.

### CONFIRMATION / SPACE ASSIGNMENT

Upon receiving your signed **Vendor Registration & Contract, proof of insurance and payment in full**, we will forward a confirmation letter acknowledging receipt of payment and booth assignment. Vendor meeting date, time and location will be included in your confirmation letter. **Please remember, BMW MOA, Inc. reserves the right to change space allocations if necessary.**

### LATE REGISTRATION FEE

Registrations received after Tuesday, July 3, 2012 will be considered late and will be accepted on an "As-Space-Available" basis. Additionally, each booth requested on a late registration will be assessed a \$25.00 late registration fee. Payments for late registrations shall be by **certified check, money order, or credit card only**. Cash can only be accepted on-site. **Do not mail cash**. Vendors, who registered timely and want to add booths will not incur this fee.

### UTILITIES

Electrical and Wi-Fi services are available, at no charge, through BMW MOA. However, you are responsible for any extension cords needed between the power outlet and your booth. Wi-Fi should cover 100% of the vendor and service areas. Phone service is available through AT&T. Contact them directly at 800-499-7928 or by e-mail at [lr8918@att.com](mailto:lr8918@att.com) to arrange for services. If you use e-mail it will go directly to Lakita. She has been briefed as to what you need. **Allow a minimum of 14 days to secure your service**. Also, please indicate your needs on page one of the contract.

### ADDITIONAL SERVICES

If you require additional services such as:

- TV/VCR/DVD
- 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 April 15<sup>th</sup> for contact information.

### RALLY REGISTRATION

**Rally registration is not 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 applicable Registration Fee.

### SHIPPING TO THE RALLY

Beginning Monday, July 9<sup>th</sup>, Sedalia 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. Please include the phone number listed below on your address label. **All shipments arriving before JULY 9<sup>th</sup>, and/or outside the hours specified will be refused.**

Shipping address: **YOUR COMPANY NAME  
C/O BMW MOA Rally  
Sedalia Fairgrounds  
(660-530-5600)  
2503 W. 16<sup>th</sup> Street  
Sedalia, MO 65301**

### RV ACCOMMODATIONS

This year we have ample full service sites for all of our vendors who travel by RV's. For information and reservations, contact Steeve Sternberg at [lssternberg@juno.com](mailto:lssternberg@juno.com)

### MISSOURI SALES TAX

Missouri State Sales tax is 7.6%. See pages 13 & 15 of this packet for forms needed to comply with Missouri state tax law. Print them, fill them out and bring them with you to Vendor sign-in. Do not include them with your Vendor registration. For details, go to: <http://dor.mo.gov/business/sales/>

### VENDOR SIGN-IN

On site sign-in is Tuesday, July 17<sup>th</sup>, 8:00 AM until 6:00 PM and Wednesday, July 18<sup>th</sup>, 8:00 AM until 6:00 PM. Vendors arriving outside these hours will need to contact security and have them contact us for assistance. **See liability insurance requirements on page 8.**

### SET UP / TEAR DOWN DATES & TIMES

Set up days and times for Indoor vendors are Tuesday, July 17<sup>th</sup>, 8:00 AM until 7:00 PM and Wednesday, July, 18<sup>th</sup>, 8:00 AM until 10:00 PM. Personnel will not be available outside these hours. Outdoor vendors have from 8:00 AM Tuesday, July 19<sup>th</sup> until 8:00 AM Thursday, July 19<sup>th</sup>. Indoor tear down hours are 5:30 PM until Midnight Saturday, July 21<sup>st</sup> and 7:00 AM until Noon Sunday, July 22<sup>nd</sup>. Outdoor hours are 5:30 PM Saturday until Noon Sunday.

### VENDOR OPERATION HOURS

Indoor hours of operation are 9:00 AM to 6:00 PM Thursday and Friday, and 9:00 AM to 5:00 PM Saturday. Outdoor vendors and service booths set their own hours **—as long as you do not disturb rally campers.**

### LOCAL INFORMATION

Information as to the amenities Sedalia and the surrounding area have to offer can be found at: <http://www.bmwmoa.org/rally12>.

# 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 MOA International Rally. They are an easy way for you to publicize your business to the BMW motorcycle owner's community. Before the rally we will publicize the donations in a section on the rally web site, <http://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 Tuesday, May 1, 2012.***

**Send donations, to be received by Saturday, June 23<sup>rd</sup>, 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, Sedalia, Missouri will be home for 5 to 6,000 —maybe more— members and their guests who are expected to attend. Advertising in the Rally Program will put your name in front of the consumers you want to reach.

***The deadline for reserving space in this year's Rally Program is May 1, 2012.***

Our Director of Marketing & Advertising, Ted Moyer, or our National Accounts Manager, Chris Hughes, 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 2012 Rally Program please contact:

**Ted Moyer, Director of Marketing & Advertising**  
**BMW Owners News**  
**Phone: 866-865-1055**  
**Email: [advertising@bmwmoa.org](mailto:advertising@bmwmoa.org)**

**Chris Hughes, National Accounts Manager**  
**BMW Owner News**  
**Phone: 509-921-2713**  
**Email: [chris@motografixx.com](mailto:chris@motografixx.com)**

**LIABILITY INSURANCE REQUIREMENT**  
**PLEASE READ CAREFULLY**

BMW MOA, Inc. requires 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.** Your COI must reflect insurance coverage that is in effect Sunday, July 15, 2012, 00:01 CDST, through Sunday, July 22, 2012, 23:59 CDST, inclusive and **must accompany your 2012 Commercial Vendor Registration & Contract with payment in full.**

Note, your contract is not considered complete and, therefore, you will not be assigned booth space until we have your COI.

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 **2012 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. If you need help obtaining the required coverage contact the vendor chair at 409-938-8423.

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

**PLEASE SEE SAMPLE COI ON PAGES 9 & 10**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, Ho, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER ADDRESS:	
	CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A: YOUR INSURANCE COMPANY	NAIC #
CLIENT NAME	INSURER B:	
BUSINESS NAME	INSURER C:	
1234 ANY STREET	INSURER D:	
CITY NAME, MD 12345	INSURER E:	
	INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		POLICY NUMBER	07/15/12	07/23/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	GENL AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMPROP AGG \$ 1,000,000
	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	HIRE AUTOS					PROPERTY DAMAGE (Per accident) \$
	NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 BMW MOA, Inc., its Officers, Staff, Board Members, Rally Chairs, Rally Co-Chairs and Rally Volunteers are hereby named as Additional Insured on the above policy.  
 Location: Missouri State Fairgrounds, 2503 W. 16th St., Sedalia, Mo. 65301  
 Dates: July 15 - July 22, 2012

<b>CERTIFICATE HOLDER</b>  BMWMOA 509-A OLD STATE ROAD ELLISVILLE, MO 63021	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

## INDOOR BOOTH PRICE CALCULATION WORKSHEET

This year we have several different size indoor booths. The cost the smaller and larger booths are based the square footage of our 10' X 10' booth. For example, booth C4 in building "C" is priced at \$575.00. This price was arrived at by charging \$425.00 for 100 sq. feet and \$2.15 a sq. foot for the remaining 70 sq. feet. For information on how to fill out the Fee Calculations section of this contract, please see blue text in the worksheet below. When necessary, the result of the calculation is rounded to the nearest \$5.00 increment.

### PREFERENCES / SPECIAL REQUESTS

<b>CIRCLE ONE:</b>	<b>INDOOR VENDOR</b>	<b>OUTDOOR VENDOR</b>	<b>SERVICE/INSTALLATION VENDOR</b>
<i>Notes to Vendor Chair</i>	Location – First Choice: <b>C4, C5, C32 and 1 regular Service booth</b>		
	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

<b>First Booth</b>	<i>Includes 2 Rally Passes, 1 Table (2 tables with corner) and 2 Chairs</i>			Please indicate your	
<b>Additional Booths</b>	<i>Includes 1 Rally Passes, 1 Table (2 tables with corner) and 1 Chair</i>			needs below.	
<b>Additional Rally Passes</b>	Additional rally passes are \$10 each. <i>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).</i>				
<b>Note: When additional booths are included in the vendor fee calculation, the highest cost booth is the first booth.</b>					
Booth	Quantity & Description				Price
First Booth	C4	Indoor Corner @ \$ <u>575.00</u>	Outdoor Corner @ \$280.00	Service/Installation Cor. @ \$275.00	\$575.00
		Indoor Regular @ \$ _____	Outdoor Regular @ \$225.00	Service/Installation Reg. @ \$255.00	
Additional Booth(s)	C32	Indoor Corner @ \$ <u>215.00</u>	Outdoor Corner @ \$185.00	Service/Installation Cor. @ \$175.00	\$215.00
	C5	Indoor Regular @ \$ <u>435.00</u>	Outdoor Regular @ \$145.00	1 Service/Installation Reg. @ \$165.00	\$600.00
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	
<b>Late Registration Fee: Total booths: _____ X \$25.00 =</b>					
Form of Payment: <input type="checkbox"/> Check (check # _____) <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card				<b>Total Amount Enclosed</b>	\$1,390.00
Credit Card Info: <u>MasterCard or Visa Only</u> Number: _____				exp: _____ / _____	
Name as it appears on card: _____					

<b>Booth Size:</b>	<b>Indoor – See Drawings</b>	<b>Outdoor 15 X 15</b>	<b>Service 20 X 20</b>
<b>To receive tables and/or chairs, please indicate your requirements here.</b>			
Tables Requested	Chairs Requested		

**Signature Required! See next page to complete this contract.**

# SAMPLE WORKSHEET

# 2012 BMW MOA INTERNATIONAL RALLY COMMERCIAL VENDOR REGISTRATION & CONTRACT

Contract – Page 1 of 2

**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:
Additional Telephone:	Cell:	Evening:	Other:
Email: (use all caps, please)			
Product/Service:			

**NAMES OF ALL ATTENDEES PAID WITH THIS REGISTRATION**

1	5	Vendors and staff will be issued wristbands that must be worn at all times!
2	6	
3	7	
4	8	

**PREFERENCES / SPECIAL REQUESTS**

<b>CIRCLE ONE:</b>		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**

<b>First Booth</b>	Includes 2 Rally Passes, 1 Table (2 tables with corner) and 2 Chairs	Please indicate your needs below.
<b>Additional Booths</b>	Includes 1 Rally Passes, 1 Table (2 tables with corner) and 1 Chair	
<b>Additional Rally Passes</b>	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 highest cost booth is the first booth.

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

—This fee in-affect beginning Wednesday, July 4, 2012— Late Registration Fee: Total booths: \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

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 – See Drawings	Outdoor 15 X 15	Service 20 X 20
To receive tables and/or chairs, please indicate your requirements here.			
Tables	Chairs		

Signature Required! See next page to complete this contract.

**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 covered under this Contract. Other banners and or signs displayed outside of your booth(s) shall be governed by a separate agreement with the Rally Chairperson and Co-Chairpersons.

**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 their designee(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 Chairman. 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.

**Each vendor is required to furnish BMW MOA, Inc. a Certificate of Liability Insurance (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 COI must reflect insurance coverage that is in effect Sunday, July 15, 2012, 00:01 CDST, through Sunday, July 22, 2012, 23:59 CDST, inclusive and must be provided to BMW MOA, Inc. with your completed 2012 Commercial Vendor Registration & Contract with payment in full. See page 8 of this packet for more details.**

**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 said vehicle(s) moved at the owner's expense.

**By signing this 2012 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, I have read and understand Page 8, Liability Insurance Requirement, of this Commercial Vendor Packet.**

Signature

Print Name

Date

Questions, please contact—

Sam Munn or Jane Johnson: [bmwmoavendorinfo@bmwmoa.org](mailto:bmwmoavendorinfo@bmwmoa.org)  
V 409-938-8423; C 409-370-8423; F 409-938-3418

Please forward this completed contract and COI 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.***

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



MISSOURI DEPARTMENT OF REVENUE  
OFFICE OF TAXPAYER SERVICES  
**SPECIAL EVENTS SALES TAX REPORT**

FORM <b>2360</b> (REV. 7-2006)	<b>COMPLETED BY DOR</b>
	NAME OF EVENT
	DATE
	CITY LOCATION / CODE Missouri State Fairgrounds, Sedalia
	COUNTY LOCATION / CODE 664401590003

If you have a valid Missouri Retail Sales License and if you intend to report these sales on a regular sales tax return, enter your sales tax number here: \_\_\_\_\_. Do you currently have a location for Sedalia (city), Pettis (county) where the event was held? If not a location will be opened for you. Please mail this report to our office or e-mail the information to: jctax@dor.mo.gov

If you do not have a valid Missouri Retail Sales License: At the end of the event, list the total amount of your sales in column 2. Compute the tax due by multiplying column 2 by the appropriate tax rate for this location. Enter amount of tax in column 4. This report along with your remittance must be returned to the address below by \_\_\_\_\_ to avoid late charges.

**Please send a check or money order only. Do not send cash.**

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	7.6%	\$

**USE THESE COLUMNS IF YOU HAVE QUALIFYING FOOD SALES.**

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	4.6%	\$

**THIS REPORT IS SUBJECT TO ALL PROVISIONS SET FORTH BY THE MISSOURI DEPARTMENT OF REVENUE SALES TAX RULES AND REGULATIONS.**

BUSINESS NAME	
TAXPAYER NAME	
ADDRESS	
CITY, STATE, ZIP CODE	PHONE

Please mail this form and your remittance to:  
Missouri Dept of Revenue  
Tax Assistance Center  
PO Box 1325  
Jefferson City, MO 65105-1325  
Phone Number: 573-751-7191

If you pay by check, you authorize the Department of Revenue to process the check electronically. Any check returned unpaid may be presented again electronically.

Under penalties of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete.

<b>SIGNATURE</b>	<b>DATE</b>
▶	

This page left blank intentionally.

**MISSOURI STATE FAIR**  
Sales Tax Information Sheet

Taxpayer registration is required of all persons selling or displaying tangible personal property or operating a place of amusement or entertainment on the Missouri State Fairgrounds. This sheet must be completed in full and returned to the **Missouri State Fair, 2503 West 16<sup>th</sup> Street, Sedalia, Missouri, 65301.**

**BUSINESS INFORMATION**

1. Name of event: \_\_\_\_\_
2. Date of event: \_\_\_\_\_
3. Name of licensee/promoter: \_\_\_\_\_
4. Business address (street, city, state, zip code): \_\_\_\_\_
5. Telephone number: \_\_\_\_\_
6. Fax number: \_\_\_\_\_
7. Federal I.D. Number: \_\_\_\_\_
8. Do you currently have a Missouri Retail Sales License?  Yes  No
9. Sales Tax I. D. number: \_\_\_\_\_
10. Will you make retail sales?  Yes  No  
If yes, describe product(s) to be sold; if no, describe nature of activity on the Fairgrounds: \_\_\_\_\_

---

**PERSONAL INFORMATION**

1. Name of contact: \_\_\_\_\_
2. Home address (street, city, state, zip code): \_\_\_\_\_
3. Telephone number: \_\_\_\_\_
4. Fax number: \_\_\_\_\_
5. Social security number: \_\_\_\_\_
6. Driver's license number and state: \_\_\_\_\_

**OTHER RETAILERS/VENDORS**

Will there be other retailers/vendors at the event?  Yes  No  
If yes, please list name and address of retailers/vendors:

I hereby certify that the information above contains no willful misrepresentation or falsifications and the information given by me is true and complete to the best of my knowledge and belief.

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

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

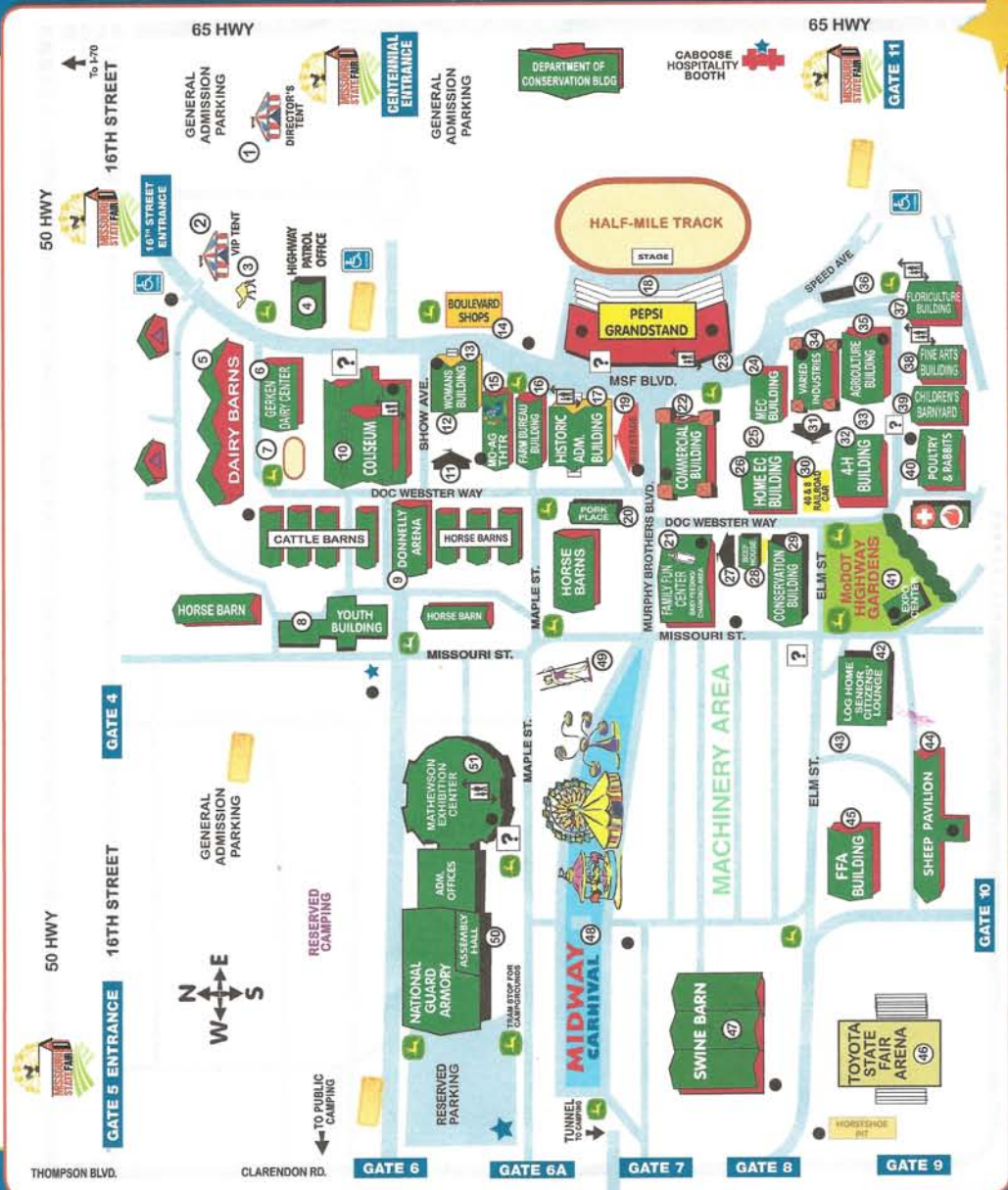
This page left blank intentionally.

IT'S A *Show-Me* **THING!**

WELCOME TO THE 2011 **MISSOURI STATE FAIR**



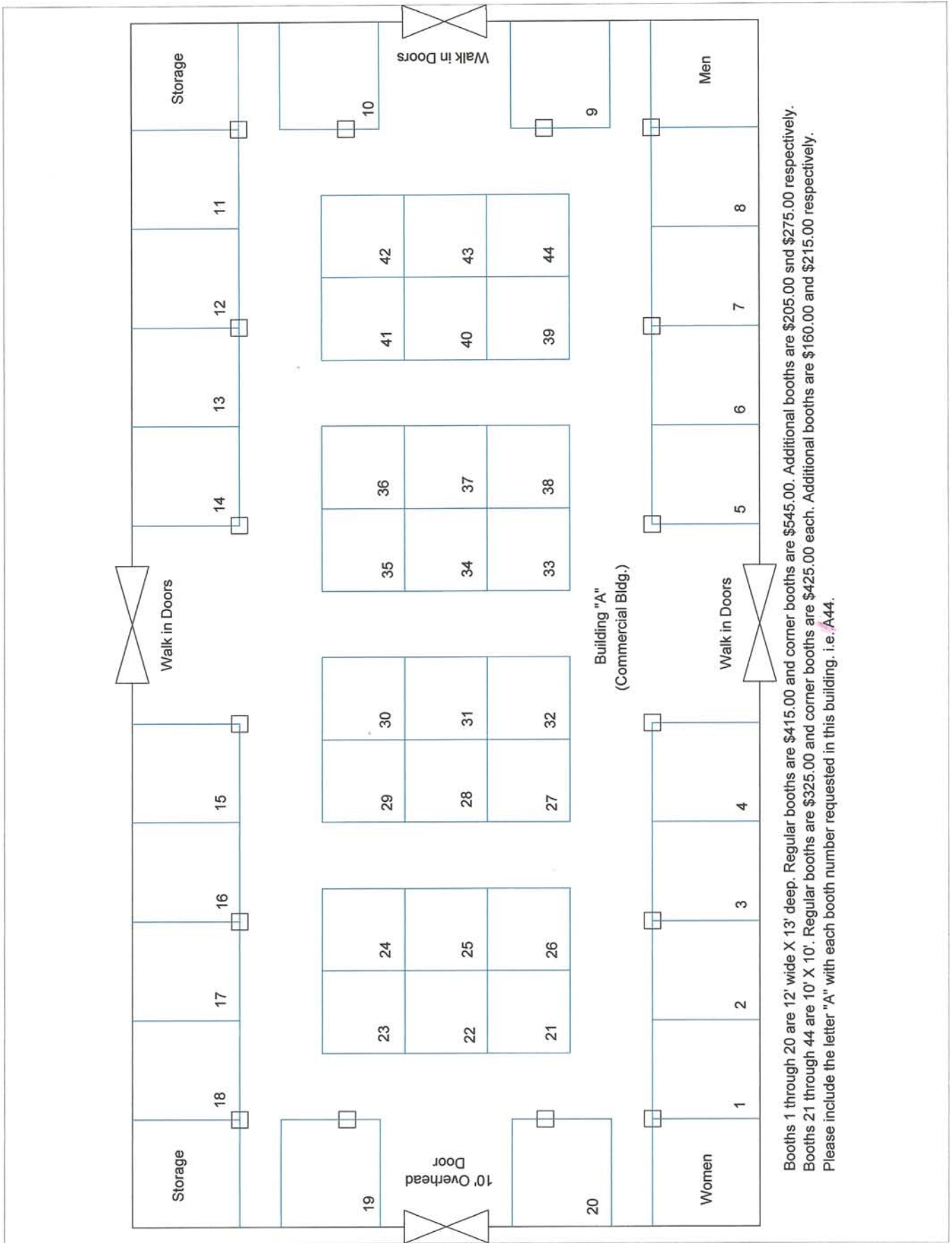
- LEGEND**
- ADMISSION TICKET BOOTH
  - WHEELCHAIR ACCESSIBLE PARKING
  - ENTRANCE GATES
  - HOSPITALITY BOOTH
  - LINESTOCK BARN
  - TRAM STOP
  - RESTROOMS
  - BEEF HOUSE
  - CONSERVATION BUILDING
  - PETTING ZOO
  - PATROL OFFICE
  - DAIRY BARN
  - SPRINKEN DAIRY CENTER
  - PIG RACES
  - YOUTH BUILDING
  - DONNELLY ARENA
  - COLISEUM
  - FRISCO BUILDING
  - ENGINE DISPLAY
  - FLORICULTURE BUILDING
  - FINE ARTS BUILDING
  - WOMAN BUILDING
  - BOULEVARD SHOPS
  - NO-JAG THEATRE
  - FARM BUREAU BUILDING
  - WESTERN ADMINISTRATION BUILDING
  - PEPSI GRANDSTAND
  - BUDWEISER STAGE
  - BUDWEISER STAGE
  - POOK PLACE
  - FAMILY FUN
  - TOYOTA BABY FEEDING & CHANGING AREA
  - COMMERCIAL BUILDING
  - BOX OFFICE
  - MEC BUILDING/MEDIA CENTER
  - KIDS ZONE
  - HOME EC BUILDING
  - TOUCHSTONE ENERGY STAGE



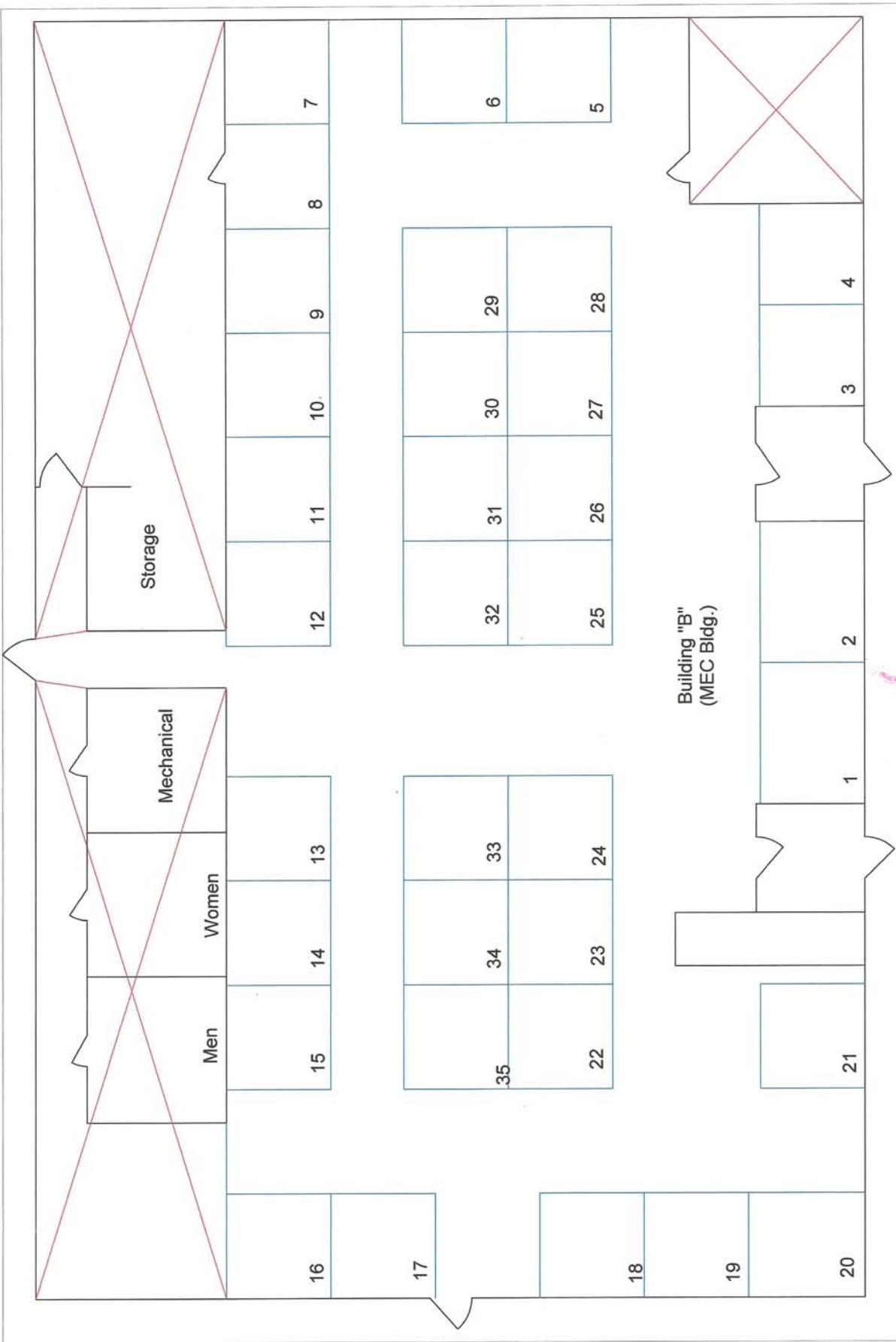
[WWW.MOSTATEFAIR.COM](http://WWW.MOSTATEFAIR.COM)

Look for containers for your plastics and aluminum all around the fairgrounds.

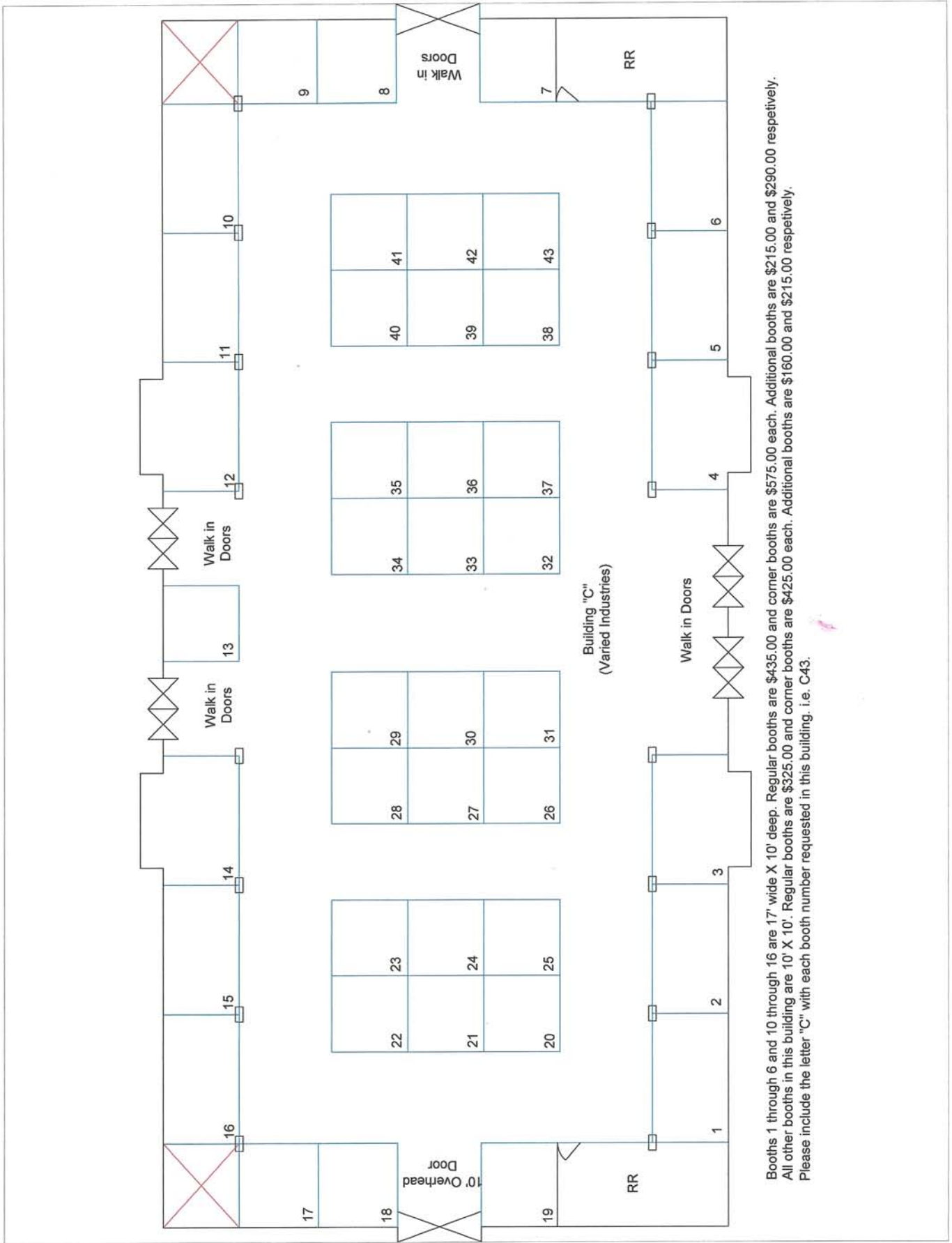




Booths 1 through 20 are 12' wide X 13' deep. Regular booths are \$415.00 and corner booths are \$545.00. Additional booths are \$205.00 and \$275.00 respectively.  
 Booths 21 through 44 are 10' X 10'. Regular booths are \$325.00 and corner booths are \$425.00 each. Additional booths are \$160.00 and \$215.00 respectively.  
 Please include the letter "A" with each booth number requested in this building. i.e., A44.



Booths 1 and 2 are 13'-6" wide X 10' deep. Cost per each: \$415.00. Additional booth is \$205.00.  
 Booths 3 and 4 are 9'-9" wide X 10' deep. Cost per each: \$315.00. Additional booth is \$155.00.  
 Booths 5 through 35 are 10' X 10'. Regular booths are \$325.00 and corner booths are \$425.00 each. Additional booths are \$160.00 and \$215.00 respectively.  
 Please include the letter "B" with each booth number requested in this building. i.e. B25.



Booths 1 through 6 and 10 through 16 are 17' wide X 10' deep. Regular booths are \$435.00 and corner booths are \$575.00 each. Additional booths are \$215.00 and \$290.00 respectively. All other booths in this building are 10' X 10'. Regular booths are \$325.00 and corner booths are \$425.00 each. Additional booths are \$160.00 and \$215.00 respectively. Please include the letter "C" with each booth number requested in this building, i.e. C43.



Outdoor and  
Service booths  
to be posted  
soon.