



2019 Happy Girls Run Spokane
Half Marathon/10k/5k

Commercial Vendor Application
September 20th & 21st, 2019

Join more than one thousand women and their families at the Expo/ Packet Pickup and the finish line of the 6th Happy Girls Run, Spokane! The Happy Girls Run is a popular race series for girlfriends, mothers and daughters, and work colleagues. At the finish line we celebrate the Happy Girls runners and their families and it's the perfect opportunity to reach this influential demographic of active women in beautiful Spokane, Washington.

If you are interested in vendor space, please complete all pages of the contract. Mail the contract, payment, and certificate of insurance to:

Lay It Out, Inc.
Attn: Karin Roy
704 NW Georgia Ave.
Bend, OR 97701

If you have further questions after reading the contents of this application please contact Karin Roy at (541) 323-0964 or via e-mail karin@layitoutevents.com.

EVENT DETAILS

ADA: In an effort to make all of our events accessible for everyone we ask that you pay attention to the following accessibility guidelines:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with mats.

Athlete Goody Bag: This is an excellent way to market and brand yourself in the community. A \$100 payment will provide you access to product/coupon/flyer placement in the Athlete Goody Bag. 1500 units are required and due to the Lay It Out Events office by September 15th.

Booth Configuration: Friday, September 21st is an 8'x8' booth at the Expo venue. Race Day, Saturday September 23rd is a 10'x10' outdoor set up with vendors providing all their infrastructure

Deadline: Please turn in your application before August 15th, 2019 to reserve your space! Space is limited to 18 vendors and we will be accepting on a first come first serve basis.

Directions and Setup: Directions and setup information will be emailed to vendors one week prior to the event.

Fees

- \$300 Commercial Vendor Space —Paid to Lay It Out Events for each 8x6 for Expo/ Packet Pick Up and 10x10 for Race Day with 15 amps of power for Friday Expo from 3-7pm, additional set up option for Saturday's Finish Line Party. (You cannot just sign up for Saturday; you must participate on Friday to attend Saturday.)
- \$40 for each additional outlet (over the 15 amps that are included).

Insurance: Please have your insurance company send a certificate of insurance and list as additionally insured:

- ✓ Lay It Out, Inc 704 NW Georgia, Bend, OR 97703
- ✓ Happy Girls Run Sisters, 704 NW Georgia Ave, Bend, OR 97703
- ✓ Riverside Place, 1110 W. Riverside Ave, Spokane, WA 99201

Please send all certificates to Lay It Out Events, 704 NW Georgia Street, Bend, OR 97701 or email to karin@layitoutevents.com.

Certificates must be received two weeks prior to event start date.

Cancellation Policy: Cancellations before August 1st, 2019 will receive a 50% refund. **No refunds are given after August 1st, 2019.**

Hours of operation: Friday 3-7 pm and optional set up on Saturday 7 am - 2 pm. All vendors must stay open during all hours of the event they sign up for. Any vendor leaving early will lose their deposit and will not be allowed to return for future events. Hours and location of Expo are subject to change.

Linens, Tables and Chairs Riverside Place will provide tables, linens and a chair for each vendor Friday for Packet Pick up and Women's Expo. Vendors must provide everything Saturday for the outdoor Race Day/Finish Line portion.

Power: Your booth space comes with 15 amps of power for the Friday Expo, there is no power for Saturday Race Day Please list all appliances and amps at the end of this application. Extra power is available for \$40 per outlet (each outlet not to exceed 15 amps). Be prepared with a 50-100 ft. extension cord.

Payment Please make checks payable to and mail your application to:

Lay It Out Events, Attn: Karin Roy
704 NW Georgia Bend, OR 97703

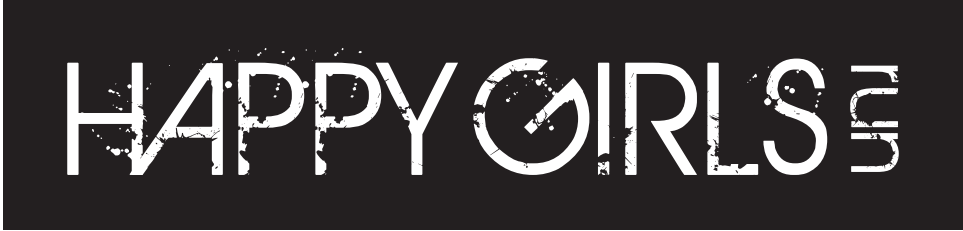
INDEMNIFICATION

- 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc , 2019 Happy Girls Run Sisters, Riverside Place from any claims or liabilities resulting from Vendor's performance, including any and all loss, damages or expenses caused by negligent acts, statements, errors or omissions of Vendor and its agents.**
- 1.2. Vendor will indemnify, defend, and hold Lay It Out Inc and its directors, officers, employees, and agents harmless from any and all claims or liability (including without limitation any taxes, penalties, interest, costs, or attorney fees) asserted by any third party that results from or arises out of Vendor or Vendor's Personnel performing the Services under this Agreement.**
- 1.3. Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon Lay It Out Inc.'s request, Contractor will submit to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Lay It Out Inc will not provide insurance coverage for Contractor.**
- 1.4. Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of Lay It Out Inc, provide to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance.**

AGREED TO BY:

Vendor Representative Signature

Date



HGR SPOKANE COMMERCIAL VENDOR

VENDOR INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____

Zip: _____

E-mail: _____

Phone: _____

Website address: _____

Please list all appliances and amps. One 15-amp outlet is included with the fee. Contact us if you need assistance determining your power needs **IN ADVANCE**.

Total Vendor Fee Enclosed: \$ _____

Additional Amps/Electricity (\$40/additional outlet): \$ _____

Total Deposit Enclosed **on a separate check** (\$100): \$ _____

Placement in Athlete Race Bag (\$100): \$ _____

TOTAL ENCLOSED \$ _____

TERMS OF THIS AGREEMENT:

1. All amounts owed by vendor to Lay It Out Inc. unpaid after 30 days agree to be subject to a late payment charge of 1.5% monthly (18% APR). Should the account become past due, vendor agrees to pay all costs of collection, including collection agency charges, attorney fees, and court costs incurred by Lay It Out Inc. This includes, but is not limited to, all fees and costs actually incurred whether or not any suit or action is filed and is intended to include all fees and costs incurred in any mediation, arbitration, trial or appeal.
2. Postponement or cancellation of the 2019 Happy Girls Run Sisters for any reason beyond the control of HGH (earthquake, fire, flood, terrorism or other acts of God) shall not constitute cause for any reimbursement.
3. This agreement does not transfer to another vendors property, agent, or subsidiary. All other business sectors must negotiate separate sponsorship agreements.
4. HGH shall secure and maintain throughout the term of this agreement all insurance for events of this stature and size, including but not limited to comprehensive general liability insuring themselves against loss of liability out of or relating to an activity associated with any of the events.
5. This agreement sets forth the entire agreement between the parties and takes the place of all prior verbal or written communication concerning the subjects of the Agreement. This agreement may not be altered, modified or changed in any way by either of the parties without the prior written consent of the other party.
6. Each of the parties hereto is an independent contractor. Neither party shall have the authority to act on behalf of the other or to incur obligation on behalf of the other unless expressly authorized.
7. If suit or action is instituted to enforce this agreement or to determine any matter in controversy regarding this agreement, the prevailing party shall be entitled to recover such sums as the court may judge reasonable attorney fee, including attorney fee's on appeal and in collecting or enforcing any judgment order or decree.
8. Neither party shall without written authorization from the other party disclose to any third party the terms and conditions of this agreement except as may be necessary to establish or assert rights hereunder or required by law; provided however, either party may on a confidential basis disclose this Agreement to officials, officers, accountants, attorneys or other individuals within each other's organizations on a 'need to know" basis.

AGREED TO BY:

Vendor Representative Signature

Date

Please return these pages with payment & insurance

