

**ABATE OF WASHINGTON  
2018 MOTORCYCLE SWAP MEET  
EVERGREEN STATE FAIRGROUNDS, EVENT CENTER (#604), MONROE, WA  
VENDOR AGREEMENT**

**SCHEDULE**

	<b>SATURDAY, MARCH 24, 2018</b>	<b>SUNDAY, MARCH 25, 2018</b>
<b>MORNING</b>		6:30AM TO 8:30AM – VENDOR REGISTRATION BOOTH OPEN FOR CHECK IN 6:30AM TO 8:30AM – VENDOR UNLOAD AND SET UP INSIDE BUILDING 8:30AM – BUILDING ROLL-UP DOORS CLOSE ALL NON-EXHIBIT VEHICLES MUST BE REMOVED BY THIS TIME
<b>AFTERNOON</b>	12PM TO 6PM – VENDOR REGISTRATION BOOTH OPEN FOR CHECK IN 12PM TO 6PM – VENDOR UNLOAD AND SET UP BOTH INSIDE AND OUTSIDE BUILDING	9AM TO 3PM – EVENT OPEN TO SHOPPERS 3:15PM – VENDOR VEHICLES ALLOWED INTO BUILDING 3:15PM TO 6PM – DISMANTLING AND VENDOR CLEAN UP
<b>EVENING</b>	6PM – ALL OUTSIDE SPACES MUST BE UNLOADED 6:15PM – PERIMETER FENCING SECURED (OUTSIDE) 6:30PM TO 6:30AM – BUILDING CLOSED	6PM BUILDING CLOSED

**GENERAL**

- As a courtesy to shoppers, **VENDORS MUST REMAIN SET UP UNTIL THE CLOSE OF EVENT AT 3PM, Sunday, March 25.**
- The Swap Meet Committee will maintain a clearly identified registration booth on Saturday and during the morning on Sunday. Vendors need to check in to obtain wristbands, receipts, and table/chair rentals. **SPACE NOT CLAIMED BY 8:30AM SUNDAY MAY BE RESOLD WITH NO REFUND.**
- All vendors will be issued two (2) wristbands per paid space at check in. Additional wristbands are available at the registration booth for \$5 each. Vendors are expected to wear the wristbands throughout the event.
- A discount on space rental is offered to ABATE of Washington (ABATE) members. Dues must be paid up through March 2018 to be eligible. Any vendor joining or renewing membership at the Swap Meet is eligible for the discounted space rental rate.
- ABATE reserves the right to refuse to accept any request for vendor space for any lawful reason.
- Equipment: Electrical ceiling drops for non-wall spaces can be arranged for an additional fee. Tables and chairs are available to rent if needed. The folding tables are not to be used outdoors.

**CONFIRMATION**

- Your canceled check confirms your space until the day of event at check in.

**SET UP**

- When unloading, do so as quickly as possible, then move your vehicle out of the building.
- Any motorcycles/engines in the building for sale or display must be drained of gasoline and be parked in your vendor area only.
- Vendors must place tarps or mats under any equipment or parts that may potentially leak petroleum products or fluids, including batteries.
- No vendor may block or interfere with a neighboring vendor. Vendors must confine all vendor activities within the limits of the assigned space.
- Walls are to remain free of tacks, nails, wires, etc. Decorations and signage may not cover or block building exits, fire extinguishers, fire hoses, phones, electric panels or outlets.
- No canopies or roofed structures are permitted inside the building per Snohomish County Fire Marshal's Office.

**MERCHANDISE/SERVICES/RESTRICTIONS**

- Each vendor is responsible for his/her own tax liability.
- Vendors will not engage in the dispensing or sale of food or beverages.
- No animals (except service); no firearms; no parking lot sales; smoking prohibited in building and within 25' of doorway or intake system.

**CLEAN UP**

- Each vendor is responsible for the clean-up of his/her space including spills, trash, litter, etc., and the removal from the grounds of any personal items, parts, trash, etc. Vendors not complying may be assessed clean-up or trash removal fees.
- Vendors must be packed up and out the door no later than 6pm Sunday.

**CANCELLATIONS/REFUNDS**

- 15 days notice before the event is required for a full refund.

**SECURITY**

- Professional licensed and bonded uniformed security staff will patrol the event areas Saturday through Sunday. The security service will not be responsible for loss of material by theft or for any cause.

**OVERNIGHT CAMPING**

- Vendors camping at the fairgrounds must have a pass displayed in the vehicle window and be parked in designated RV parking areas only. Water service is weather dependent and is generally not available in the month of March.

**LIABILITY**

- Vendor agrees to indemnify and hold harmless ABATE of Washington (ABATE) and individual members from any and all cost and expense by reason of any claim concerning the quality, safety or title to any part or item sold, dispensed or traded by vendor.
- Vendors are liable for loss or damage because of the acts of the vendor or the vendor's invitees, agents, employees, exhibitors, participants, or volunteers.
- If any part of the venue is unavailable whether for the entire event or a portion as a result of fire, flood, earthquake, civil disorder or any other cause out of ABATE's control, ABATE is not liable to reimburse vendors in respect of any damage or loss, direct or indirect, as a result thereof.