



**Spokane Women’s Active Lifestyle Expo/Happy Girls
Run Packet Pickup**

Friday September 20th, 2019 (3-7 p.m.)

&

2019 Happy Girls Run Spokane Race Day Celebration

Half Marathon/10k/5k

Saturday September 21st, 2019 (7 a.m.-2 p.m.)

Join more than one thousand women and their families at the Spokane Women’s Active Lifestyle Expo & Happy Girls Run Packet Pickup and 6th Happy Girls Run, Spokane Race Day Celebration! The Happy Girls Run is a popular race series for girlfriends, mothers and daughters, and work colleagues. The event is a celebration of Happy Girls runners and their families, and it’s the perfect opportunity to reach this influential demographic of active women in the greater Spokane area.

If you are interested in vendor space, you can choose from attending the Friday night Expo held at Riverside Place downtown Spokane only or both the Expo and Saturday Race Day Celebration held on the Mukogawa Ft. Wright Campus (to attend the race day event, you must also attend the Expo). You can also choose to be an event sponsor and/or have your product/special offer/marketing materials distributed in race bags. Please complete all pages of the contract and mail the contract, payment, and certificate of insurance to:

Out There Outdoors
Attn: Derrick Knowles
PO Box 5
Spokane, WA 99210

If you have further questions after reading the contents of this application, please contact Derrick at 509-822-0123 or derrick@outtheremonthly.com.

PARTICIPATION OPTIONS:

- 1. Exhibitor space at both events (\$200): \$ _____
- 2. Exhibitor space at Friday’s Expo Only (\$150): \$ _____
- 3. Race bag access for promo materials (\$150): \$ _____
- 4. Logo level sponsorship of both events (\$500 & up): \$ _____

EVENT DETAILS

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

Race Bags: This is an excellent way to market and brand yourself in the community. A \$150 payment will provide you access to product/coupon/flyer placement in the Happy Girls Run Race Bags. 1,500 units are required and due by September 15th.

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

- 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 rugs, but rugs must be taped down on all sides.
- Price lists should be hung 36-39 inches from the ground

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

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. The Women's Active Lifestyle Expo on Friday, September 20 will be held at Riverside Place, 1110 W Riverside Ave., Spokane, WA 92201. The Happy Girls Race Day Celebration will be held on the parade grounds at the beautiful Mukogawa Ft. Wright Institute Campus near Spokane Falls Community College.

Hours of Operation: Friday 3pm-7pm Women's Active Lifestyle Expo/Happy Girls Run Packet Pick Up and Saturday 7am-2pm Happy Girls Run Race Day Celebration. Vendors must stay open during all hours of the event. Vendors leaving early will not be allowed to return for future events and their deposit will be cashed.

Power: Your booth space comes with 15 amps of power at the Expo on Friday. THERE IS NO POWER AVAILABLE FOR RACE DAY, YOU ARE WELCOME TO BRING A QUIET GENERATER. Be prepared with a 50-100 ft. extension cord.

Insurance: Please have your insurance company create a certificate of insurance for each entity listed below:

- Lay It Out, Inc. 704 NW Georgia Ave, Bend, OR 97703
- Happy Girls Run Spokane, 704 NW Georgia Ave, Bend, OR 97703
- Mukogawa Fort Wright Institute , 4000 W Rudolph Rd, Spokane 99224
- Out There Monthly LLC, PO Box 5, Spokane, WA 99210

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.

CONTRACT DETAILS:

OUT THERE OUTDOORS WILL PROVIDE THE FOLLOWING:

1. VENDOR will be provided an 8x8 space, table, and electricity on Friday at The Women's Active Lifestyle Expo and 10x10 space only on Saturday at the Happy Girls Run Race Day Celebration in Spokane for the duration of the event. Saturday participation is optional.
2. VENDOR will be provided a link to their website from the Happy Girls website.

COMMERCIAL VENDOR WILL PROVIDE THE FOLLOWING:

1. Check/Credit Card/Cash payment of \$150 for 8x6 space Friday for Expo/Package Pick Up space or \$200 for the Expo and 10x10 space for Race Day Celebration
2. \$40 for each 15amp outlet of power.
3. Separate deposit check for \$100 to be refunded after the event.
4. Please submit both fees with your application. Fees will be returned in case of non-acceptance to the event.
5. Payment to be made to:
Out There Outdoors
PO Box 5
Spokane, WA 99210

INDEMNIFICATION

- 1.1. Vendor shall indemnify and hold harmless Lay It Out Inc, 2019 Happy Girls Run Spokane, Mukogawa Fort Wright Institute, Riverside Place, and Out There Outdoors 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 Out There Outdoors 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 Out There Outdoors' request, Contractor will submit to Out There Outdoors proof acceptable to Out There Outdoors of such insurance. Contractor will further Out There Outdoors immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Out There Outdoors 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 Out There Outdoors, provide to Out There Outdoors proof acceptable to Out There Outdoors of such insurance. Contractor will further notify Out There Outdoors immediately of any substantial modification or cancellation of such insurance.**

Vendor agrees to abide by the rules and regulations of the Spokane Women's Active Lifestyle Expo & Happy Girls Run Celebration. Vendor understands that they may not be asked to participate in future events if they are in violation of Spokane Women's Active Lifestyle Expo & Happy Girls Run Celebration policies and they will lose their deposit.

AGREED TO BY:

Vendor Representative Signature

Date

EXHIBITOR APPLICATION

VENDOR INFORMATION

Business Name: _____

Contact Name: _____

Product or Service Description: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: (____) _____ - _____

Website address: _____

Facebook: _____ Twitter: _____ Instagram: _____

Please list all appliances and amps. One 15-amp outlet is included for the Expo with the fee. No power is available for the Race Day Celebration. Contact us if you need assistance determining your power needs **IN ADVANCE**.

Total Vendor Fee Enclosed: \$ _____

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

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

Placement in Race Bag (\$150): \$ _____

Sponsorship (\$500 & up): \$ _____

TOTAL ENCLOSED: \$ _____

TERMS OF THIS AGREEMENT:

1. All amounts owed by vendor to Out There Outdoors 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 Half or Women's Active Lifestyle Expo 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