



Morgan Hill Half Marathon
October 23rd, 2016
Expo and Vendor Booth
 Centennial Recreation Center Park
 Application Deadline – September 15th, 2016

Please fill out the application completely. Read the terms & conditions, sign and mail the original with your booth fees. Booth fees are for SPACE ONLY. You must provide your own display, etc. We will be supplying tables and chairs. If you are requesting a corner booth, please send the corner booth fee in a separate check from the booth fees. Your check will be returned if you are not given a corner booth. Make sure you keep a copy for your records. Early-bird registration deadline is September 15th, 2016. A \$50.00 fee will be added for applications received after this date. Applications will be accepted until sold out.

First: _____ Last Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ Fax: _____ Cell: _____

Email: _____ Website: _____

Resale Permit# (if applicable) _____ *Resale permit must be valid and current. All resale numbers will be submitted to the State Board of Equalization as required by law.*

One word that identifies your craft category: (e.g.: wood, glass, jewelry, clothing) _____

Please describe your work in detail. Include **all items** for sale (attach a price list if necessary).

Average retail price range for items/products (From \$ to \$): _____

Special Requests: _____

FEES (We DO NOT take a commission on sales)

10 x 10 Booth Space	\$500	_____ spaces = \$	
Corner Booth (please send in separate check) add	\$135		\$ _____
TOTAL			\$ _____

Mail your application and check or money order to:

Morgan Hill Marathon / Half Marathon
 Attn: Debbie Richards – Expo Coordinator
 18330 Sutter Blvd., Morgan Hill, CA 95037

VENDOR TERMS AND CONDITIONS

BOOTH INFORMATION: Each space is 10'x10' and will be clearly marked. The booth fee is \$500 for the space only. All vendors are required to bring their own canopies, tables, chairs, etc. Payment must be submitted with the application. Corner booths can also be requested for an additional \$135. Please submit a separate check for corner booths. No refunds will be provided for cancellations received after September 15th, 2016. The Morgan Hill Marathon and Half Marathon assesses a \$25.00 fee for returned checks.

Overnight security will be provided at the event site, however risk for theft or losses are the assumption of the vendor. The Morgan Hill Marathon and Half Marathon (SVE) has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional. Vendors must provide their own display and must conform to the assigned space. Morgan Hill can be windy after 4pm, so please be prepared. The vendor will be held liable in the event that their display causes damage to the display or work of another vendor or event site property, or if anyone is injured due to your negligence.

SELECTION: Space is limited. Selections are made based on date received, duplication of items. Vendors must have a current resale permit number if selling any merchandise. Applications and payment must be received in the Morgan Hill Marathon and Half Marathon office by the deadline date of September 15th, 2016. Any applications received after that date will be charged a \$50 last processing fee. The Selection Committee will review applications upon the deadline date, and notify you of your acceptance or non-acceptance, with two weeks after the deadline date. Once accepted, you will receive a festival map with booth location and further vendor instructions. Once the deadline date is passed, the Selection Committee will review applications every 2 weeks, until all spaces are filled. If not accepted, all materials and fees will be returned promptly. **NO REFUNDS!** Every effort will be made to accommodate special requests and are not guaranteed. All placement decisions are final. **NO NEGOTIATIONS!**

REGISTRATION: Donuts and Coffee will be available at registration on Saturday, October 22nd at 7am. Registration will be located at the Morgan Hill Community Park, weather permitting (Centennial Recreation Center Gym will be the alternative in the event of rain), beginning at 9am, to check you in. If you have not shown up by 8:00 am, you will be deemed a no-show, without refund, and the adjoining booths will absorb your space. All vehicles must be off the grounds by 9:00 a.m. and all booths completely set up and ready for business by 9:00 a.m.

SET-UP: Security will be available on Friday, October 21st, 2016 at 8:00am. Expo is open to the public from 1:00pm to 6:00pm Friday. Saturday expo hours are 9:00am to 5:00pm.

TEAR DOWN: All vendors agree to participate for the entire event and understand that expo tear down must be completed by 8:00pm on Saturday. All vendors are responsible to clean up and bag your own trash. This includes plastic tie straps. A \$50 cleaning fee will be charged to any vendor who leaves trash behind, and the possibility of being declined as future vendor in the Morgan Hill Marathon and Half Marathon Festival. At the conclusion of the festival, all vendors are required to be completely torn down and off the Centennial Recreation Park area by 8pm on Sunday, October 23rd, 2016. Anyone who is still on the grounds after 8pm will be invoiced overtime fees of \$25 every 15-minute thereafter. Expo tear down will be Saturday starting at 5:00pm and must be completed no later than 8:00 pm.

HOLD HARMLESS: This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency or any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 6th annual Morgan Hill Marathon and Half Marathon, October 21st – October 23rd, 2016, vendor agrees to protect, defend and hold harmless Morgan Hill Marathon and Half Marathon (South Valley Endurance), and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Morgan Hill Marathon and Half Marathon, its agents, officers, employees, subcontractors, or independent contractors, at the expo/festival.

WAIVER: I have read and fully understand the Terms & Conditions on this application. In consideration for being allowed to attend and participate in the 5th Annual Morgan Hill Marathon and Half Marathon, October 21st-23rd, 2016 I agree to abide by these terms and conditions, as outlined above.

Signature: _____ Date _____

PLEASE SIGN AND RETURN WITH APPLICATION

Please note:

This application must be signed and returned with application in order to process the application

WAIVER & HOLD HARMLESS

HOLD HARMLESS: This event is held rain or shine and space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 6th Annual Morgan Hill Marathon and Half Marathon Expo, October 23rd – 25th, 2016, vendor agrees to protect, defend and hold harmless Morgan Hill Marathon and Half Marathon, (South Valley Endurance) and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Morgan Hill Marathon and Half Marathon Festival, its agents, officers, employees, subcontractors, or independent contractors, at the festival.

WAIVER: I have read and fully understand the Terms & Conditions on page 3 of this application. In consideration for being allowed to attend and participate in the 6th Annual Morgan Hill Marathon and Half Marathon Expo, October 23rd – 25th, 2016, I agree to abide by these terms and conditions, as outlined on page 3 of the application.

Company Name: _____

Name: (please print) _____

Signature: _____ Date: _____