



Vendor Application

WHEN: Saturday, September 23, 2017: 7:00am - 12:00pm

WHERE: Church at Viera: 9005 N. Wickham Rd. Viera 32940

MAIL FORM TO: Community of Hope P.O. Box 1253 Melbourne, FL 32903

QUESTIONS: Race Director, Alyssa Buchanan, 321-586-9466; runwithhope5k@gmail.com

GENERAL INFORMATION:

Booth Fees: Business booths are available for a minimum tax-deductible fee of \$50.00. Marketing materials can be included in participant race bags for an additional \$50.00. There is no fee for non-profit organizations booths. Organizations must be registered as 501(c)(3) non-profit and provide required documentation. The event is rain or shine and all fees are nonrefundable.

**If you personally recruit at least 10 active participants, your vendor fee will be refunded following the event, please contact Alyssa Buchanan at runwithhope5k@gmail.com for more information.

Booth Setup/Tear Down: Booth setup time is September 23, 2017 between 6:00am-7:00am. All booths must be setup by 7:00am prompt. No booth setup will occur after 7:00am. Please note those booths not set up in the scheduled time frame will be forfeited, and no refunds will be given.

Clean-up of vendor area is responsibility of vendor. Please leave the area free of trash or any other items you bring to the site. Failure to clean-up area will affect future applications for booth space.

Booth Space: Please check in with race director, Alyssa Buchanan, to receive your assigned booth space. The designated booth size is 10 x 10 feet. Your booth must fit in the space provided. In the event that your display exceeds the 10 x 10 space allotment, please register for additional booth spaces. **Vendors must supply all chairs, tables, tents and other items necessary for their booth space.** Community of Hope is not able to provide electricity to booth spaces.

**Booth applications and fees must be received by Community of Hope no later than:
Monday, September 11, 2017.**

REGISTRATION FORM:

In order to process your registration as a vendor for Run With Hope 5k, please fill out all parts of this form completely. Failure to provide all information may result in a delay in processing your request or in the loss of your reservation. Registration must be accompanied by booth fees in the form of a check made payable to Community of Hope.

Return completed forms and fees to: Community of Hope P.O. Box 1253 Melbourne, FL 32903

Vendor Name: _____

Contact Person: _____ Title: _____

Street Address: _____

City: _____ Zip Code: _____ Phone: _____

Email: _____ Website: _____

BUSINESS INFORMATION

Type of Business:

- Nonprofit: (copy of 501(c)(3))
- Business Booth: (\$50.00 tax-deductible booth fee)

Describe your display:

Describe your merchandise/services:

Will you be providing merchandise or products? Yes No

If Yes, what types of merchandise or products will you be providing?

Are you willing to contribute a door prize for attendee drawing? Yes No

If yes, what is the prize?

Are you interested in adding marketing material to participant bags for an additional \$50.00?

Yes No

If yes, 250 of your item needs to be provided to Community of Hope by **09/15/17**.

VENDOR AGREEMENT

Exhibitor agrees to hold Community of Hope, "Church at Viera, Brevard County, Running Zone, and their officers, agents, employees and volunteers" blameless, and to reimburse for any judgments, settlements, costs, or other expenses (including legal fees) to which they may be subject for any injury, damage, loss, or harm resulting from or occurring to anyone (including visitors) which may result directly from or in connection with such exhibit or the use of the rented space by the exhibitor, its employees or representatives.

Liability: Neither Community of Hope, "Church at Viera, Brevard County, Running Zone, and their officers, agents, employees and volunteers". the Officers thereof, its Vendor Chair, contracted Workshop services, its Officers and employees; will be responsible for any injury, loss, or damage that may arise to a Vendor, their employees, and/or their goods either while in transit to or from the building, or while in the building or area, from any cause whatsoever, and will not be liable for the fulfillment of this lease as to delivery of space beyond the Vendor Chair's control.

Community of Hope reserves the right to restrict exhibits which become objectionable because of noise, method of operation, materials, or in any way distract from the general character of the Community of Hope

Care of Building and Equipment: Exhibitors or their representatives shall not injure or deface the walls, tables, or surrounding area. Exhibitors or their representatives shall not attach any materials or displays to the walls. If such damage occurs, the exhibitor is liable to the owner of the property damaged. All materials used in the decoration must be flameproofed and certificate of flame retarding must be on hand.

Use of Space: All demonstrations or other promotional materials or activities shall be confined to the limits of the assigned exhibit space. If more space is needed, it may be purchased at additional cost. Security: The exhibitor is solely responsible for his/her own exhibit material and should insure against loss or damage. All property of the exhibitor is understood to remain in his/her care, custody, and control in transit to and from, and within the confines of the exhibit area.

Publicity: Community of Hope is authorized to use photographs and other media-denoting exhibitor's participation in the conference in connection with publicity related to the conference.

With my signature, I affirm that I have read and agree to comply with the terms and conditions of this agreement. I acknowledge that failure to adhere to this agreement may result in my vendor permit being revoked without refund. I understand the application deadline is September 11, 2017 and if my application is received after this date it will be subject to a \$20.00 late fee to be accepted. This fee can only be waived by approval of Run With Hope 5k, race director. I understand the booth fee is non-refundable and the event will be held rain or shine. I have read the above and will comply with the Terms and Conditions for vendor at the above named event.

Company Name: _____ Type of Booth: _____

Authorized Signature: _____ Date: _____

Amount enclosed: \$50.00 Business Booth tax-deductible fee

\$_____ Additional Donation

\$50.00 additional fee for including marketing materials