

# Swap Meet Vendor Guidelines



## 30<sup>th</sup> Anniversary Black Hills Motorcycle Show & Swap Meet

- 1. Cost and Advance Payment:** The cost of a 10' x 10' swap meet vendor space is \$20 per space if completed application and payment is received by Saturday, March 10th. Cost at the door is \$25 per space. Reserve your spot early as space may be limited.
- 2. Vendor On-Site Check In:** Check-in and unloading on Saturday is limited to the north side of Rushmore Hall. Entry doors will be marked and show personnel will be available to assist you starting at 7:00AM on Saturday. Access to the North side of the Civic Center is limited to the east side of the building, between the hotel and the Civic Center. Signs and Show personnel will guide you to the appropriate area. Vehicles may not be parked behind the Civic Center on Saturday due to conflicting events. Suggested parking for vendor vehicles, including trucks and trailers, is on the north side of the hotel.
- 3. Vendor Passes:** One weekend pass will be included with a paid vendor space. Additional passes will be available for \$7 each.
- 4. Set Up Times:** Check-in and unloading is at 7:00AM to 10:00 on Saturday, March 17th
- 5. Swap Meet Hours:** 10:00AM to 5:00PM on Saturday, March 17th. All unsold items must be removed from the Civic Center by 7:00PM on Saturday, March 17th.
- 6. No Shows:** Any swap meet vendor space not claimed by 9:00 am on Saturday of the show will revert back to the Black Hills Motorcycle Show (organizer) and will be used at their discretion. No refunds will be provided. The organizer will work with any swap meet vendor experiencing problems or delays with all decision made by the organizer to be final.
- 7. Cancellations:** There will be no refunds for cancellations less than 7 days prior to the day of the show
- 8. Adherence to Laws and Regulations:** All swap meet participants are expected to know, understand and follow all facility, local, state and federal rules, guidelines, regulations and laws.
- 9. Sharing or Subletting of Vendor Space** – Sharing or subletting of a vendor space will not be allowed. A 10' x 10' vendor space is specifically designed to accommodate one swap meet participant.
- 10. Good Taste and Prohibited Items:** The organizer reminds participants that the Black Hills Motorcycle Show is organized as a family event and encourages the actions of swap meet participants to adhere to a family show standard. The organizer reserves the right to have any items it deems to be in poor taste or otherwise inappropriate to be modified and/or removed.
- 11. Security:** Although we provide security at the event, it is for public safety purposes. It is the vendor's responsibility to secure all items in your booths. We strongly encourage (but do not require) you to use glass cases for small valuable items that are easy to shoplift. We do have large crowds and it may be difficult to watch all of your merchandise especially if you are by yourself.
- 12. Insurance:** Although we do not require vendors to maintain insurance for their booths you are strongly encouraged to do so. You are not covered by any insurance obtained by the Black Hills Motorcycle Show.
- 13. Waiver of Claims:** In consideration of being granted the privilege of participating in the swap meet organized by the Black Hills Motorcycle Show, and as a condition thereto, you hereby expressly waive any and all claims of any kind against the Black Hills Motorcycle Show, its vendors and their respective officers, members, employees, contractors and agents for any mishap, injury or loss occurring at the show unless such loss is as a direct and sole result of the gross negligence or willful misconduct of the Black Hills Motorcycle Show. You understand that the safe keeping of all valuables you bring to the show is your responsibility.
- 14. Failure to Follow Rules:** Failure to follow these rules may lead to eviction from the event. In such event no refunds will be given.
- 15. Modifications/Additional Rules & Regulations:** These rules are subject to change from time to time and you may be given additional instructions on site to help ensure a safe, enjoyable, and profitable event for all!