



# Half Marathon Race Expo 2017

April 28, 2017

12 pm - 8 pm

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Number: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Website: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

- \$50 – 10' X 10' Booth Space at Race Expo in Show Barn
- \$100 – 10' X 20' Booth Space at Race Expo in Show Barn
- \$100 – Goodie Bag Insert (Non-paper items only, see Goodie Bag in Policies & Procedures)
- \$25 per 120-volt/20-amp outlet – one-time fee
- \$150 per 50 amp Spider Box (6 outlets) – one-time fee

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Due: \$ \_\_\_\_\_

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Payment Information will be shredded after the event

Check made out to Thanksgiving Point & mailed to: Signature Experiences, 3003 N. Thanksgiving Way Lehi, UT 84043

Credit Card: \_\_\_\_\_ Exp \_\_\_\_\_ CVV \_\_\_\_\_

Name on the Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_



# Half Marathon Race Expo 2017

April 28, 2017

12 pm - 8:00 pm

## Policies & Procedures

\_\_\_\_\_  
Please Initial

**Agreement:** Vendors may not sublet or share their booth space without written approval by an event manager. Failure to gain this approval will result in a \$100 fine. Exhibitors must list all products and services that will be promoted or sold at their booth. **Please keep a copy of the contract and Policies and Procedures for your own records.** A letter of confirmation will be emailed notifying you of your final acceptance status.

\_\_\_\_\_  
Please Initial

**Booth Space:** Each booth space is either a 10'x10' or 10'x20' space. Pipe and drape and an 8' table with two chairs will be provided by Thanksgiving Point and are included in the booth price. If you need any additional items for your booth, contact your event coordinator. Booths will be assigned on a first come, first serve basis when **both** your total payment and contract are received. Thanksgiving Point reserves the right to move exhibitors if deemed necessary.

\_\_\_\_\_  
Please Initial

**Cancellations:** If the show is cancelled by Thanksgiving Point for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. The Tulip Festival Half Marathon & Expo is a rain or shine event. Refunds will not be given in case of inclement weather. If you cancel one month or more prior to the event, all monies, less a \$30 administrative fee, paid will be returned. If you cancel within one month before the Tulip Festival, and if Thanksgiving Point cannot resell your booth space, you will be charged the full amount of the booth space. All cancellations must be submitted in writing. Exhibitors forfeit booth space if they have not yet arrived by 11:00 am on the day of the Half Marathon Race Expo. "No Show" Exhibitors will not be refunded, and will risk exclusion future participation in Thanksgiving Point Events.

\_\_\_\_\_  
Please Initial

**Cleanliness:** Exhibitors are responsible for the cleanup of their booth space. Fines up to \$200 will be charged for booths left unkempt.

\_\_\_\_\_  
Please Initial

**Confidentiality:** All information on this contract, including payment information and fees paid, between signed party and Event Manager is to be kept confidential. Information will not be shared or sold by either party. Sharing of information may result in loss of vendor relationship and fines.

\_\_\_\_\_  
Please Initial

**Electricity:** All electricity needs must be requested and paid for at least 7 days before the first day of the event. Vendors are responsible for their own extension cords. A 50 foot extension cord is recommended. Using unpaid power without permission will result in a \$300 fine.

\_\_\_\_\_  
Please Initial

**Facilities:** Thanksgiving Point reserves the right to move any equipment (i.e. tables, chairs...) that are in violation of fire code regulations or can be considered hazardous.

\_\_\_\_\_  
Please Initial

**Food & Beverage:** Only catering or concessions approved by Thanksgiving Point Event Manager are allowed. Samples not exceeding 2 ounces are permitted within your booth space.

\_\_\_\_\_  
Please Initial

**Goodie Bag:** Every registered runner will receive a Thanksgiving Point Tulip Festival draw string backpack. If a company would like to advertise inside the Goodie Bag they must deliver the samples to Thanksgiving Point. Flyers will not be stuffed in the goodie bag, but promotional goods or items will be acceptable.

\_\_\_\_\_  
Please Initial

**General Etiquette:** Thanksgiving Point is an alcohol free environment.

\_\_\_\_\_  
Please Initial

**Insurance:** Exhibitors hereby agree to indemnify and hold Thanksgiving Point harmless from any liability arising out of the exhibitor's use of Thanksgiving Point during the show including load in, set up, tear down, and load out. Exhibitor must obtain a certificate of insurance for general liability (\$1,000,000 Per Occurrence and \$2,000,000 General Aggregate), Automobile and Workers Compensation naming "Thanksgiving Point (et. al.)" as additionally insured with coverage for all dates of event including load in and load out.

\_\_\_\_\_  
Please Initial

**Load-in/Load-out:** Load in for Half Marathon Race Expo will begin at 10:30 am on April 28, 2017 at the South Entrance of the Show Barn. Load out will start at 8:00 pm, all property must be removed at this time. Vendors are responsible to bring their own loading/unloading equipment.

\_\_\_\_\_  
Please Initial

**Market Hours:** The Tulip Festival Half Marathon Race Expo runs from 12:00 pm to 8:00 pm on April 28, 2017. All booths must be staffed during all hours of the Race Expo.

\_\_\_\_\_  
Please Initial

**Non-Discrimination:** Thanksgiving Point and its Tulip Festival Committee welcome all, regardless of race, creed, color, sex, religion, sexual orientation, age, nationality, or marital status.

\_\_\_\_\_  
Please Initial

**Payment:** Total amount is due with signed contract to reserve a booth. All returned checks will be assessed a \$15 charge the first time they are returned and a \$20 charge if returned a second time.

\_\_\_\_\_  
Please Initial

**Security:** Despite arrangements made by Thanksgiving Point to provide excellent security protection for vendor properties, Thanksgiving Point is not liable for losses or damages of any kind.

\_\_\_\_\_  
Please Initial

**Taxes and Licensing:** The Utah State Tax Commission requires vendors who engage in direct sales at Thanksgiving Point to pay sales tax to the state. You will need to obtain a temporary sales tax ID number specifically for this event. This fee is not included in the booth cost and is to be paid to the Utah State Tax Commission. **Food Vendors** are required to obtain a permit to operate a temporary space from the Utah County Health Department located at 151 South University Ave., Provo, Utah, 801-851-7000.

Thank you in advance for your cooperation during this event. Please return the entire completed application, with payment, to the following email.

[sigexperiences@thanksgivingpoint.org](mailto:sigexperiences@thanksgivingpoint.org)

Or mail to:

Thanksgiving Point  
Attn: Signature Experiences  
3003 N. Thanksgiving Way  
Lehi, UT 84043

Thank you!