



**PIERCE COLLEGE RUNNER'S FAIR
MAY 12, 2007**

VENDOR FAIR - Vendor Terms and Conditions:

Cost

Vendor booths cost \$100.00 per booth, plus an additional \$40.00 fee if food or beverage samples are to be served. Checks are payable to Pierce College Runner's Fair. Limited booth space is available, and will be assigned on a first come, first served basis! A \$20.00 late fee will be charged after May 1. The booth fee is refundable only if written notice of cancellation is received from the vendor by Pierce College before May 1, 2007, less a \$20.00 handling fee. Absolutely no refunds after May 1, 2007.

Booth Parameters

Booths are 10' x 10' and include electricity, two 30" x 6' tables, one chair, and access to wireless internet. If you need additional equipment, contact Paige Ellertson at (253) 964-6612. All additions are at the vendor's expense.

Set-up / Tear-down

Set-up must be done between 7:00 a.m. and 9:00 a.m., on Saturday, May 12. Load in access is limited, and early arrival is strongly recommended. Two equipment carts will be available to assist vendors in transporting their supplies and materials. Vendor booths must remain open and staffed at all times until the end of the show at 3:15 p.m. Tear-down may begin immediately following the close of the Vendor Fair, and must be complete by 6:00 p.m.

Indemnification

Each vendor will be required to hold Pierce College, and the sponsors and volunteers of the Runner's Fair harmless from any claims arising from its activities and to provide proof of insurance. Insurance must be obtained at the exhibitors own expense, for bodily injury and property damage liability insurance written on an occurrence form with combined bodily injury and property damage limits in an amount no less than \$1,000,000 per occurrence. Proof of insurance must be provided to the Runner's Fair prior to the day of the event.

Sample Distribution

Product literature and product samples may be distributed in the booth of each vendor. Food samples may not exceed one (1) ounce and beverage samples may not exceed two (2) fluid ounces. There is an additional charge of \$40.00 for vendors providing food or beverage samples. All vendors intending to distribute food or beverage samples must contact Pierce College Athletics at (253) 964-6612 before May 1, 2007, for prior approval of the sampling planned. Vendors will not be allowed to offer food or beverage samples without prior approval. No vendors may stand in or utilize aisles or lobby areas for the sale or distribution of product, literature, or samples. Vendors are strongly encouraged to use recyclable cups and/or packaging for product sampling. The sampling rules do not apply to official Runner's Fair sponsors.

Compliance with Laws

Each vendor will agree to comply with all applicable Federal, State, and local laws, ordinances, rules and regulations including all fire codes and health regulations.

Refusal of Space

The Runner's Fair reserves the right to deny Vendor Fair booth space to vendors whose products, services or other use of booth space is not, in the Runner's Fair's sole judgment, fundamentally related to running, health, fitness or community service.



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VENDOR FAIR – Registration Form

Reserve your Runner's Fair Vendor Booth today! Space is limited and will be assigned on a first come, first serve basis.

(please type or print clearly)

Company Name

<input type="text"/>	<input type="text"/>
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Contact Person

Title

Street Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
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City

State

Zip

E-mail Address

<input type="text"/>	<input type="text"/>
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Telephone

Alternate Telephone

Type of product or service

Please make checks payable to:
Pierce College Runner's Fair

Mail or return to:
Pierce College Athletics
9401 Farwest Dr. SW
Lakewood, WA 98498

Number of booths ___ x \$100 = _____
"I will be serving food or drink samples"
 \$40 fee for food/drink sampling = _____
 \$20 late fee after May 1, 2007 = _____
TOTAL AMOUNT ENCLOSED = _____

Phone: (253) 964-6613 Fax: (253) 964-6263 E-mail: pellertson@pierce.ctc.edu