

**RUN FAIR 2018
VENDOR CONTRACT**

In order to participate in **RUN FAIR 2018**, please read the following items carefully, sign this contract and submit to Allie Mason with application and necessary fees.

1. Due to limited space, vendors shall be allocated a maximum booth space of 12'x12' unless prior authorization is obtained from the Expo Coordinators. One booth space shall be assigned per business, organization or group. Only one business, organization, or group shall occupy a single booth space.
2. Tents are **required** for this outdoor event due to unpredictable weather conditions. Maximum tent size shall be 10'x10'. Vendors may bring their own tents, tables and chairs, or rent any or all of these items through the Capital City Marathon. All rental items desired shall be clearly noted on the front of this form. Additional fees are required for rental equipment and electricity and must be submitted with the Vendor Application Fee. Please plan ahead for your needs. Power cords will not be provided. **EXTRA TENTS, TABLES AND CHAIRS WILL NOT BE AVAILABLE ON THE DAY OF THE EVENT!**
3. The Expo Coordinators shall assign vendors within Sylvester Park on a space-available basis maintaining consistency among other vendors and event activities.
4. All vendors must be set-up no later than 11:30 a.m. on Saturday, and no later than 8:30 a.m. on Sunday (one half hour before the event begins each day). All vendors agree to staff their booth during the hours of the event and shall not dismantle their booth until the conclusion of the event (Saturday 12 p.m.- 5 p.m. / Sunday 9 a.m. – 1 p.m.).
5. Vendors are responsible for the set-up, display, removal and overnight storage of their property. Tents, tables and/or chairs rented through the Capital City Marathon must remain within Sylvester Park at all times. Other items may remain in the park overnight; however, at your own risk. The Capital City Marathon and the Expo Coordinators are not responsible for injury, vandalism, damage or theft associated with vendor products, services, or property.
6. If you are a food vendor, please contact the Thurston County Health Department for current county health permit requirements. Contact them well before the event at 360.786.5581. On-site health inspections will be conducted to ensure compliance to County Health Codes and public health standards.
7. Vendors are not permitted to hand out information which is religious or political in nature.
8. The Capital City Marathon Association and its Run Fair Coordinators reserve the right to cancel this contract without cause and refund applicable equipment rental fees and/or Vendor Application fees. The Vendor Application Fee and all equipment fees are non-refundable after May 1st.
9. Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and authorized subcontractor(s) while performing this agreement.

I have read, understand and agree to the terms stated above.

Printed Name

Signature

Date

For Capital City Marathon information, log on to www.capitalcitymarathon.org