



**RUNWALK EXPO
MIDLAND COMMUNITY CENTER
FRIDAY, JUNE 2 (3:30-6:30 PM)**

This form serves as your contract for exhibit space at the Race Expo held in conjunction with the Dow RunWalk. This signed contract, insurance certificate and payment for your booth are required when submitting application. Expo Management and design is provided by: Greater Midland Community Center & Exhibition Services Inc. This agreement is between the Greater Midland Community Center and:

Date: _____ Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

E-Mail: _____

SPONSOR Booth (10'x10') booth space with 1 table & 2 chairs _____ **NO CHARGE** _____

Retailer's Booth Displays (direct sales):
I/We would like one 10' x 10' Exhibitor Booth _____
Rental fee includes: _____ @ \$200/each = _____

- (1) table and (2) chairs

Home-Based Business Booth Displays (direct sales):
I/We would like one 10' x 10' Exhibitor Booth _____
Rental fee includes: _____ @ \$100/each = _____

- (1) table and (2) chairs

Non-Sales / Info Based Booth Displays:
I/We would like one 10' x 10' Exhibitor Booth _____
Rental fee includes: _____ @ \$75/each = _____

- (1) table and (2) chairs

Non-Profit Booth Displays:
I/We would like one 10' x 10' Exhibitor Booth _____
Rental fee includes: _____ @ \$25/each = _____

- (1) table and (2) chairs
- (must provide a current 501(C)3 certificate with contract)

Extra tables (limit two per booth) _____ @ \$20 = _____
Electric _____ @ \$10 = _____

_____ **I am willing to donate a prize for the EXPO Passport promotion (and will have it available onsite (Friday, June 3))**

_____ I hereby agree and will comply with rules and regulations stated on the rules and regulations page of documents received in expo packet. By initializing the line at the left, I release all liabilities associated or incurred because of my participation in the Race Expo. I release Greater Midland Community Center, their Sponsors and affiliates, volunteers and staff of any responsibility resulting from my participation in the Race Expo.

Authorized Signature: _____ Date: _____

Set-up will be Friday (6/2) from 1–3 PM, tear-down starts at 6:35 PM FRIDAY. Return the completed Expo Contract with full payment (non-refundable). Along with your Insurance Certificate and 501(c)3 certificate if applicable (emailed or mailed). Make checks payable to:

Terms of Contract for Exhibit Space: Please read carefully. All exhibitors, including personnel that staff booths, are responsible for the material in this contract.

1. **CONTRACT:** This contract for space, the assignment of space and full payment of booth sponsorship fees together constitute the entire contract for the right to use space. Fees are non-refundable

2. **ACCEPTANCE:** An authorized signature on the official Expo contract form indicates the vendor has read, understands and agrees to abide by all the rules, regulations and restrictions outlined in the contract.

3. **BOOTH ASSIGNMENT:** Booth assignments will be made on a first-come, first-served basis and are subject to change at the discretion of the Expo Management.

4. **USE OF SPACE:**

a) All displays, interviews, and distribution of literature or product samples must take place inside the booth space. All aisles must be kept clear.

b) No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of Expo Management.

c) All booths shall be staffed by at least one person at all times during the Expo.

5. **CARE OF BUILDING AND SPACE:** Exhibitors shall not deface or damage art work, walls, floors or booth components. Where such damage occurs, the exhibitor is liable to the owner of the property for such damage.

YOU WILL NOT HAVE ACCESS TO ELECTRICAL UNLESS YOU ADD THAT TO YOUR RENTAL FEE.

6. **LIABILITY:** The Expo Management, Sponsor, Landlord and their officials and staff members disclaim all liability for damages or losses caused any exhibitor by fire, water, flood, windstorm, rodents, utility failure, acts of vandalism, strikes, civil disorder, theft or criminal acts. Exhibitor hereby waives any right and all claims for damages against Expo Management. EXHIBITORS MUST CARRY THEIR OWN LIABILITY INSURANCE.

7. **MOVE-IN/MOVE-OUT DATES/TIMES:**

a) Move-in will be allowed Friday June 2, 2023 from 1PM to 3 PM. **YOU MUST BRING YOUR OWN CART/DOLLY TO MOVE YOUR PROPERTY.** ALL BOOTHS MUST BE SET-UP AND STAFFED BY 3:20 PM on Friday, June 2. Exhibitors not checked-in and set-up by 3 PM will forfeit their space. Space may be reassigned or used by Expo Management, without refund.

b) Move-out: No exhibitor shall begin breakdown of a booth until after the Expo floor has been cleared and the Expo officially closes at 6:30 PM on Friday, June 2. All materials must be removed from building by 7:30 PM (unless prior arrangements have been made).

8. **SAFETY PRECAUTIONS:**

a) Fire Prevention: All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to national electrical codes and local ordinances. No heating sources or open flames are allowed.

b) Cleanliness: All exhibitors shall keep their booths clean and orderly at all times. Trash must be placed in receptacles located on exhibit floor. Exhibitor shall allow sufficient space within their booth space for visitors to move freely.

9. **EXHIBITOR INSURANCE COVERAGE:** Exhibitors must carry their own Liability Insurance Coverage to cover the period of the Expo. Commercial General Liability (CGL) \$1,000,000 each occurrence, Automobile Liability \$1,000,000 combined single limit, Worker's Compensation, Employers Liability and Disability Benefits as required by Michigan Laws.

Greater Midland Community Center and any of its sponsors and or associates, staff, and volunteers will not be held responsible for any loss, theft or damage incurred as a result of participation in the RunWalk Expo.

10. **INTERPRETATION AND AMENDMENTS:** Expo Management shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such further rules and regulations as shall be considered necessary for the proper conduct of the RunWalk Expo 2023.