



**USAC ROAD NATIONALS
Bend, Oregon June 22-27, 2010
Vendor Application**

From June 22-27, 2010, America's road cycling culture will converge in the beautiful mountain town of Bend, Oregon for the USA Cycling Road Racing National Championships. Six days of world-class road racing will decide the national champions in road racing, time trial and criterium for elite men and women, U23 men and women, and junior men and women.

The Vendor Expo at the 2010 USAC Road Nationals will highlight the biggest names and coolest products in the cycling industry. The Expo will be held from Tuesday, June 22nd through Sunday, June 27th and will be located near the start and finish locations at all the races throughout the week. Spectators will have the opportunity to test ride new bikes, see the newest gear and checkout all the goods and products from the event sponsors and companies from across the country.

Admission to the Vendor Expo is free to the public. If you're interested in renting vendor space at any of the event Expos, please complete this contract and mail the contract, your payment and certificate of insurance to LAY IT OUT EVENTS, ATTN: MEREDITH GENTRY, 704 NW GEORGIA BEND, OREGON 97701. If you have questions about the events, please call or email Director of Expo Operations, Meredith Gentry at meredith@layitoutevents.com or (541) 323-0964.

Additional Information

Fees

- \$450 Paid to Lay It Out Events for each 10x10 space
- Separate deposit check for \$100 to be refunded after the vendor space has been inspected.

Expo Hours

The hours and locations of the Expo areas are as follows:

June 22: 8am-4pm Summit High School - Attendance Optional
June 23: 2pm-9pm Northwest Crossing - Attendance REQUIRED
June 24: 8am-4pm Summit High School - Attendance Optional
June 25: 12pm-10pm Downtown Bend - Attendance REQUIRED
June 26: 8am-1pm Summit High School - Attendance Optional
June 27: 8am-1pm Summit High School -Attendance Optional

All vendors must stay open during all hours of the event on June 23rd and June 25th. Any vendor leaving early will lose their deposit and will not be allowed to return for future events. Vendor attendance on other days is optional, but vendors are highly encouraged to take advantage of the crowds on each day of the event.

Set-Up Directions

Set-up directions and information will be emailed to vendors one week prior to the event.

Power:

Power is not available at the Vendor Expo.

Fire Code:

All vendors must follow the Bend Fire Code for setup. For more information please contact Cindy Kettering at Bend Fire 541-322-6309. Please see the attached document "Special Event Guidelines".

Insurance

Please have your insurance company send a certificate of insurance and list as additionally insured:

- > USA Cycling
- > Bend Visitor & Convention Bureau
- > Lay It Out Events

Cancellation Policy:

There will be a 100% refund for any cancellations made up to 30 days prior to the event. Cancellations inside 30 days will receive a 50% refund. Cancellations inside 10 days will not receive a refund.

ADA:

In an effort to make all of our events accessible for everyone we ask that you pay attention to the following accessibility guidelines from the City of Bend:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Menus should be hung 36-39 inches from the ground
- For more information please contact the City of Bend at 541-693-2141

VENDOR INFO

Business Name: _____ Contact Name: _____
Product Description: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____ Phone: _____
Total Vendor Fee Enclosed: \$ _____
Total Deposit Enclosed: \$ _____

Please make checks payable to and mail your application to:
Lay It Out Events
704 NW Georgia
Bend, OR 97701

Indemnification:

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless, USA Cycling, Lay It Out Events, Bend Visitor & Convention Bureau and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

I agree to abide by the vendor rules and regulations of The USAC Road Nationals. I understand that I may not be asked to participate in future events if I am in violation of any policies and I will lose my deposit.

AGREED TO BY:

VENDOR Representative Signature

Date

Please send only this page with your payment, deposit and insurance.



Special Event Guidelines

Tents, canopies, membrane structures, and air supported structures at fairs, festivals, and other special events must comply with the following:

- Shall not be located within 20 feet of buildings, parked vehicles, or internal combustion engines (including generators).
- Shall be adequately roped, braced, and anchored to withstand weather elements and prevent collapsing.
- Shall secure all compressed gas cylinders (propane, helium, etc) to prevent tip-over.
- Shall prohibit smoking at all times.
- Open flame devices, such as candles or oil lamps, may not be used unless the total area of all individual canopies that are grouped together does not exceed 700 square feet (example: 7 canopies in a row, each of which does not exceed 10 x 10).
- Cooking activities are prohibited unless the total area of all individual canopies that are grouped together does not exceed 700 square feet.
- Shall provide a portable fire extinguisher in any tent or canopy that is performing cooking activities.
 - Minimum rating for the fire extinguisher shall be 2A:10BC EXCEPT
 - When cooking with pooled oils, greases, or fats, such as a wok or deep fryer, a Class K fire extinguisher shall be provided.



ABC Type Extinguisher



Class K Extinguisher

References: 2007 Oregon Fire Code Chapters 9 and 24

Questions? Please call (541) 322-6381 and we would be glad to assist you.