

ADDRESS

3442 Wai'ala'e Ave., Suite 1
Honolulu, HI 96816

PHONE

808-735-5756

**FAX**

808-735-7989

EMAIL

bicycle@HBL.org

Cycle Swap Meet

Dec. 15, 2019 (Sunday), 1-4PM @Honolulu Men's Shed

CYCLE SWAP MEET VENDOR RULES & REGULATIONS

Please retain for your records

1. Submission of application does not secure acceptance to the event. Vendors must fit within the eligibility requirements of the event and be accepted by the planning committee.
2. Booth locations will be determined in advance of the event by HBL staff. The staff will try to accommodate requests but this is not guaranteed.
3. Event fees will be due by the date listed on the contract. Checks can be made out to: Hawaii Bicycling League
4. Unpaid booths will not be added to the event layout; failure to submit on time payment may result in exclusion from event.
5. All vendor booth fees are non-refundable, including in the case of severe weather.
6. An email will be sent prior to the event with an event map, set up time, and load in/out logistics.
7. Vendors must be at least 18 years of age.
8. All vendors agree to indemnify, defend, and hold the Hawaii Bicycling League & the Honolulu Men's Shed and its affiliates harmless against any third party claims arising from the event, excluding any negligence on the part of HBL or Honolulu Men's Shed volunteers/staff.
9. The Hawaii Bicycling League & Honolulu Men's Shed assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
10. The Hawaii Bicycling League & Honolulu Men's Shed or any event sponsors are not responsible for accidents or stolen items.
11. Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
12. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises at the end of the event.
13. Any violation of these rules may result in the vendor having to immediately vacate the premises.
14. The Hawaii Bicycling League & Honolulu Men's Shed reserves the right to consider past performance and compliance with the rules and regulations during the vendor selection process.

Vendor Booth Specifications

1. An assigned single booth space measures 8' x 8'. You may reserve more than one space at the respective additional cost. HBL Membership will be verified when the application is received.
2. HBL will provide one (1) 6' x 2.5' table (250lb weight capacity) and one (1) chair to Vendor unless Vendor notes they will be bringing their own table/chair.
3. Vendors may share a table. This is to be coordinated by the vendors, not the event organizer.
4. Vendors must provide their own payment collection system and be responsible for their own monetary transactions.
5. Vendors are responsible for the cleanliness, safety, insurance and security of his/her property.
6. The sale of stolen, counterfeit or bootlegged merchandise is prohibited and subject to confiscation.
7. Loud amplified music, or other sounds, contraband, and dangerous objects are prohibited.
8. Swap meet items for sale should be BICYCLE RELATED. If in doubt, please contact us at 808-735-5756.
9. If selling a bicycle, vendors should have the correct documentation to make the sale (bicycle registration papers).

Vendor Set-up

Sunday, December 15, 2019, 12:00 pm through 1:00 pm.
Parking will be available for vendors next to the Cycle Swap Meet location.
More details will be emailed to the Vendor one their application is approved.

For more information, please contact:

Malia k Harunaga

Malia@HBL.org

PH: (808) 735-5756

Hawaii Bicycling League is a 501(c)(3) non-profit established in 1975 with a mission of enabling more people to ride bicycles for transportation, recreation, and health through advocacy, education, and events.

U.S. tax ID: 99-0250682