

# RESERVED VENDOR APPLICATION

## Reserved Vendor Spaces:

- Size:** Long Beach - 20' wide by 16' deep  
**Cost:** \$45 each prepaid in advance  
**Payment:** Visa, Mastercard, American Express, Discover, Check, Money Order, Cash  
**Deadline:** Payment for Reservations must be made by telephone, online or received in mail by the Wednesday before the event. A Reserved Vendor Admission pass will be mailed or e-mailed to you once payment has been received.

## Reserved Vendor Move-In:

- 1) The Reserved Vendor Entrance line will open at 5:30 am.
- 2) Reserved Vendor spaces must be occupied by 6:30 am.
- 3) Only vehicles with valid Monthly Reserved Vendor passes will be permitted entry through the Reserved Vendor Entrance.
- 4) All Vendor vehicles must be parked in their assigned space. Only one vehicle is permitted per space.
- 5) Vendors must occupy only the space(s) listed on their Reserved Vendor admission pass.

## Employees:

- 1) All passengers, helpers, or employees must enter with the Reserved Vendor.
- 2) Helpers or employees on foot not entering with the vendor must wait until 7am and pay admission at the Spectator Entrance of the event.
- 3) Any persons leaving the event before 7am will not be permitted re-entry. After 7am hand stamps will be available at all exits for re-entry.

## Conduct

- 1) All instructions by the So-Cal Cycle Swap staff must be respected at all times. Failure to do so will result in removal from the event without refund. If you do not agree with or have a question about any instructions given by our staff feel free to contact the event management, either during the event at management's convenience or anytime during the week at our office.
- 2) We request that all vendors conduct themselves in a reasonable and professional manner at all times. Loud yelling, threats, and/or extreme profanity towards anyone will not be permitted at any time. If a dispute arises please contact our staff immediately to resolve it.
- 3) Threats of physical violence will not be tolerated by anyone at any time for any reason. Any such threat will result in immediate removal from the event without refund as well as permanent exclusion in all capacities from all Topping Events, Inc. shows and events. There will be no warnings or grace period regarding the consequences of physical threats or violence.
- 4) If at any time you have questions, comments, or complaints about the So-Cal Cycle Swap, its rules and regulations, or its staff you are always welcome to contact event management during the week at our offices (800) 762-9785 or topping@toppingevents.com

## Content:

- 1) The So-Cal Cycle Swap does not permit the sales of counterfeit merchandise. Vendors suspected of selling counterfeit merchandise will be asked to leave without refund. Event management cooperates with law enforcement and copyright owners in the investigation of sales of counterfeit merchandise.
- 2) The So-Cal Cycle Swap is restricted to Cycle related items only.
- 3) Vendors selling or displaying any non-cycle related items may be asked to leave without refund.
- 4) Absolutely no food or drink products of any kind are to be sold or given away.
- 5) No knives, guns, or weapons are to be sold or displayed (cycle related or not).
- 6) No objectionable material please.

## Safety:

- 1) After entering the event, please proceed directly to your vendor space.
- 2) Please do not allow any customers or employees to operate any motorized vehicles (gas or electric) in the event.
- 3) No barbeques, open flames, pets, or weapons permitted.
- 4) Please drive safely and do not exceed 5mph at any time.
- 5) When leaving the event, please proceed directly through the closest exit location.

**RESERVED VENDOR PAYMENTS MUST BE RECEIVED BY THE WEDNESDAY BEFORE EVENT**



Checks payable to:

**TOPPING**  
EVENTS, INC.

2950 Randolph Ave. #B  
Costa Mesa, CA 92626

**24-Hour Info:**  
**(800) 762-9785**

**WWW.TOPPINGEVENTS.COM**



**Rain or Shine  
No Refunds**



**We Reserve The Right To Refuse Service**

**EVENT DATE:** \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I need \_\_\_\_\_ spaces X \$45 each = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# of events TOTAL

Space #'s requested:

**DETACH & RETURN WITH PAYMENT**

**OFFICE USE ONLY**

Received \_\_\_\_\_

Amount \_\_\_\_\_

Event \_\_\_\_\_

Space # \_\_\_\_\_