



Sponsorship & Exhibitor Packet

Saturday, April 13, 2019

Spokane County Fair & Expo Center



Join the Inland Northwest's Largest Bicycle Event!

The Spokane Bike Swap & Expo is your region's only biking and biking equipment event featuring hundreds of new and used bikes. Over 60 exhibitors sell new bicycles, accessories and promote their products and services - including cycling events, health and wellness programs and recreational non-profits.

Sponsors and exhibitors are key to our success and growth. We offer six sponsorship levels and three different size exhibitor spaces. Your organization may select the level of visibility that fits your marketing plan, builds brand awareness, offers employee engagement and generates goodwill.

With an anticipated 3,500 attendees at the 2019 Spokane Bike Swap, it's a perfect opportunity to increase your reach and maximize your exposure! Plus, your presence will show your commitment to healthy, active living and support for alternative commuting opportunities.

Our Mission

Spokane Bike Swap & Expo seeks to improve the health of our community by providing an inclusive event with a wide range of affordable bicycles, bicycle related products and services while raising money for Big Brothers Big Sisters of the Inland Northwest.

Changing Perspectives. Changing Lives

For more than 100 years, Big Brothers Big Sisters has operated under the belief that inherent in every child is the ability to succeed and thrive in life. As the nation's largest donor and volunteer supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 6 through 18, in communities across the country. Developing positive relationships that have a direct and lasting effect on the lives of young people.



SpokaneBikeSwap.com | NWBigs.org



Sponsorship and Exhibitor Opportunities



Sponsorship Levels	Benefits	Title \$5,000	Platinum \$3,000	Targeted \$2,000	Gold \$1,000	Silver \$500	Bronze \$300
	Logo & Link on SBS Website	✓	✓	✓*	✓	✓	✓
	SBS Facebook Cover Photo	✓					
	Logo posted on SBS Facebook Feed	✓	✓	✓*	✓	✓	✓
	Save the Date E-Cards** (potentially reaching 50K+)	✓	✓	✓*	✓	✓	✓
	Recognition on SBS Twitter Account	✓	✓	✓*	✓	✓	
	Complimentary SBS Admissions	20	12	8	6	4	2
	Logo on SBS Posters*** (750 distributed)	✓	✓	✓*	✓		
	Logo on SBS Volunteer T-shirts***	✓	✓	✓*	✓		
	Logo in BBBS e-newsletter	✓	✓	✓*	✓		
Banner at Event (provided by sponsor)	✓	✓	✓*	✓			
Logo on Print Ads	✓	✓					
20' X 15' (8' table included)	✓	✓					
Bike Swap Day Announcements	✓		✓*				
Banner in Bike Corral (provided by sponsor)	✓						
10' X 10' (8' table included)			✓*	✓	✓		

Exhibitor Levels	Benefits	20' X 15' \$350	10' X 10' \$200	10' X 10' Non-Profit \$150	Table Space \$100
	Logo & Link on SBS Website	✓	✓	✓	✓
	Logo posted on SBS Facebook	✓	✓	✓	
	Save the Date E-Cards** (potentially reaching 50K+)	✓			

* Brand a targeted area in the Bike Swap! Our SBS team will work with your organization to maximize your exposure and branding in a targeted area of the Bike Swap such as the bike corral, volunteers, education, kids bike helmet giveaway or media.



Yes! We commit to the 2019 Spokane Bike Swap as follows:

Sponsorship

- Title Sponsor \$5,000
- Platinum Sponsor \$3,000
- Targeted Sponsor (select an option) \$2,000
 - Bike Corral
 - Volunteers
 - Education
 - Kids Helmet Giveaway
 - Media
 - Other _____
- Gold Sponsor \$1,000
- Silver Sponsor \$ 500
- Bronze Sponsor \$ 300

To be included on marketing materials, registration and payment deadline is February 16th.

Exhibitor

- 20' X 15' \$ 350
- 10' x 10' \$ 200
- 10' x 10' Non-Profit \$ 150
- Table Space \$ 100

Space Includes: Power, Wi-Fi, 8' table and 2 chairs

Total Due \$ _____

Early Bird Exhibitor Discount!
Receive 10% off when you register and pay by January 18th

Sponsorship & Exhibitor Information

Please complete this form and return it with payment to:

Spokane Bike Swap and Expo
c/o Big Brothers Big Sisters, 222 W. Mission Ave.
Spokane, WA 99201
Email Registrations to: LWalsh@NWBigs.org

Business Name _____

Contact _____ **Phone** (____) _____

Address _____ **City** _____ **State** _____ **Zip** _____

Email _____ **Website URL** _____

Amount Enclosed \$ _____ (Please make checks payable to Spokane Bike Swap)

Desired Exhibitor Space Choice #: 1st _____ 2nd _____ 3rd _____ (Please refer to building layout for space #)

Don't Want to be Next to _____

I have read and agree to the Spokane Bike Swap 2019 Exhibitor Terms and Conditions.

Signature: _____ **Date:** _____

- Exhibitor space is assigned on a first come, first served basis. Building layout is included. Please indicate 1, 2 & 3 space choices above. Space is expected to sell out. Please register and pay early for the best spot!
- Email color & black white logo in a high-resolution format to Billy Norton at bnorton@spokanecounty.org.
- Your completed registration and full payment secures your presence at the 2019 Spokane Bike Swap.



2019 Exhibitor Terms and Conditions



The Spokane Bike Swap is April 13, 2019 at the Spokane County Fair & Expo Center, 404 N. Havana Street, Spokane, WA 99202, in Buildings A, B, C & D. Shopping hours for the public are 9 a.m. – 5 p.m.

All Bike Swap & Expo exhibitors agree to the following terms and conditions:

- Setup day is Friday, April 12 from 10 a.m. – 1:30 p.m.
- Although power is provided in the building, extension cords are required to connect power to your exhibitor space.
- Take down and move out is Saturday, April 13 from 5-6 p.m.
- All exhibitors must stay for the entire event hours, early take down of space is not allowed.
- Exhibitors manage their own transactions, assets and must provide customers with receipts for sold items.
- Exhibitors must provide a list of people who will work in their exhibitor space by Friday, March 30, to Karen Nielsen: SpokaneBikeSwapSponsors@gmail.com
- Check in on Saturday starts at 8 a.m. Exhibitors must check in at the exhibitor's check in table in Building A on Saturday to receive a lanyard exhibitor pass and access to the event.
- Spokane Bike Swap & Expo, its partners, sponsors, members and volunteers are not responsible for lost, stolen, or damaged items, before, during or after the hours of the Bike Swap.
- Exhibitor bike registration is on Friday, April 12 from 10 a.m. – 1:30 p.m. Tax is not collected on bikes sold in the bike corral. Exhibitors are responsible for any taxes associated with the sale of their bikes in the bike corral.
- Business License – Exhibitors are exempt from a Business License if they are not conducting business outside of the Spokane Bike Swap event. If you sell merchandise, you take responsibility to act in accordance with sales tax regulations.
- The Spokane Bike Swap reserves the right to reject any applicant or exhibitor the amount he/she has paid for space. The Spokane Bike Swap reserves the right to assign, designate, or change your booth location.
- Reservation, deposit or payment in full for the exhibitor's booth space shall accompany this signed Exhibitor's Agreement. Application received without such will not be processed. Space assignment will not be made until payment is received.
- Overnight security will be provided Friday evening after event setup. While security is provided, the Spokane Bike Swap shall not be responsible for any losses exhibitor might suffer.
- Exhibitor acknowledges that Spokane Bike Swap does not have insurance covering exhibitor's property. It is the exhibitor's sole responsibility to obtain interruption, property damage, person injury, vandalism, theft and any other insurance it might need to cover any losses it might suffer at the Spokane Bike Swap.
- If Exhibitor is not able to attend the Spokane Bike Swap, Exhibitor may be entitled to a refund on the following schedule:
 - 60 Day: If written cancellation is received and if booth space is resold, Exhibitor is entitled to an 80% refund.
 - 30 Day: If written cancellation is received and if booth space is resold, Exhibitor is entitled to a 50% refund.
 - Less than 30 Days: if Exhibitor cancels, Exhibitor will not receive a refund.
- Solicitation of/by/for Exhibitor's business, services or merchandise is not allowed inside the Bike Corral. Inflating prices on bikes registered in the bike corral is also not allowed. The Bike Corral is an opportunity to sell your bike hassle free while supporting the goals of the Spokane Bike Swap to raise funds for Big Brothers Big Sisters of the Inland Northwest.
- You agree that you and any employees/representatives that will work and/or participate at the Spokane Bike Swap & Expo will abide by these terms and conditions set forth above, and agree to hold harmless and not seek compensation of any type from the Spokane Bike Swap & Expo, its partners, sponsors, members, volunteers, and associates in the event of any loss, theft, or damage to your property or injury to your person suffered by your participation in or travel to and from the Spokane Bike Swap & Expo.
- Spokane Bike Swap operators reserve the right to modify these terms and conditions.

