



# W B C C I

803 East Pike Street, Jackson Center, OH 45334

Phone: (937) 596-5211

## 62<sup>nd</sup> International Rally DOSWELL, VIRGINIA



Pop-Up Vendor Display Days: July 22-26, 2019 11 am – 2 pm

In July 2019, the Wally Byam Airstream Club (WBCCI) anticipates over fifteen hundred members and guests will arrive in their Airstream trailers and motorhomes for the Club's 62<sup>nd</sup> International Rally. The Club invites you to be among the vendors/exhibitors and services displayed in the beautiful air-conditioned Farm Bureau Center at The Meadow Event Park during the world's largest annual gathering of Airstream owners. We appreciate and value every vendor/exhibitor and service provider and so again offer you the best sales opportunity we can. We offer flexibility on display dates and will continue to offer our booth space at no cost. Come join us for a successful and exciting rally in Doswell, Virginia.

### POP-UP VENDOR AGREEMENT

The Pop-Up Vendor understands this application becomes a contract when approved by the International Rally Committee and is signed by the WBCCI. WBCCI reserves the right to decline or reject any Pop-Up Vendor for any reason at any time without liability. The Pop-Up Vendor agrees to abide by the Rules and Regulations (attached) governing the 62<sup>nd</sup> International Rally.

The Pop-Up Vendor further agrees to the following:

1. WBCCI will take all reasonable precautions to protect the Pop-Up Vendor's property but will not be responsible for loss or damage. The Pop-Up Vendor agrees to save the exhibit hall owner, employees and show management and their agents and employees free and harmless of and from all claims, demands, damages and liability whatsoever kind and character asserted by the person or persons on account of any loss or damage to the property, or injury or death of any persons occurring upon or about the leased premises arising out of the use of leased premises by the Pop-Up Vendor. Pop-Up Vendors shall carry and maintain insurance during the show, including move-in/move-out days at their own cost and expense. Personal injury and property damage insurance coverage under policies of general public liability, auto and workers compensation with limits of at least \$1,000,000 combined single limit for bodily injury and property damage are required. Prior to move-in, Pop-Up Vendor must provide a certificate of insurance naming WBCCI, including affiliates, officers, directors, employees and agents as additional insured.
2. Pop-Up Vendor will be responsible for acquiring and abiding by all state and local permits and payment of applicable taxes.

Pop-Up exhibit spaces are 10' x 10' and limited to one space per Pop-Up Vendor. Each exhibit space will be furnished with one table and two chairs. Please direct any additional requests to John Green, Vendor Chairman, Phone – (309) 657-3102 or Email – [jwgreen@mtco.com](mailto:jwgreen@mtco.com).

#### DEPOSITS

Each 10' x 10' space requires a \$50 refundable deposit and must be submitted with contract application. The deposit will be refunded to all Pop-Up Vendors who exhibit the minimum hours and days listed in contract. Refunds will be made out to the name on the contract application and mailed to the address on the contract application within 30 days of the end of the International Rally. Pop-Up Vendors are requested to observe stated hours and days of operation. Setup and removal of exhibits shall occur during stated hours. Pop-Up Vendors must display for the days and core hours stated in their contract to qualify for a refund of their deposit.

#### EXHIBITOR'S ADVERTISING SECTION

The May issue of the Club's Blue Beret Magazine is distributed to all Club members. Pop-Up Vendors with approved contracts by **April 1** will be listed without cost in this section. Information includes business contact information and a brief description of products and services.

Pop-Up Vendors are encouraged to advertise in the Rally Program distributed to all Rally participants. Information on this opportunity may be obtained from WBCCI Corporate Office listed below.

# Pop-Up Vendor Contract Application

COMPLETED CONTRACT APPLICATION FORM IS DUE BY MAY 1, 2019

The 62<sup>nd</sup> WBCCI International Rally agrees to reserve exhibit space for the undersigned in accordance with the Pop-Up Vendor Rules and Regulations.

- The vendor listed below wishes to be a Pop-Up Vendor and agrees to exhibit one or more days during the dates of Monday, July 22, thru Friday, July 26. Minimum core display hours are 11 am – 2 pm, maximum display hours are 9 am – 4 pm. Set-up and tear-down/clean-up of the area must be completed before/after the core hours.

# Days Requested	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice	Deposit Required
				\$50.00

POP-UP VENDOR \_\_\_\_\_

(NOTE: Refund checks will be made out to this name)

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(NOTE: Refund checks will be sent to this address)

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_

TITLE \_\_\_\_\_

BOOTH PERSONNEL 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Please attach a separate sheet if additional space is needed to complete booth personnel list.

THE PRODUCT OR SERVICE TO BE OFFERED IN OUR EXHIBIT IS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Only those items listed above may be sold at the rally. All products sold and displayed must be legal in the State of Virginia and family oriented. Include reference and pictures of product to be sold if available.**

ELECTRICITY FOR BOOTH

Please circle one YES or NO

RV PARKING

RV Parking for Pop-Up Vendors is available at a rate of \$30 per night, not to exceed \$180.00. Please complete and submit the completed RV Parking Form with the contract application and all parking fees.

# nights	X \$30 =	\$	Total
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MORNING COFFEE SPONSORS

Each Pop-Up vendor can sponsor morning coffee in the vendor display area. A sign indicating the sponsor of the coffee will be posted each day. Cost to sponsor coffee is \$100 for full sponsorship or \$50 to co-sponsor.

I am interested in sponsoring coffee one morning. FULL SPONSORSHIP CO-SPONSOR \$ \_\_\_\_\_

VIRGINIA LICENSE FEE and SALES TAX REQUIREMENTS

Caroline County, Virginia, Commissioner of the Revenue requires a fee of \$15 per vendor to be collected by WBCCI. All Pop-Up Vendors must have a Virginia Sales Tax #. Temporary sales tax forms (ST50) will be made available for all Pop-Up Vendors who do not have a Virginia Sales Tax ID.

I have a Virginia Sales Tax ID # (please list here) \_\_\_\_\_

Virginia License Fee	\$15.00
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The undersigned Pop-Up Vendor agrees to follow all rules and information as specified above and in the attached Rules and Regulations and Pop-Up Vendor Contract Application. A signed copy of the contract application will be returned upon approval. If an application is not approved, the deposit will be returned to the Pop-Up Vendor. Pop-Up Vendors whose applications are received after May 1 or without the deposit and fees are not guaranteed space or seminar time at the rally.

Enclose a deposit check or money order made payable to WBCCI International Rally. Mail completed contract application and check or money order to:

- WBCCI, PO Box 612, Jackson Center, OH 45334-0612

For additional information please contact:

- John Green, Vendor Chairman, Phone: (309) 657-3102, Email: [jwgreen@mtco.com](mailto:jwgreen@mtco.com)

Booth Deposit (total from above)	\$	_____	
RV Parking (total from above)	\$	_____	
Coffee Sponsorship	\$	_____	
Virginia License Fee (required)		\$15.00	
Total	\$	<table border="1"><tr><td> </td></tr></table>	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_, WBCCI

Date \_\_\_\_\_

# WBCCI Pop-Up Vendor Rules & Regulations



The following rules and regulations apply to all parties under Pop-Up Vendor contract during the 62<sup>nd</sup> International Rally in Doswell, Virginia.

1. All Pop-Up Vendors must submit proof of insurance covering the period they are exhibiting at the 62<sup>nd</sup> International Rally prior to set-up.
2. All coordination of Pop-Up Vendor activities shall be through the Vendor Chairman.
3. Pop-Up Vendors will be able to set-up their booth after 8 am on the date contracted for but must be set-up no later than 11 am.
4. All display materials must be removed immediately at the end of the contracted session.
5. Pop-Up Vendor minimum display hours (core hours) are 11 am – 2 pm for each date(s) contracted but may display from 9 am – 4 pm.
6. All Pop-Up Vendors will be responsible for shipment and acceptance of any freight to or from the rally site.
7. Materials remaining after July 26 will be returned to sender collect. Please use the following shipping address:  
WBCCI Vendor Chairman  
Pop-Up Vendor Name and Your Name  
Meadow Event Park  
13111 Dawn Blvd  
Doswell, VA 23047
8. Only portable signs or other advertising materials may be utilized. No materials may be affixed to walls, floor or ceiling surfaces.
9. Each space will be furnished with one table and two chairs. Additional items may be requested.
10. Any decorative materials utilized must be flame-proofed, UL rating attached to the item.
11. No food or beverage items may be sold or utilized for promotional purposes without the express written permission of the Vendor Chairman.
12. A parking area will be provided for Pop-Up Vendor automobiles or like transportation. These vehicles must be parked in the designated area. Passes for this purpose will be issued upon request.

## SPECIAL NOTES

Pop-Up Vendors may purchase Day Pass(es) or Rally pass to attend all Rally events.

## CONTACTS

Vendor Chairman – John Green, Phone – (309) 657-3102 or email – [jwgreen@mtco.com](mailto:jwgreen@mtco.com)

Supporting John at the Corporate Office is Julie Rethman, Phone – (937) 596-5211 or email – [jrethman@wbcci.org](mailto:jrethman@wbcci.org).

**RV Parking for Pop-Up Vendors  
62<sup>nd</sup> International Rally  
Doswell, Virginia**

Name \_\_\_\_\_

Pop-Up Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone – Business \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

IS TRAILER USED FOR STORAGE DURING RALLY? Circle one:                      Yes      or      No

RV License # \_\_\_\_\_ Vehicle License # \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Pop-Up Vendor RV camping is on-site. Rates are \$30 per night, not to exceed \$180 for the length of the stay. Pop-Up Vendor camping sites with amenities are limited. Pets are permitted in Pop-Up Vendor RV Camping Area, if on a leash and must be cleaned up after.