

# *Bike Florida 2010*

## *Greenways & Blueways*

January 5, 2010

RE: Bike Florida Vendor Registration

### **BIKE FLORIDA VENDOR INSTRUCTIONS, HOLD HARMLESS AGREEMENT, BUSINESS CERTIFICATE of INSURANCE, REGISTRATION and FEE REQUIREMENTS:**

- 1) Vendors must register with Bike Florida in order to provide services during the event. Each assistant to the vendor who will be at any of the sites during the event will also need to be registered for the event;
- 2) Vendor will provide services only to those registered for the event. All registered participants will have a wristband ID;
- 3) Vendor will provide Bike Florida with a copy of their Business Certificate of Insurance;
- 4) Vendor will provide a hold harmless agreement to Bike Florida and will include a hold harmless agreement on the form used to register for their services. Vendor will provide Bike Florida with; vender registration, proof of insurance policy with Bike Florida event included in policy;
- 5) Vendor will provide an "Intent to Provide Services" information sheet to help us plan and to know how to refer cyclists to you and to avoid duplicate services being offered;
- 6) Vendor agrees to adhere to the host facility requirements that a) Alcoholic beverages or drugs not be brought on site and b) that vehicles will be driven only in directed areas at the sites. Signage must be approved by the site coordinator;
- 7) Any questions, please contact the Bike Florida Office at (352)224-8602.

We would like all vendors to send service agreement and fees by **February 1, 2010** so that information can be added to the Bike Florida website and included in the Rider Booklet that will be distributed to registered participants in early February.

-----Registration

Process:

Vendors will need to provide a completed service agreement and check made out to Bike Florida for Vendor Fee no later than **February 1, 2010**. Please contact us if you have any questions or concerns regarding the registration process including fee requirements as they apply to your organization and services provided.

- 1) Fee Format:
  - a. Vendor Service Provider **\$125**  
Includes: vendor registration / \$25 vehicle permit  
(trailers no additional charge - please note if you will have one and what size)
  - b. ***New this year!* We will no longer be charging for extra vehicles or assistants! Please let Bike Florida staff know how many vehicle permits and map packets you need for your group. (this does not include any meals. Those must be ordered separately if interested)**
  - c. Meal plan, which includes 6 breakfasts and 6 dinners is **\$130**.

Vendor Information Page 1 of 3

BIKE FLORIDA INC., P.O. Box 5295, Gainesville, Florida 32627, Tel: (353) 224-8602 Fax: (352) 392-3224

Website: www.bikeflorida.org -- E-mail: info@bikeflorida.org

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- d. Please specify the breakdown of the total costs when sending in fees for multiple options.

**Vendor's Intent to Provide Services Agreement**

Vendor Name: \_\_\_\_\_

Complete Address:

\_\_\_\_\_  
\_\_\_\_\_

Land Line Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Website and / or Contact E-mail: \_\_\_\_\_

(Please list which you would like us to provide on our website for cyclists to reach you)

Your Website address or email (please print clearly):

\_\_\_\_\_  
\_\_\_\_\_

Please list service(s) you will provide, costs, registration process, payment methods:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and approximate time you will arrive at event and begin providing services:

\_\_\_\_\_

Date and approximate time you will depart from the event and cease providing services:

\_\_\_\_\_

Site requirements: (size of space you will need, total length of vehicle and trailer, van or RV electricity and/or water, etc., so that we can determine with the host facility what will be available, when, where, etc. You will be assigned a vendor space based o your needs and our

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facility layout.) Please do not contact the hosts directly, as all of the hosts sites have fees which have been agreed upon between the host facility and Bike Florida. Electrical & Water hook-ups are not guaranteed in this agreement. If these are required you must contact us directly. We will do our best to accommodate all requests.

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional information as necessary:  
\_\_\_\_\_  
\_\_\_\_\_

**\*The following hold harmless agreement form is to be included on your website and/or in your agreement with cyclists purchasing your services. Please copy / print multiple copies of the hold harmless agreement form to provide to cyclists purchasing your services during time of event. If you already have a hold harmless agreement form you would like to use, please send a copy of it to us with this form for our approval.**

**ACKNOWLEDGMENT OF RISK AND HOLD HARMLESS AGREEMENT**

I hereby acknowledge that I will be providing the following services on Bike Florida 2010: "Greenways & Blueways Tour" as an independent vendor and that I, am in no way affiliated with BIKE FLORIDA, INC. In consideration of my being permitted to offer this optional service(s) and to the fullest extent permitted by law, I hereby expressly agree to indemnify, defend, and hold harmless BIKE FLORIDA INC., its officers, directors, employees, agents, volunteers and assigns for any claim arising out of or incident to my organization providing services to participants on the 2010 Bike Florida event.

Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date Signed \_\_\_\_\_

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**ACKNOWLEDGMENT OF RISK AND HOLD HARMLESS AGREEMENT**

I hereby acknowledge that I have voluntarily chosen to use the services provided by

\_\_\_\_\_

(Vendor Name)

who is an independent vendor and is in no way affiliated with BIKE FLORIDA, INC. In consideration of my choosing this optional service(s) and to the fullest extent permitted by law, I hereby expressly agree to indemnify, defend, and hold harmless Bike Florida, Inc., its officers, directors, employees, agents, volunteers and assigns for any claim arising out of or incident to my using the services provided by said independent vendor.

Cyclist Name \_\_\_\_\_(please print)

Cyclists Signature \_\_\_\_\_

Date Signed \_\_\_\_\_