



BicycleValet
Winnipeg

ANNUAL REPORT 2015



A project of



Table of Contents

Introduction.....	3
Mission.....	3
2015 Highlights.....	3
Description.....	3
Events.....	4
Events Summary.....	4
Table 1: 2015 Summary of Events.....	5
Table 2: 2014/2015 Events Comparison*.....	6
Chart 1: 2014/2015 Events Comparison.....	7
Operations.....	8
Marketing and Communications.....	9
Marketing Materials.....	9
Website.....	9
Social Media.....	9
Volunteers.....	10
Equipment.....	11
Finances.....	12
Appendices.....	13
Appendix 1: Service Quote with Terms.....	13
Appendix 2: Doodle Scheduling Tool.....	15
Appendix 3: Event Day Setup.....	16
Appendix 4: Equipment Inventory.....	17

Introduction

Mission

To encourage the use of bicycles by providing a free and safe method of securing your bicycle at events located around the Winnipeg region.

Description

Bicycle Valet Winnipeg (BVW) provides a temporary bicycle parking facility that can be set up at events large and small. It is offered to event organizers who wish to provide supervised bike parking for their patrons. This can significantly reduce traffic and parking congestion and encourage active transportation use in Winnipeg.

There is no charge to cyclists for this service. Bicycles are stored in a supervised compound and need not be locked. Personal equipment such as helmets and backpacks can also be left with the bicycles. In fact we will also accept skateboards, strollers, chariot trailers, or any other active transportation equipment.

The convenience of this free service can bring in patrons who might otherwise be deterred by the expense and hassle of other forms of transportation. Having a safe place to park their bikes can make the difference between attending an event or staying home.

With the support of event promoters and volunteers we will continue to provide this free service to all active transportation users.

2015 Highlights

- Provided bicycle valet services at 24 different events spanning 29 days
- 3103 bikes were parked over the season, an average of 107 bikes per event day
- 44 different volunteers worked a total of 674.5 hours at our events in 2015
- The average number of hours worked per volunteer was 15.3 over the season
- 5 volunteers worked 30 hours or more
- 7 events spanning 12 days were booked with new clients
- In addition to bikes, we also parked scooters, strollers and even a canoe!



Events

Events Summary

Between March 2015 and November 2015, valet services were provided at 24 events spanning 29 event days. These events were booked by 12 different clients. The largest client is the Downtown BIZ, although events organized by and billed to the BIZ are subdivided into numerous different tours, festivals, and stand-alone events, most of which involve other partners and planning committees. In total, 3103 bicycles were parked, an average of 107 bikes per event day.

The total number of bikes parked is lower than in previous years, owing largely to the Winnipeg Blue Bombers' decision to bring the provision of their game-day valet service in-house. These games generally saw a much larger volume of bicycles than other BVW events. While the loss of this business has a considerable effect on BVW, the Bombers are well-suited to provide this service as they have all of their own bike racks and a surplus of volunteers. Helping a stand-alone valet service get off the ground is compatible with BVW's mission as it allows us to expand the frontiers of bicycle parking throughout Winnipeg and Manitoba by putting our own racks and equipment into use for other clients that do not have the means to provide a bicycle valet service themselves. One challenge created by this development is that many BVW volunteers live near the stadium and had previously volunteered primarily at Blue Bomber games. Motivating these volunteers to participate in other events should be a key component of the volunteer strategy going forward.

A number of new events were booked this year that helped offset the loss of the Blue Bomber games. The FIFA Womens' World Cup occurred before the stand-alone valet was operational at Investor's Group Field and BVW was asked to provide valet services at all games. BVW also participated in the new, three-day Interstellar Rodeo music festival at the Forks. This was a very successful event that was well-attended by cyclists and attractive to volunteers as they were granted access to the festival. This event should become a pillar of the BVW season in the future. In addition, the Downtown Biz greatly expanded their Moveable Feast bike tours this year, from 2 events last year to 8 in 2015. These events are an excellent fit, as the small number of bike racks can easily be transported from one location to another with the use of our bicycle trailers and volunteers are enthusiastic about participating as they are treated to free sample plates from a variety of downtown restaurants. These are regular, easily manageable events that help round out the season. Other new events included Earth Day at Fort Whyte Alive; the Table for 1201 dinner event; the Chinatown Street Festival; a group ride/paddle promoted by the Manitoba Energy Justice Coalition; and a helmet awareness event for Manitoba Health.

Table 1: 2015 Summary of Events

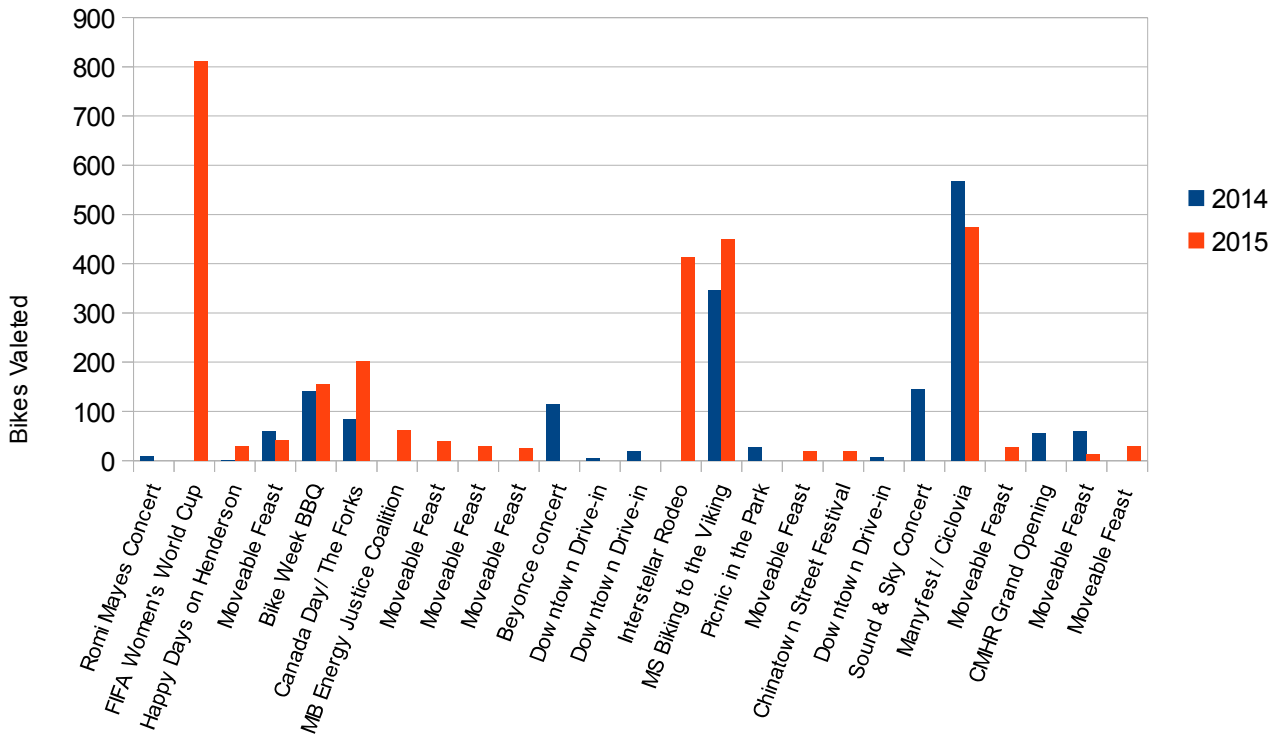
DATE	EVENT/CLIENT	LOCATION	REVENUE	DONATIONS	# BIKES
April					
2015-04-26	Earth Day	Fort Whyte Alive	\$356.56	\$23.30	61
May					
2015-05-23	Table for 1201/Downtown BIZ	Legislative Bldg.	\$525.00	\$73.00	42
2015-05-31	RCAF Run	17 Wing	\$530.00	\$23.00	108
June					
2015-06-03	Helmet Record / MB Health	1725 St. James St.	\$275.00	\$0.00	49
2015-06-08/12/15/16	FIFA Women's World Cup	Investor's Group Field	\$3,000.00	\$382.30	811
2015-06-13	Happy Days on Henderson	83 Henderson Hwy	\$100.00	\$0.00	30
2015-06-17	Moveable Feast/Downtown BIZ	Downtown (various)	\$200.00	\$0.00	41
2015-06-19	Bike Week BBQ	The Forks	\$630.00	\$32.50	155
July					
2015-07-01	Canada Day/ The Forks	The Forks	\$590.00	\$131.80	203
2015-07-04	MB Energy Justice Coalition	The Forks	\$440.00	\$13.00	62
2015-07-15	Moveable Feast	Downtown (various)	\$250.00	\$0.00	40
2015-07-22	Moveable Feast	Downtown (various)	\$250.00	\$0.00	30
2015-07-29	Moveable Feast	Downtown (various)	\$250.00	\$0.00	25
August					
2015-08-14/15/16	Interstellar Rodeo	The Forks	\$1,930.00	\$156.35	413
2015-08-22/23	MS Biking to the Viking	Sigurbjorg Stefansson Early School, Gimli	\$1,475.00	\$0.00	450
2015-08-26	Moveable Feast	Downtown (various)	\$250.00	\$0.00	20
2015-08-29	Chinatown Street Festival	King St., Winnipeg	\$325.00	\$0.00	18
September					
2015-09-12/13/14	Manyfest / Ciclovía	Memorial Park	\$2,395.00	\$139.65	475
2015-09-16	Moveable Feast	Downtown (various)	\$250.00	\$0.00	28
2015-09-23	Moveable Feast	Downtown (various)	\$250.00	\$0.00	12
2015-09-26	Moveable Feast	Downtown (various)	\$250.00	\$0.00	30
TOTAL	29 event days		\$14,520.56	\$974.90	3103
	Average per event day		\$518.63	\$31.25	107

Table 2: 2014/2015 Events Comparison*

EVENT	2014		2015	
	Date	Bikes valeted	Date	Bikes Valeted
Earth Day	/	/	2015-04-26	61
Table for 1201	/	/	2015-05-23	42
RCAF Run			2015-05-31	108
Helmet Record / MB Health	/	/	2015-06-03	49
Romi Mayes Concert	2014-06-07	9	/	/
FIFA Women's World Cup	/	/	2015-06-08/12/15/16	811
Happy Days on Henderson	2014-06-14	1	2015-06-13	30
Moveable Feast	2014-06-19	60	2015-06-17	41
Bike Week BBQ	2014-06-20	140	2015-06-19	155
Canada Day/ The Forks	2014-07-01	85	2015-07-01	203
MB Energy Justice Coalition	/	/	2015-07-04	62
Moveable Feast			2015-07-15	40
Moveable Feast			2015-07-22	30
Moveable Feast			2015-07-29	25
Beyonce concert	2014-07-27	115	/	/
Downtown Drive-in	2014-08-09	4	/	/
Downtown Drive-in	2014-08-16	18	/	/
Interstellar Rodeo	/	/	2015-08-14/15/16	413
MS Biking to the Viking	2014-08-23/24	347	2015-08-22/23	450
Picnic in the Park	2014-08-23	26		
Moveable Feast			2015-08-26	20
Chinatown Street Festival	/	/	2015-08-29	18
Downtown Drive-in	2014-08-30	7	/	/
Sound & Sky Concert	2014-09-05	145	Cancelled (weather)	Cancelled(weather)
Manyfest / Ciclovía	2014-09-05/06/07	567	2015-09-12/13/14	475
Moveable Feast			2015-09-16	28
CMHR Grand Opening	2014-09-20	56	/	/
Moveable Feast	2014-09-27	60	2015-09-23	12
Moveable Feast			2015-09-26	30

**Excludes Winnipeg Blue Bombers*

Chart 1: 2014/2015 Events Comparison



Operations

Booking: Most event organizers contacted Bicycle Valet Winnipeg directly to request event services. Larger events, requiring larger set-ups over several days were generally negotiated months in advance. Once an event request had been received, and the details regarding the event outlined, a service quote outlining the terms of service was sent to the event organizer to review and sign (see Appendix 1 for a contract example).

Staffing: To staff an event, a Doodle, an online booking calendar, was sent to a frequently updated database of BVW volunteers (see Appendix 2 for an example of a Doodle calendar). Volunteers were free to register for an event shift via Doodle. If and when a volunteer was no longer able to fulfill their shift, they were required to remove themselves from the Doodle, and to send an email explaining the reason they were no longer able to participate.

Transportation: BVW owns bicycle trailers that are used when possible to transport equipment to the event. However, hauling the trailers is physically demanding and if multiple trailers must be used it can be difficult to recruit volunteers to transport them before and after events. For large events, there may simply be too much equipment to fit on the trailers. Consequently BVW relies on cargo van rentals to transport gear to and from many events. Certain events are able to provide a vehicle of their own for this purpose.

Setup: Event set-ups for most events include:

- A folding table
- Lawn chairs
- Canopy tent
- BVW banners
- Bicycle racks
- Perimeter (composed of bicycle racks and snow fencing)
- Zip ties
- Clipboards
- Bike tags
- staplers
- Business cards
- Winnipeg bike route maps
- Whiteboards
- Sunscreen & insect repellent
- Aprons
- Gloves
- Tools boxes with tire patch kit, tools, Pens/Pencils, erasers, staples, paperclip
- Donation jars
- Cooler with drinks/snacks as needed
- Garbage bags & recycling bin
- Ponchos
- Clean wipes
- First aid kit

For a description of an event set-up, see Appendix 3

Marketing and Communications

Marketing Materials

Bicycle Valet Winnipeg currently has approximately 400 business cards that are made available at our events. There are also 4 banners of various sizes that are displayed at events, however these feature an outdated 'Bike to the Future' logo.

Recommendations:

- Replace banners with new ones that feature an updated logo
- Study the option of a banner or signage for the bike trailers used to haul gear to events, as these tend to get a lot of attention and could promote the service.

Website

While the site is now active, there are several adjustments that will need to be made over the winter to ensure it remains a valuable resource for clients, cyclists and volunteers. The volunteer registration form does not function properly and potential volunteers must contact the coordinator to register manually.

Recommendations:

- A new form should be added so that volunteers can sign up and have their information and waivers automatically recorded.
- Additional material should be added for event organizers, including pricing, setup information, etc to make the site more useful for those who may be thinking of booking events.
- The website could benefit from an aesthetic makeover, but this is lowest priority.

Social Media

Since the last AGM there have been 37 new 'likes' on the BVW Facebook page, bringing the total to 173. A more interactive and engaging Facebook page would likely increase that number and should also be promoted on Bike Winnipeg's Facebook page. Twitter currently has 784 followers up 19 followers from a year ago. The BVW social media pages are used primarily to share photos of events, promote events and/or notify people of changes, and to call for volunteers.

Recommendations:

- In order to generate more followers, material should be posted more frequently and consistently. When there is no news to share regarding events, these pages can be a resource that shares info relevant to Bike Winnipeg, as well as general cycling (relevant articles, info from other cycling organizations, etc.)

Volunteers

In 2015, BVW had 44 active volunteers that contributed a total of 674.5 hours over the season. This works out to an average of 15.3 hours worked per volunteer. In addition, unofficial volunteer hours occurred when friends of active volunteers lent a hand or event promoters assigned their own volunteers to help valet bikes during rush periods, however no data was kept on these hours. Overall, total hours logged by volunteers is down from 2014. This is partly due to fewer large events like Blue Bomber games, which require many volunteers in addition to the coordinator. In addition, a paid assistant was hired for some of the larger events. These events required long hours and a large team of volunteers, and this allowed the coordinator to delegate certain roles and be relieved to replenish supplies or do other tasks off-site. It was extremely beneficial to have a paid staff at these events to ensure there would always be one additional individual to help the project coordinator when short volunteers during shifts. Of this year's active volunteers, 10 were new volunteers that had not participated in BVW events before. However, many of these new volunteers logged below-average hours as they were attracted to a particular event and did not attend many others.

BVW volunteer tasks include:

- Transporting equipment to and from events
- Setting-up and tearing-down
- Ticketing bicycles
- Parking and retrieving bicycles

At most events, food and drinks were negotiated in the contract and organizations that provided food/drinks for BVW volunteers were discounted 10% off the cost of services. A cooler with water and small snacks was always available to volunteers. Throughout the season, volunteer appreciation incentives such as bike shop gift certificates and tickets to events were distributed by random draws, and tickets to the Bike Winnipeg concert fundraiser on October 9th were made available to volunteers.

Recommendations:

- As BVW continues to grow, volunteer numbers will need to increase. The BVW coordinator should attend volunteer fairs, and continue to advertise through Volunteer Manitoba to network with other organizations to recruit volunteers.
- A volunteer strategy is being drafted and this should provide a plan to link hours/shift logged to rewards, incentives and letters of recommendation to encourage volunteers to participate more regularly.
- Bike Winnipeg can continue to promote the BVW through their mailing list.
- Grants are available to non-profit and community development organizations to employ summer students, these should be pursued as a means of supplementing BVW staff and alleviating the need for a paid assistant. Such grants are available through the Canada Summer Jobs program and the Manitoba Urban Green Team program, among others.

Equipment

BVW has the capacity to park approximately 600 bicycles when racks are not needed as a perimeter. Enough materials are stocked to adequately run two large events and one small event simultaneously, not including volunteer capacity and or racks. Several racks are becoming dented and will need to be serviced or replaced.

Original banners continue to be used. However, the Bike to the Future logo is still displayed on the banners. BVW has not had new sponsors in several years and old sponsor logos have been removed from current banners.

One canopy tent is no longer useable and a new one should be purchased prior to the next season.

Equipment continues to be stored at the to the previous BVW coordinator's home in Old St. Vital. Monthly storage costs remain the same at \$40/month.

Recommendations:

- The following items should be purchased prior to the 2016 season:
- Canopy Frame (1 – 2) – if two canopies are bought, a new custom printed vinyl cover will also need to be purchased)
- Allen Keys (2 sets)
- Business Card Holders (3)
- Bike Tube Patch Kit (2-3)
- Trailer Hitch (1)
- Wheel Bearing (4) (ordered from Bikes at Work, bikesatwork.com)
- Banners (4)
- Large Whiteboards (1-2)
- Consider replacing the snow fencing with an alternative fencing material, as the snow fencing catches the wind and tends to knock over the perimeter on windier days.

To see a complete list of current equipment and approximate replacement value, please see Appendix 4. This does not include the items listed above.

Finances

Most of BVW's revenue comes from contracts paid by the events that book the service, but this is supplemented by a small amount of donations from cyclists who use the service. As the BVW equipment is still owned by Bike Winnipeg, 15% of total revenue is retained by Bike Winnipeg as a management fee to cover the costs of depreciation and replacement.

The fee structure for events is as follows:

- Small events (50 bikes): Base cost \$240 (2 hours) + \$30 per additional hour
- Medium events (50-150 bikes): Base cost \$525 (4 hours) + \$45 per hour
- Large events (>150 bikes): Base cost \$800 (4 hours) + \$70 per additional hour

A 10% discount for each of the items listed below is offered for the provision of the following by the booking organization:

- the provision of food/drinks or stipends in a contract
- provision of an established perimeter for larger events
- equipment pick-up/drop-off or provision of a vehicle (when required for out of town events and/or very large equipment loads that will not fit on 2 trailers)
- Discounts for small community organizations that cannot afford the service are negotiated on a case-by-case basis, in the future it would be useful to establish criteria and an application process for this, selecting a certain number of organizations to receive discounted service each year based on which ones best meet the criteria

Revenue:

Event Revenue (Service contracts) -----	\$14,520.56
Non-Event Revenue (Donations) -----	\$974.90
	Total Revenue: \$15,495.46
<u>15% Bike Winnipeg Management Fee: -----</u>	<u>(\$2,324.32)</u>
	Net Bicycle Valet Revenue: \$13,171.14

Expenses:

Cargo van rental/fuel -----	\$1,408.24
Volunteer stipends & appreciation -----	\$719.33
Insurance -----	\$621.36
Assistant wages/mileage -----	\$545.49
Printing tags -----	\$314.60
Storage -----	\$160.00
Storage (projected to March 2016) -----	\$240.00
<u>Other (supplies, etc) -----</u>	<u>\$148.09</u>
	Total Expenses: (\$4,157.11)

Net Coordinator Income: \$9,014.03

Appendices

Appendix 1: Service Quote with Terms



QUOTE

DATE: 2015-01-01
QUOTE # 2015-001

Bicycle Valet Winnipeg
1176 Grosvenor Avenue
Winnipeg, Manitoba R3M 0N9
www.bicyclevaletwinnipeg.ca
bvwcoordinator@bicyclevaletwinnipeg.ca

Customer

Joe Cyclist
123 Street
Winnipeg, Manitoba R3M 0N9

DESCRIPTION	DATE:	TIME:	AMOUNT
Bicycle Valet Services (medium setup)	2015-01-01	12:00-18:00	\$615.00
Volunteer stipend discount			-\$61.50
		Subtotal	\$553.50
		Other	
		TOTAL Due	\$553.50

TERMS AND CONDITIONS

1. Invoice will be emailed after provision of services. Bills are to be paid in full within one month of the receipt of invoice.
2. Late payments are subject to a penalty fee.
3. The Company may terminate this agreement by giving the Service Provider a written notice up to 72 HOURS prior to any event. Failure to provide such a notice will result in a penalty fee of 50% of the original invoice amount. In the case of Company cancellations due to SEVERE weather conditions, whereby the safety and security of the Service Provider staff, Company staff and Event participants are placed at risk, upon approval by the Service Provider, the company may not be subject to a penalty fee.
4. Upon acknowledgement of these terms and conditions, please scan and email the signed price quote to the email address above.

Customer Acceptance (sign below): x _____

Print Name: _____

Thank You For Your Business!

Appendix 2: Doodle Scheduling Tool

Doodle

Mutually agree on a time
Enter your name in the input field below and check the box for times that you are available.

Monthly Meeting

Poll initiated by John | 1 | 0 | less than a minute ago

When do you have time for our monthly meeting?

Table view

This is an example date/time poll.
[Learn more...](#)

	NOVEMBER 2012 Fri 30	DECEMBER 2012 Mon 3	2:45 PM - 4:45 PM	Wed 5	2:45 PM - 4:45 PM
1 participant	12:00 PM - 2:00 PM	9:15 AM - 11:15 AM	2:45 PM - 4:45 PM	9:15 AM - 11:15 AM	2:45 PM - 4:45 PM
Ms. Busy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Your name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0	1	0	1	1

Comment
[Add a comment](#)

Appendix 3: Event Day Setup

1. Numbered tags with a perforation are used to allow the identification of bikes. BVW prints it's own. On the back of the tag, cyclists are asked to provide their first name and phone number, as an extra security measure, but also allows volunteers to contact bike owners when bicycles are left at the compound or to identify owners in case their half of the bike tag was lost. Clipboards and pens along with tags are distributed down the lineups to people wanting to park their bikes. Once filled out, tags are stapled (staple them twice) to the handlebars or cables so that the number can be seen easily from a distance (its best to have the handlebars facing in so two rows of bikes can be viewed at once).
2. Snow fencing is used to create a secure compound when an perimeter is not already in place (i.e a hockey rink, or chain link fencing provided by the event). No person, aside from volunteers should be allowed into the compound unless they are being escorted because volunteers aren't able to find a bicycle (in case of lost tickets for example). People cannot grab their own bikes. It's usually good to have a table or other obstruction at the entrance to stop people from walking in to the compound. On windy days, when no perimeter is provided, and snow fencing needs to be used, it's a good idea to interlock the bike racks with the perimeter racks to increase stability.
3. The canopy is set up at the entrance with the tables to provide branding, but also to protect volunteers from the elements. However, the canopy shouldn't be used on very windy days as it can bend or break the frame. Chairs are set up as well, for slower periods, and a cooler filled with drinks/snacks can be included when no other snacks/drinks/stipends are provided. It's important to have water at all times.
4. Racks spacing should be at a minimum of 10 feet to allow enough space to retrieve bicycles. Aisles should be at least 4 feet wide.
5. Racks should be set up so that volunteers needn't run too far to retrieve them. Many shorter rows are generally better than fewer long rows.
6. If you have a situation where people are coming and going, it's probably best to use multiple colour tags and to open and close sections as the day goes on.
 - 6.1. From time to time, consolidate your bikes to open up space, but try and do it for a fairly big chunk of bikes.
7. Having boards that show start/end numbers of tags for each row is quite helpful, especially when working an event where lots of bike traffic is expected throughout (as opposed to an event where people arrive at once and then leave at once). Small dry erase boards are handy for this, but some felt markers and paper can work as well.
8. Make sure that you store bikes in order. Sometimes that means leaving a gap to allow for a bike to be placed between two other bikes (this can happen when tags are filled out more slowly than others)
9. The table at the entrance should include the tags, clipboards, staplers, business cards, any other marketing materials, a donation jar with a sign, and when available, information on Bike Winnipeg activities. It's also a good idea to include a volunteer sign up sheet for people who may be interested in volunteering. A garbage and recycling bin should be near the table (the majority of "waste" is from bike tags once they've been retrieved. It is important to recycle these).
10. At the end of an event, items should be inventoried so bins are prepared for the next event, volunteer hours should be tracked and, an event summary should be written

Appendix 4: Equipment Inventory

Bike Valet - Inventory of Equipment and Supplies

Item	Quantity	Price/Unit*	Total*
BIN SUPPLIES			
Pencils - pack of 10	2	0.94	1.88
Pens - pack of 10	1	1.99	1.99
Brown clipboards - large	3	2.36	7.08
Clear clipboards	18	5.41	97.38
Rubbermaid bins	3	8.99	26.97
Ponchos	10	2.00	20.00
Tool box - small	2	12.99	25.98
Tool box - large	1	17.99	17.99
5 piece mini-pliers set	3	34.99	104.97
Screw drivers - 6 head set	3	24.99	74.97
Box end wrench	4	0.00	0.00
Hand sanitizer (oz)	1	2.00	2.00
Donation bins	3	2.00	6.00
Dry erase markers	3	2.31	6.93
Wet wipes	2	1.50	3.00
Small whiteboards	4	4.99	19.96
Staplers	17	9.20	156.40
Staples - box of 5000	4	4.19	16.76
Brochure holders	2	3.73	7.46
Business card holder	1	1.39	1.39
scissors	3	5.49	16.47
Sunscreen	2	8.99	17.98
Mosquito repellent	2	7.99	15.98
Duct tape - roll	2	2.00	4.00
Hockey tap - roll	1	2.00	2.00
Scotch tape roll	2		0.00
First Aid kit	2	18.00	36.00
Gloves - pair	12	2.00	24.00
Pencil sharpeners	6	1.42	8.52
Zip ties	100		18.99
SET-UP			
Small collapsible chairs	2	19.99	39.98
Large reclining chairs	3	69.99	209.97
Collapsible tables - 4'	2	49.99	99.98
Canopy weights (4 pack)	2	102.99	205.98
Canopy frame	1	259.99	259.99
Custom BVW canopy cover	2	500.00	1,000.00
Cooler - small	1	20.00	20.00
Cooler - medium	1	60.00	60.00

Cooler - large	1	90.00	90.00
Bike racks	?	?	3,000.00
Rack cuffs	?	?	1,000.00
Fencing - snow	?	?	325.39

TRAILER AND ACCESSORIES

Rear red safety flag & pole mounting bracket	2	11.40	22.80
Trailer hitch - includes hose clamps & clear rubber tubing	3	50.00	171.00
Locking hitch pin	4	4.00	18.24
Model 96A bike trailer	4	650.00	2,600.00
Bungee cords	16	3.69	59.04
Trailer tire tubes - 16" x 1.75"	7	3.50	24.50
Tire treads - 16" x 1.75"	4	9.75	39.00
complete trailer wheels	12	42.50	510.00

OTHER

Box of business cards (~500)	1	60.00	60.00
Boxes of 2013 cycling maps	2	0.00	0.00
Bike pumps	3	30.00	90.00
Bike tube patch kit	1	3.50	3.50
Tablecloths	3	2.00	6.00
BVW aprons	8	32.00	256.00
Pulse ID tags	35		450.00
Bike tags	~3000		650.00

Total replacement cost

12,014.42

* prices do not include shipping