



**RUN FAIR
VENDOR APPLICATION**

**Saturday, May 18 from 12:00pm to 5:00pm
Sunday, May 19 from 9:00am to 1:00pm**

Thank you for your participation and commitment to making Capital City Marathon weekend a success!

Your space will be reserved upon receipt of the application, the signed contract and appropriate fees.

Check payable to: Capital City Marathon Association

Mail check to: Capital City Marathon Association
PO Box 1681, Olympia, WA 98507

Contract information: runfair@ccmaboard.org / 360-790-6350

Your Name _____ Company Name _____

Address _____

Email Address _____ Phone Number _____

Contact Name (day of event) _____ Cell Number _____

Registration		Price
One Day Registration	SAT or SUN	\$150
Both Day Registration		\$200
Pop-up Tent (10x10)		\$100
Tables(s) (8 foot)		\$20/each
Chair(s)		\$3/each
Access to Electricity	YES or NO	\$10
	Total	\$

Will you be donating a Raffle Prize for the Passport Program? Yes _____ No _____

What kind of products are you selling/marketing? _____

Do you have any other requests? _____

RUN FAIR 2024
VENDOR CONTRACT

In order to participate in the Capital City Marathon Association (CCMA) Run Fair 2024, please review the following, sign this contract and submit to CCMA with the application and fees.

1. Due to limited space, vendors shall be allocated a maximum booth space of 12'x12' unless prior authorization is obtained from the Run Fair Coordinator. 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 highly recommended 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 CCMA. All rental items desired shall be clearly noted on the Vendor Application. Additional fees are required for rental equipment and electricity and must be submitted with the Vendor Application fee. Please plan ahead for all of your needs. Power cords will not be provided.
3. The Run Fair Coordinator 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 30 minutes prior to the start of the event, 11:30 am on Saturday and 8:30am on Sunday. 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, 5:00pm Saturday and 1:00pm Sunday.
5. Vendors are responsible for the set-up, display, removal and overnight storage of their property. Tents, tables and/or chairs rented through the CCMA must remain within Sylvester Park at all times. Other items may remain in the park overnight; however, at your own risk. The CCMA and the Run Fair Coordinator is 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 360.867.2667. 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. Vendors will not discriminate against anyone on grounds of ethnicity, age, sex or disability.
9. The CCMA and the Run Fair Coordinator 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 1, 2024**.
10. 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 in this contract.

Printed Name

Signature

Date