



MOUNTAIN BIKE NATIONAL CHAMPIONSHIPS

JULY 2017 • SNOWSHOE, WV

MOUNTAIN BIKE | SNOWSHOE MOUNTAIN, WV

JULY 17 – 23, 2017

EXPO APPLICATION



Hello,

Country Roads, Take Me ... to Snowshoe Mountain Resort!

USA Cycling is happy to announce that the Mountain Bike National Championship will be hosted at Snowshoe Mountain this year from July 17- 23, 2017 in beautiful Pocahontas County, West Virginia.

The Appalachian Mountains are calling your name. You're invited to participate in this year's expo. The expo area will open to all attendees from Monday, July 17- Sunday, July 23. Vendor maps will be sent out by July 1st, 2017

There are several options to book lodging:

RSVP for the Inn at Snowshoe by calling 1-877-441-4Fun

Inn at Snowshoe- Standard hotel w/ 2 double beds for \$79.00 plus tax per night

2 night stay- to receive **10%** off lodging, stay 4 nights to receive **15%** off lodging or stay 6 or more nights to receive **20% off** lodging.

OR

RSVP for Ravenswood Complex by calling 304-572-5879 | or contact

kchannell@snowshoemountain.com

Ravenswood Complex – Dormitory 3 bedroom apartment for \$ 200 per stay

Please complete all forms in the "Vendor packet and submit via email, mail or fax by June 26, 2017.

For more information or any questions about participation, please contact Andy Nall at 304-572-5885

Or Kelsey Channell at 304-572-5879.

We look forward to seeing you at this year's event ☺

Sincerely,

Snowshoe Events Team

Event Dates: Monday, July 17, 2017– Sunday, July 23, 2017

Expo: (For general public) Tuesday, July 18 –Sunday, July 23, 2017 | 9AM- 5PM

Event Overview: Snowshoe Mountain INC. and USA Cycling have partnered for a multiple discipline race. This championship will bring together the nation’s best riders in downhill, dual slalom, cross country, short track and enduro.

Event Schedule: –You can visit the following sites for more information www.usacycling.org/2017/mountain-bike-nationals or www.snowshoemtn.com for an up to date event schedule.

Attendance: We anticipate over **3000** people which includes racers, team support, families and spectators for a six day event.

Lodging Deal: We are pleased to offer exclusive discounts at the Inn at Snowshoe and Ravenswood Complex. The Inn at Snowshoe is a Standard hotel style room with 2 double beds (this option is a 6 mile drive to race location) Reservations can be made by calling 1-877-441-4Fun for the Inn at Snowshoe or any other rental property. The Ravenswood units are 3 bedroom units offering a full kitchen (this option is a short walk to race location). Please contact Kelsey Channell or by calling 304-572-5879.

VENDOR APPLICATION

Please fill out the Vendor Application below and sign the Vendor Agreement and Terms of Participation.

Send documents to:

Mailing Option:

Snowshoe Mountain Inc.
Attn: Events Department
Kelsey Channell
10 Snowshoe Dr.
Snowshoe, WV 26209

Scan/ Faxing Option:

Kchannell@snowshoemountain.com

or Fax to 304-572-5663

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____

On-Site Contact (if different than list above): _____

Phone: _____ **Fax:** _____

E-mail Address: _____

Website Address: _____

Number of Staff Working: _____

Description of booth: _____

**** Please include tent size and if you have any electrical needs****

VENDOR APPLICATION

USA CYCLING NATIONALS ONLY

ITEM:	DETAILS:	PRICE:
Expo/Tech Space Rental	10X10	\$ 300.00
	10X20	\$ 450.00
	10X30	\$ 700.00
	20X20	\$ 800.00
	20X30	\$ 900.00
	20X40	\$ 1,000.00
Electricity:	Device: _____ Amps: _____	\$ 75.00
Selling Items at Booth	WV Seller's permit Required www.sellerpermit.com/WV.aspx	
	Total:	\$

USA CYCLING NATIONALS NON-PROFIT ONLY*

ITEM:	DETAILS:	PRICE:
Expo/Tech Space Rental	10X10	\$ 150.00
	10X20	\$ 225.00
	10X30	\$ 350.00
	20X20	\$ 400.00
	20X30	\$ 450.00
	20X40	\$ 500.00
Electricity:	Device: _____ Amps: _____	\$ 75.00
Selling Items at Booth	WV Seller's permit Required www.sellerpermit.com/WV.aspx	
	Total:	\$

* To be eligible for the non-profit rate, documentation must be provided.*

RELEASE OF LIABILITY:

Document is attached, please sign below stating that you have read and understand the terms.

NAME _____ DATE: _____

SIGNATURE: _____

VENDOR APPLICATION

TERMS OF PARTICIPATION

2017 USA Cycling Mountain Bike National Championships will provide:

- One (1) space per vendor (based on tent size)
- Set Up: Monday, July 17, 9AM – 6PM (Snowshoe Mountain will not be responsible for loss or damage to the property of the vendor or his/her employees from theft, fire, accidents or any other causes beyond his/her control. Please be prepared to remove all materials at the end of each day)
- Vendor check In: Monday, July 17, 2017- 9AM- 5PM – Expo/ Shaver’s Centre
- Discounted lodging available

Vendor Must Provide:

- Non Refundable space fee
- **Early departure before noon on Sunday, July 23, 2017 will result in a \$75.00 charge**
- All booth set-up needs (Tables, Chairs, Tents, Displays)
- **Tent weights are REQUIRED (approx. 50 lbs. per leg)**
- Representative(s) to manage booth for the duration of the event
- Completed Vendor Application
- Signed Vendor Agreement
- Signed Terms and Participation
- Copy of Insurance Certificate naming Snowshoe Mountain Ski Resort and USA Cycling as additional insured. –
- Seller’s Permit (If Applicable) –
- All vendors must bring their own extension cords, 50’ or more if electricity is required
- Company logo in JPEG format to be emailed to kchannell@snowshoemountain.com for use on the webpage, communication material and event signage.
- Vendor registration for the 2017 USA Cycling Mountain Bike National Championships is incomplete until we receive all of the following;
 - Completed Vendor Application
 - Signed Vendor Agreement
 - Signed Terms of Participation
 - Copy of Certificate of Insurance
 - Seller’s Permit (if Applicable)
 - Initial here _____

BY SIGNING THIS FORM, I HAVE READ AND AGREE TO ABIDE BY ALL TERMS OF PARTICIPATION.

NAME _____ DATE: _____

SIGNATURE: _____

VENDOR APPLICATION

VENDOR DETAILS

CANCELLATION POLICY:

All cancellation requests must be made in writing or email to kchannell@snowshoemountain.com. No refunds will be issued after July 1, 2017.

SPACE ASSIGNMENTS:

Space assignments will be made based on space requirements, electrical needs and tent size. Space assignment will not be guaranteed until time of check-in. Promoters reserve the right to last minute changes.

CHECK-IN / ARRIVAL:

Check in will be at the Shaver's Centre on July 17, 2017 from 9 AM -5 PM

OPERATIONS:

Parking, set-up and tear down may not take place during event hours (9AM- 6PM). Please set up prior to 9 AM each morning and tear down after 6PM each evening. Vehicles are not allowed in the tech area from 8:30 AM – 6 PM. Vehicles required for booth displays must be approved by the event organizer prior to July 1, 2017.

BANNERS:

Banners may be hung within your space only. Banners located outside of tech area will be removed.

SECURITY:

Evening security will be provided from the evening of Monday, July 17 through the end of the event on Sunday, July 23 at 5 PM.

SHIPMENTS:

All shipments are at the responsibility of the vendor. Snowshoe will not be accepting or be held responsible for vendor shipments.

SUBLETTING OF SPACE:

Vendors shall not assign, sublet or apportion the space assigned or have representatives, equipment, or materials from other firms than their own in the expo without prior consent and payment to the promoter.

PET POLICY:

Snowshoe welcomes pets to the resort. Pet friendly accommodations are available by calling Reservations at 1-877-441-4386. These units are very limited and are first come, first serve.



**MOUNTAIN BIKE
NATIONAL CHAMPIONSHIPS**
JULY 2017 • SNOWSHOE, WV



USA Cycling National Championship 2017 Vendor Agreement

This is an agreement between Snowshoe Mountain Inc., (“Host Site”) and the vendor listed on page 4 of the Application attached to this Agreement (“Vendor”).

WHEREAS, Vendor may be awarded rights to offer certain specified goods or services at the 2017 USA Cycling National Mountain Bike Championships to be held at Snowshoe Mountain Resort in Snowshoe, West Virginia under the sponsorship of USA Cycling, Inc. and Host Site on July 17-23, 2017 (“Event”);

WHEREAS, it is in the mutual interest of the Vendor, USA Cycling, Inc. and Host Site to operate a profitable and responsible event operation,

NOW, THEREFORE, the parties agree as follows:

Rights and Responsibilities of Host Site:

1. Host Site reserves the right to restrict Vendor with respect to methods of operation, sales, distribution and display of materials or services.
2. If, for any reason, an exhibit or its contents is deemed objectionable by Host Site, the exhibit will be removed from the site and any and all fees will be forfeited.
3. Host Site will strive to maintain a reasonable variety of vendors relating to the sport of mountain biking and/or the Event.
4. Vendor may be prohibited from this Event and future Host Site events, if:
 - a. Vendor misrepresents the items which will be displayed at the Event.
 - b. Vendor, agents’, employees’ or volunteers’ conduct is detrimental to the best interest of Host Site, USA Cycling, Inc. and/or the Event.
 - c. Vendor violates any of the policies/procedures of the Host Site, USA Cycling, Inc. and/or the Event.
 - d. Vendor violates the terms of this Agreement in any material respects.
5. Vendor may not change the listing of what it will be displaying or providing without the prior written consent of Host Site.

6. Vendor is responsible for maintenance and final cleanup of their respective site area. Vendor must take all cardboard, litter and debris to a trash receptacle or dumpster to be picked up by a trash hauling service provided by the Host Site
7. Vendor vehicles must park in an approved parking location as designated by Host Site.
8. Host Site is not responsible for damage to goods or property due to rain, wind, or other natural disasters.
9. Host Site shall designate an on-site representative who will be responsible for directing activities at the site in connection with the Event. Vendor shall take direction from the Host Site Representative.
10. Host Site may provide one (1) outlet for use by Vendor subject to availability and a \$75 fee.

Vendor Responsibilities:

1. **Vendor Application.** Each vendor must include with its complete and signed application:
 - a. a signed copy of this Vendor Agreement;
 - c. proof of commercial general liability insurance (see “Insurance Requirements” below);
 - d. ***If you do not have the appropriate insurance or cannot provide it, please make arrangements with Host Site.***
2. Vendor shall be permitted to display and sell only approved products or services, as listed on the vendor application.
3. The relationship of Vendor and Host Site is that of Licensor and Licensee only and nothing contained herein shall be construed to create any employment relationship, nor partnership, agency or any other relationship other than that of licensor and licensee. Vendor shall be solely responsible for all matters concerning compensation, insurance, taxes and liability for its employees, agents and volunteers.
4. **Booth Space:**
 - a. Vendor will be designated one booth space. Two spaces may be obtained subject to availability, additional fees and approval by Host Site.
 - b. Host Site will make the space assignments. All space assignments are final. Dissatisfaction with a space assignment is not considered grounds for leaving.
 - c. Vendor must furnish its own booth set-up.
 - d. All signs, displays, or exhibits must be contained within the Vendor’s booth. No signs or display will be permitted on the outside of a booth or attached to Snowshoe Mountain Resort property.
 - e. Neither stakes nor guide wire may be used in the construction of any booth.
 - f. Any booth containing a tent, canopy, or cover of any sort shall have weights properly attached in sufficient quantity to secure the cover against windy conditions that may exist at the site. The Host Site shall be the sole judge of the adequacy of the weights and tie down system used.
 - g. Vendor cannot sell or give their space to another vendor.
 - h. Vendor must have its own garbage cans in its booth. These cans are to be emptied into one of the large dumpsters provided. Host Site trash containers are not available for Vendor use in booths.

- i. Vendor is not allowed to leave its assigned space to solicit or distribute information. Vendor must stay within the space assigned.
- j. Vendor is not allowed to bring generators to the site, unless approved by Host Site in writing and only in the case that power cannot be supplied by Host Site.
- k. No dogs, cats or other pets allowed on site at any time. Animals used for the assistance of the disabled shall be permitted.
- l. Vendor shall not drive on grass or landscaped areas and shall drive only on surfaces that have been designated by the Host Site Representative.
- m. Vendor's right to occupy the space shall be in the form of revocable license only and not as a renter or lease.

6. **Security:**

Vendor is responsible for its own security. Host Site is not responsible for damage, theft or loss.

7. **Vehicles:**

- a. If requested, a vehicle permit will be given to each vendor. Vendor may park permitted vehicles at the booth. The vehicle(s) must have the permit displayed from the windshield to access and park at the booth. No vehicles will be permitted at the booth without a permit. The number of permitted vehicles is subject to availability, additional fees and size of the booth space
- b. Extreme care must be taken to drive vehicles, trailers, and equipment only in designated areas as outlined by Host Site. Driving in an unsafe or incompetent manner is not permitted and will result in loss of deposit and may result in loss of vendor privileges. Vendor may be fined for damage to grounds, lawns, sprinkler systems, power lines, or equipment if parking and vehicle guidelines are not followed.
- c. All Permitted vehicles approved to be parked at the booth site must be parked prior to normal Event hours and shall remain parked during normal Event hours.
- d. All vehicles not parked in designated parking areas will be towed at the owner's expense.

8. **Trash Removal:**

Vendor is required to clean all trash, ground litter, waste and grease from the immediate vicinity of each booth space, and regularly haul trash to on-site dumpsters. If Vendor fails to comply with required cleaning standards, a cleaning fee of Two-Hundred Dollars (\$200.00) may be assessed by Host Site against Vendor.

FURTHER, Vendor:

1. Represents that all information provided in the application for vendor space is true and correct.
2. Represents that he/she has read and understands all the rules and regulations outlined herein and in the Host Site applications, and agrees that these rules are part of this contract and no other agreement shall be binding upon the parties unless in writing and signed by Host Site.
3. Acknowledges and agrees that all work, goods and services covered by this agreement at the location provided herein shall be at the risk of Vendor. Vendor shall indemnify defend and hold harmless the Host Site, Intrawest Resorts Holdings, Inc., all of their officers, agents, employees and volunteers from any and all claims, costs, demands, suits, actions, or proceedings of any kind or nature resulting from, or arising out of, breach of this Agreement, and the acts or omissions of Vendor, its employees, volunteers, or agents on the site during the Event. Vendor shall pay all expenses incurred by Host Site in defending itself and its officers, agents and employees with regard to any legal action resulting from, or arising out of, the acts or omissions

of Vendor its employees, volunteers or agents on the Host Site and elsewhere, while acting pursuant to this Agreement.

4. Agrees to abide by and comply with the general rules, as may be established by Host Site and/or USA Cycling, Inc. in their sole discretion for The Event, which include, without limitation, (i) the prohibition of firearms, other weapons, alcoholic beverages, illegal substances, drones, large glass bottles, fireworks, pets, open flame fires, large or charcoal grills, motorized recreational vehicles including, but not limited to; ATV's, UTV's, and dirt bikes or other items subsequently identified by the Host Site as a prohibited item from being brought into the Host Site property or onto the Event grounds, (ii) the prohibition against the solicitation of signatures on petitions or other written instruments, (iii) the prohibition against the sale of alcoholic beverages, or any of the food, beverage, clothing and merchandise items by any of the Vendors in or about the Event grounds unless Vendor obtains prior written approval from Host Site.
5. Should any party hereto employ an attorney for the purpose of enforcing or construing this Agreement, or any judgment based on this Agreement, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, the prevailing party shall be entitled to receive from the other party or parties thereto, reimbursement for all attorney's fees and all costs, investigative costs, expert witness fees, and the costs of any bonds, whether taxable or not, and that such reimbursement shall be included in any judgment or final order issued in that proceeding.

I HEREBY AGREE TO THE TERMS AND CONDITIONS HEREIN:

Print Name

Signature of Vendor(s)

Date

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SNOWSHOE MOUNTAIN, INC.

Guide for Insurance Requirements – Special Events at Snowshoe Mountain Resort

Welcome to Snowshoe Mountain Resort! We look forward to working with you to ensure a safe and successful event. In preparation for the upcoming event, we will need to receive a Certificate of Insurance for the event, no less than five days prior to the event. Please use the guidelines below for assistance in meeting our insurance requirements.

CERTIFICATE REQUIREMENTS

- Name as Certificate Holder: **Snowshoe Mountain, Inc.
10 Snowshoe Drive, Snowshoe, WV 26209**
- General Liability Policy must include an additional insured endorsement naming:
Snowshoe Mountain, Inc., and Intrawest Resorts Holdings, Inc.
- General Liability and Auto Liability coverage should include a **waiver of subrogation endorsement** in favor of Snowshoe Mountain, Inc. and Intrawest Resorts Holdings, Inc.
- All issued certificates must state that the coverage(s) are **to be primary** to any and all insurance placed on behalf of Snowshoe Mountain, Inc. and/or Intrawest Resorts Holdings, Inc.
- All issued certificates must state that insurance covers participants as well as spectators, or specifically do not exclude spectator liability.
- If applicable, the certificate should include the name or description of the event and dates for the event including construction and tear down days.

COVERAGE LIMITS

The General Liability coverage amounts are the minimum acceptable limits. If there is a contract specifying different limits, the coverage must meet or exceed the amount stated in the contract. Snowshoe reserves the right to increase required coverage limits at its sole discretion.

<u>Type:</u>	<u>Amount:</u>
General Liability*	
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Automobile Liability** (or Hired/Non-Owned Auto Liability)	\$2,000,000 combined single limit per accident
Workers' Compensation / Employers Liability**	Statutory Benefits
	\$1,000,000 E.L. Each Accident
	\$1,000,000 E.L. Disease - Each Employee
	\$1,000,000 E.L. Policy Limit

*General Liability amount requirement may be met by the total of: Primary GL-Each Occurrence and Umbrella Coverage.

**Automobile Liability and Workers' Compensation/Employers Liability required when applicable.

Snowshoe Mountain, Inc. can only accept certificates whose insurers are rated A-8 or better.

Certificate originals should be mailed to:

**Snowshoe Mountain, Inc.
Attn: Preston Cline
10 Snowshoe Drive
Snowshoe, WV 26209**

Certificate copies should be faxed or emailed to:

Snowshoe Mountain, Inc. – Risk Management:
(304) 572-5964(fax) PCline@snowshoemountain.com
(304) 572-5879 KChannell@snowshoemountain.com

Questions regarding certificates can be directed to:

Preston Cline, Risk Manager
(304) 572-5895(office) PCline@snowshoemountain.com

