

Already secured your booth for the Bike Swap?

Make sure we have:

- 1) **Insurance:** A Certificate of Insurance and Endorsements naming both the Bay Area Bike Project and City of Walnut Creek as additional insured is required. General liability coverage must be a minimum of \$1,000,000. Please include the following information for Certificate Holder and Additional Insured: Bay Area Bike Project, 6680 Alhambra Way #157, Martinez, CA 94553, AND City of Walnut Creek, 1666 N. Main Street, Walnut Creek, CA 94596.
Submit by **April 20th** to anna@bayareabikeproject.org
- 2) **Walnut Creek Business License:** All vendors, if you don't already have one, will need a temporary Walnut Creek Business License, apply here:
[Business Licenses | City of Walnut Creek](#) (Price Range \$0-\$25)
Questions? Contact Wendy Peterson (City of Walnut Creek) at 925-943-5821

A few key points:

- **Date/Location:** May 1st, Heather Farm Park (Ygnacio Lot)- [301 N San Carlos Dr. Walnut Creek CA.](#)
- **Festival Hours:** 11:00am - 4:00pm
- **Vendor Set-Up:** 8:00am - 10:00am
- **Vendor parking:** Please reference the [map](#). There is vendor loading available at the festival site. Once vendors are done unloading please park where marked. We'd like to keep the closest parking lot available for attendees.
- **Vendor Clean-Up:** 4pm-6pm No earlier than 4 and no later than 6.
- **Weather:** This is a rain or shine event, people will still be coming and we expect you to as well. Weather is always a threat to outdoor events. If we have rain we have your back! We will shut down any riding events, and do the responsible thing for the trails/space. We have lots of things scheduled to make sure that people are hanging around checking out your booths even if they can't ride.
- **Spread the Word!** We have an event webpage at www.bayareabikeswap.com, a facebook page at <https://www.facebook.com/bayareabikeproject/>, Instagram page at <https://www.instagram.com/bayareabikeswap/>
- **Waivers:** Please bring your own waivers (If needed this only applies if you have people getting on bikes etc.)! Participants who come to the event will not have to sign a general waiver so make sure if you have an engagement that requires one, bring your own.
- **Workshops/Engagements:** Interested in hosting a workshop/engagement? We have an awesome line up running from 11am-3:30pm (i.e how to fix a flat for kids, Trail/Roadside repair, kids skills course etc.). Possibilities are endless so reach out and get on the schedule!

Any questions? Email us at danielle@bayareabikeproject.org