

# St. Luke's Half Marathon and 5K

## Expo Space Rental Contract—2017 St. Luke's Half Marathon

This is an agreement between St. Luke's Half Marathon and 5K (SLHM) and \_\_\_\_\_ for the purchase of Expo vendor space(s) at the St. Luke's Half Marathon and 5K, April 22, 2017. Please complete the contract below, read the terms and conditions, sign and return both pages of this contract with your full payment to the Lehigh Valley Road Runners (LVRR).

The LVRR will provide one 8' x 8' indoor space with one 8' table and two chairs. Also includes an interactive Race Expo map link to your site.

Cost for each 8' x 8 space is \$350. Extra tables, chairs, electrical sources, lights, etc. are available.

Please fill out the form below completely to let us know what you need.

**I agree to purchase \_\_\_\_ (quantity) 8'x 8' Expo space(s) at \$350 ea.**

**Total payment due = \$\_\_\_\_\_**

**Full payment is required with your contract.** Make checks payable to Lehigh Valley Road Runners.

Name of Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Company and/or Product: \_\_\_\_\_

Website: \_\_\_\_\_

Authorized Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail Completed Application and Check to:

Bob Shively  
536 Paxinosa Road East  
Easton, PA 18040

**Expo Space Rental Contract—2017 St. Luke's Half Marathon  
Terms and Conditions**

**1. Payment/Cancellation Policy:**

Payment in full must accompany this contract. Make Checks payable to Lehigh Valley Road Runners (LVRR). All cancellation requests must be made in writing. Exhibitors canceling before March 13, 2017 forfeit 50% of their Expo space rental fee. NO REFUNDS will be issued AFTER March 27, 2017.

**2. Space Assignments:**

Expo space rental fees must be received no later than March 13, 2017. Booth assignments will be made based on sponsorship level, space requirements, products to be exhibited, the date the contract and payment is received, and consideration of the overall best interests of the show.

**3. Operation:**

Exhibitors will keep exhibit open and staffed at these times: Saturday, April 22, 2017, 9 a.m. till 5p.m.

**4. Products and Exhibits:**

No products bearing the label "St Luke's Half Marathon," " St Luke's 5K," "St. Luke's Half Marathon and 5K ," "Lehigh Valley Road Runners," "LVRR," or any other Lehigh Valley Road Runners event trademark, name, logo, or reference to such may be sold or distributed without written permission from the Lehigh Valley Road Runners Board of Directors. The LVRR reserves the right to restrict the sale or display of any items which it deems objectionable. If, for any reason, an exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. This reservation includes any person, thing, conduct, printed matter, or item of a charter, which the LVRR considers objectionable for health or safety reasons, due to conflict with sponsor or other agreements, or for any reason the LVRR feels is not in the best interest of the event. Should such an eviction or restriction be enforced, the LVRR shall not be held liable for refunding rental fees or funds for exhibition rental, except at its own discretion. The hanging of banners outside of your Expo area is prohibited.

**5. Management & Dismantling:**

Should any rented Exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment by March 13, 2016, the LVRR reserves the right to rent said space to any other Exhibitor or use said space in any other manner. However, this clause shall not be construed as affecting the obligation of Exhibitor to pay the full amount specified in this invoice for space rental should the LVRR not resell the space. Exhibitor shall be solely responsible at its own expense, for installing and dismantling its own materials. Exhibitor shall repair any damage caused by dismantling and return the space to the same condition as received.

**6. Fire, Safety, and Health Regulations:**

Exhibitor agrees to comply with local, city, and state laws, ordinances and regulations covering fire, safety, health, and other matters. All exhibit equipment and materials will be reasonably located within the area. Exhibitors shall take necessary fire precautions.

**7. Subletting of Space:**

Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials from other firms other than his/her own in the exhibit space without prior written authorization from the LVRR.

**8. Liability Exclusion:**

The LVRR will take reasonable precautions to safeguard Exhibitor's property. However, the LVRR will not be liable for loss or damage to the property from theft, fire, accident, or any other cause beyond its control. Exhibitor agrees to indemnify, protect, defend, and save and hold harmless the Lehigh Valley Road Runners, its officers, directors, and members from all claims, demands, damages, and liability of whatsoever kind of character asserted by any person or persons on account of damage to property or the leased premises arising out of the use of the Exhibitor's leased premises by Exhibitor, or the negligence or willful misconduct of Exhibitor, its agents, employees or invitees or a breach of this contract by Exhibitor or its agents, employees or invitees.

The Exhibitor, on signing this agreement, expressly releases the aforementioned from all claims for loss, damage, or injury.

**9. Inability to Perform:**

If the LVRR should be prevented from holding the Expo area or if it cannot permit Exhibitor to occupy his/her space due to circumstances beyond its control, including, but not limited to, strike, civil disobedience, and acts of God, the LVRR will refund the Exhibitor the amount of rental paid to him/her and the LVRR shall have no further obligation of liability to Exhibitor

**10. Shipments:**

All arrangements for shipments required by Exhibitor for its booth shall be the sole responsibility of the Exhibitor and the LVRR shall not be responsible for the delivery or receipt of any shipments, without prior agreement.

**11. Food/Beverage Vendors:**

No food and/or beverage sales or sampling are allowed in the Expo or Tech areas without written consent from the LVRR.

Authorized Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title

For further information, call ph: (610)751-1132; or email: shivelrp@verizon.net