MONTEREY BAY HALF MARATHON

2019 Health & Fitness Expo Space Reservation Form

Monterey Conference Center @ 1 Portola Plaza, Monterey, CA 93940

November 8 & 9, 2019

Company Name: (to appear on booth signage)_____

Main Contact: _____**Email:**_____

On-site Expo Contact: _____**Email:** _____

Address:_____**City:**_____**St:**_____**Zip**_____

Day Phone: _____   **Cell Phone:** _____

Signature:_____

Hours:

	Set-up Thursday, November 7	3:00 pm – 6:00 pm
	Set-up Friday, November 8	8:00 am – 11:45 am
	Expo Hours Friday, November 8	Noon – 6:00 pm
	Expo Hours Saturday, November 9	9:30 am – 6:00 pm
	Tear-down Saturday	6:00 pm – 8:00 pm

Booth Sizes and Prices (check one) Note: 2 booth maximum

☐ 10 x 10 $1,350 (if paying by Credit or Debit card, + 2.5% - $33.75)

☐ 10 x 10 corner $1,500 (if paying by Credit or Debit card, + 2.5% - $37.50)

Virtual Race Bag only $250 ☐

Virtual Race Bag with booth $200 ☐

For information on our Virtual Goodie Bag program, contact Hillary@bsim.org.

Each booth comes with a 6' table, 2 chairs, table drape and side and back dividers. No canopies by order of fire marshal. Additional fee-based options include electricity, additional carpet, telephone & internet access, alternate booth furnishings, wastebasket, trash removal services and drayage.

Tricord Tradeshow Services is the official Expo services company. They will contact you concerning your Expo needs.

Product(s) to be displayed, sold or sampled from your booth:_____

_____

Selling product at the Expo?   ☐ YES   ☐ NO   **If yes, California Sellers License #**_____

City of Monterey temporary business license may be required for product sales.

Will you be offering food or beverage samples or sales from your booth?   ☐ YES   ☐ NO   **Health Dept.Fee: $81**

(Note: must use sample containers that are recyclable or compostable only)

The Big Sur Marathon Foundation must be named as additional insured on your insurance policy.

Please indicate three preferred booth locations. See maps (maps subject to change). Maximum of two booths may be purchased.

1st choice: _____   2nd choice: _____   3rd choice: _____

Total Remitted: _____

With the exception of sponsors, booths **WILL NOT be reserved without full payment**. The entire fee is due with the application; booths will not be assigned without payment. The fee is non-refundable. Payment may be made by check, money order, MC, or Visa. If paying by CC or Debit Card, **add an additional 2.5%.**

Credit Card #_____Exp. Date _____ Security code _____

Name on Card _____

Cardholder Signature _____

Return completed form with payment to:

Mail: **Email:**   **Fax:**
Big Sur Marathon Foundation   chris@bsim.org   831.625.2119
P.O. Box 222620
Carmel, CA 93922

Lodging recommendations available at bsim.org or give us a call at 831.625.6226.

EXPO CONTRACT RULES & REGULATIONS

1.   Except by written consent from Management, Exhibitor will not sublet the exhibit space contracted for and shall not exhibit or permit to be exhibited any merchandise other than specified in the Exposition Contract.

2.   No flammable decorations or other materials of flammable nature to be used. Use of materials must conform to the Fire Department Regulations. NO CANOPIES ALLOWED BY ORDER OF THE FIRE MARSHALL.

3.   All materials and displays shall be arranged in such a manner so as not to disturb the aisles or exhibits in adjacent booths, either physically or visually. There shall be NO HANDWRITTEN SIGNAGE.

4.   Cases of packing materials of any sort may not be brought in or out of the exhibit area during show hours without consent of management.

5.   Exhibitor will staff its booth continuously during show hours and will not commence to dismantle the same or remove food and/or materials prior to designated time without consent of management.

6.   Exhibitor agrees all exhibits, merchandise and belongings not removed from the exhibit area by the time specified, shall be stored at a location designated by Management at Exhibitor's expense for up to 30 days, after which period all stored materials will become property of the Big Sur International Marathon.

7.   Exhibitor agrees no electrical wiring installations shall be done except by the electrical contractor authorized by Management.

8.   Violations of the Rules and Regulations as herein set forth may result in the forfeiture of exhibiting space. Refunding fees shall be at the sole discretion of Management.

9.   No refunds will be made if Exhibitor fails to occupy space in accordance with the terms of the contract.

10.   Management reserves the right to reject or restrict any exhibit which may be objectionable or not in keeping with the quality or character of the Exposition.

11.   Exhibitor agrees not to make undue noise, cause odor, obstruct the aisles, use bright or hazardous lights, cause damage to the building or booth equipment or act in any manner deemed inappropriate by Management.

12. In the event that because of war, fire, strike, government regulation, public catastrophe, act of God, terrorism or other cause, the show or any part thereof is prevented from being held, or is cancelled, Management shall determine to refund the applicant his proportionate share of unused funds. An accounting shall be provided but shall not be subject to challenge.

13. Exhibitor agrees to hold Management and its affiliated businesses harmless from any claims from or due to acts of exhibitors, its agents and employees, howsoever designated, and/or for loss and/or injury of any nature.

14.   Exhibitor assumes all responsibility for loss, theft, or destruction of goods, or for personal injuries to him/herself, his/her employees, agents, representatives, or visitors, and will hold harmless the Management and its affiliated businesses from any liability in connection with any or all of the above. Furthermore, Exhibitor will allow Management to use any photographs of the exhibit for their purposes.

15.   Exhibitor must submit, with the Expo Application, a description of the products to be distributed, whether free or for sale. All Exhibitors will be given individual consideration and must meet with the approval of Management. A City of Monterey temporary business license may be required. The form or link will be included in trade show services packet.

16. Certificate of liability insurance coverage naming Big Sur Marathon Foundation **must be provided.**

17.   Only one company may occupy an assigned booth space unless prior approval is given by Management.

18. Food and beverage Exhibitors will be required to obtain a Health Department permit.

19. Exhibitor must follow recycling guidelines provided by onsite management. All sampling containers must be recyclable or compostable.