



2019 Expo Vendor Application February 16 – 17, 2019

To reserve space for the 2019 El Paso Marathon Health and Fitness Expo:

1. Fill in all information below (please print). Signature is required.
2. Read the attached Guidelines and Provisions. By signing below, you acknowledge that you agree to the terms.
3. Please make your payment to: **El Paso Marathon Foundation, mail application and payment to PO Box 2443, El Paso, TX 79952.**
4. To pay by credit card (Master Card or Visa only), email info@elpasomarathon.org or call Mike Coulter @ 915.274.5222.
5. **BOOTH SPACE WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.**

BOOTH SPACE PRICING:

Expo day only. Qty. _____ @ \$350 ea. \$ _____

Expo and Race/Event Day. Qty: _____ @ \$400 ea. \$ _____

Race day only. Qty: _____ @ \$150 ea. \$ _____

Expo Booth Rental Includes: Standard 10 'x10' booth space, a 6' skirted table, 2 chairs, 8' tall back drape, 3' tall side drapes and a company name booth sign. Vendor is responsible for all add ons (carpeting, electricity, internet etc.) Booth spaces may be shared but vendors are responsible for making those arrangements. Separate applications must be submitted.

Electrical hook up Qty _____ @ \$50 ea. \$ _____

Race/Event Day: Vendor is responsible for tables and any other equipment required for their space.

DISCOUNTS: \$150 Discount if paid in full before December 1, 2018.

\$100 Discount if paid in full between December 1, 2018 and December 31, 2018.

Company name to appear on booth:

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Product/Service Description:

I authorize that I have read, understand and will abide by the Provisions and Guidelines stated above.

Signature: _____ Date: _____



- * **EXPO LOCATION:** El Paso Convention Center / 1 Civic Center Plaza, El Paso, TX 79901
- * **MOVE IN:** Friday, February 15th 8:00am -5:00pm (**Booths MUST be ready by 5:00pm. No expo day set up permitted unless prior arrangements have been made.**)
- * **EXPO HOURS:** Saturday, February 16th 8:00am – 6:30pm (**Exhibits must remain intact and manned until the entire duration of the Expo.**)
- * **MOVE OUT:** ALL materials must be removed from the El Paso Convention Center by 10:00pm on Saturday, February 16th.

VENDOR EXPO GUIDELINES

Provisions

Terms and Conditions

1. El Paso Marathon Foundation (hereafter called the Organizer) and the vendor agree that all displays for the Health and Fitness Expo will be fully set up by 5:00pm on Friday, February 15, 2019.
2. Vendor agrees to complete booth breakdown by 10 pm on Saturday, February 16, 2019.
3. Vendor agrees to have booth space opened and staffed at all times during Expo hours.
4. If vendor does not check in during set up hours, booth space will be subject to reassignment.
5. Booth space will be considered reserved once full payment is received. Any balance due on booth space is required by January 1, 2019 or your booth (s) is/are subject to reassignment. No refunds will be made to exhibitors who fail to occupy space.
6. All vendor product and signage must fit within allotted booth space with a maximum height of 10 feet. Island booth space, 16 feet.
7. Exhibits, materials and displays must not either physically or visually, block other adjacent exhibits or aisles. No structure, display, signage etc. may be over 4' tall within 3' of your booth boundaries (islands are an exception)
8. Organizer reserves the right to remove inappropriate or obstructive displays from expo.
9. Soliciting outside of designated expo space is not permitted.
10. Vendor agrees not to sublet space or exhibit merchandise other than specified in this agreement without permission from the Organizer.
11. Receipt of vendor application does not guarantee booth space at the Expo. Show management reserves the right to refuse applications that they deem inappropriate for the Expo for any reason.
12. Vendors promoting the same exclusive product and/or service or similar product and/or service will not be allowed unless written agreements are entered into between the concerned vendors.
13. Booth assignments for the EXPO are made once payment is made in full and are on a first come, first serve basis. Show management reserves the right to relocate exhibitors or modify the floor plan as deemed necessary to maintain attraction proximity, traffic flow and EPFD Fire Marshall approval.



Vendor Booth Requirements

14. Exhibit space is to be used solely for the display of vendor's products and services offered for sale or information.
15. Vendors are not permitted to sublet any portion of their space or to display merchandise or information for other manufacturer's or distributors where no direct business relationship exists between them.
16. May not include strobe or flashing lights absent written permission of Organizer; may not use public address systems, sound or amplifier systems which project beyond Vendor's booth, or create excessive operating noise that impairs neighboring exhibits. Show officials are entitled to request an adjustment to instruments causing any annoyance.
17. Vendors are liable for any damage or defacement to event structures caused by their exhibit.
18. All booths must comply with fire and safety regulations.
19. Vendor agrees that booth space will meet standard requirements for visual appeal including but not limited to organization, neatness and cleanliness.
20. Attaching anything to the building structure is prohibited. ALL display materials must be fireproof.

Permits and Taxes

21. This agreement does not authorize the El Paso Marathon Foundation to obligate or award appropriate funds or future business.
22. Future sponsorships, if any, will be governed under separate agreements.
23. Exhibiting at the Event does not constitute an endorsement by the El Paso Marathon Foundation or the El Paso Convention Center of any product or service offered by Vendor.
24. The expo vendor will indemnify, defend, and hold harmless the Organizer, the El Paso Marathon Foundation, its officers and employees, successors, and assigns, from any claims, damages, liabilities, losses and costs and expenses, including reasonable attorney's fees and costs of suit, arising out of this Agreement and Vendor's activities hereunder.
25. Third parties will look solely to the Vendor for any payment and satisfaction of any obligation or claim arising out of Vendor's activities.
26. Vendor agrees to address all complaints, claims and causes of action, of any type or nature with respect to any product offered at the Event by Vendor and further agrees that Organizer has no responsibility to address such claims or complaints.
27. Either party will have the right to cancel this Agreement within 30 days prior with written notification with full refund and/or option to roll over to the following years event.
28. Causes for cancellation will include breach of terms or conduct, war, terrorism and acts of God .
29. The Marathon will proceed in good faith to execute this Agreement as outlined above.



Use of Trademarks and Service Marks

30. Any and all goods and/or services, either used by an Exhibitor/Vendor or used by third parties with Exhibitor's explicit or implicit permission, consent or endorsement, that, in the Marathon's opinion, violate any of the terms of this Agreement shall be subject to immediate seizure, removal and disposal by agents of the Marathon, by means determined by the Marathon. No compensation to an Exhibitor or said third parties shall be provided for said seizure, removal or disposal. No cause of action for said seizure, removal and disposal shall be had by an Exhibitor or any third party in a court of law or otherwise.

31. No advertising for products or services may state that they are "official" or officially sanctioned or endorsed by the El Paso Marathon Foundation without express written consent from the El Paso Marathon Foundation.

Unloading, loading and vendor VIP parking

32. Exhibitors may use hall loading to unload only. Once unloaded, all vendors are required to move their vehicle(s) to one of the nearby surface lots. **Vehicles may not remain parked on the ramp for any reason, and are subject to towing.**

33. VIP parking is limited to 1 space per booth. These spaces are limited and are available on a first come, first serve basis. VIP parking passes will be available for pick up on MOVE IN day. Friday, February 15, 2019 from 8:00am – 5:00pm. If your vehicle does NOT have a VIP parking pass displayed in the window you will NOT be permitted to park in this lot. The El Paso Convention Center Parking will be available to you, parking rates apply and are the vendors responsibility.