



**2011 Community Health Network  
Indianapolis Marathon and Half Marathon  
BOOTH SPACE AND BAG STUFFING APPLICATION  
Race Date October 15, 2011  
Packet Pick-up October 14, 11:00 am - 9:00 pm**

### **PACKET PICK-UP**

Join us on October 14 and showcase your business or product to thousands of race participants and their families. Participants in running events are a great demographic audience to get in front of.

#### **Location**

Benjamin Harrison YMCA  
5736 Lee Rd.  
Indianapolis, IN  
(Just north of 56th street on Lee Rd.)

#### **Date**

Friday, October 14, 2011

#### **Show Hours**

11:00 am – 9:00 pm

### **BOOTH SPACE RENTAL**

10' X 8'                      \$500

#### **Each Booth Includes**

1 - 6' draped table  
3' high sidewall drape and 8' high back wall drape  
2 chairs  
1 company sign

#### **Show Set-up Hours**

8:00 am - 10:30 (all booths must be set-up by 10:30 no exceptions)

Please contact us for special arrangements if you will need to get in earlier to set-up.

#### **Show breakdown hours**

8:00 pm - 10:00 pm (all booths must be manned at all times and open to at least 8:00 pm no exceptions)

Please contact us for special arrangements if you will need more time to breakdown.

### **RACE DAY BOOTH SPACE PRICING**

Be apart of the action and congratulate the participants on their accomplishment and showcase your company or product to the participants and their family and friends.

#### **Booth Space at Start/Finish line area**

10' x 10' \$1,600

### **GOODIE BAG STUFFING**

Goodie bag stuffing is a great way for a company to get product samples or information about their companies in the hands of the participants. The Goodie bags will be handed out to all participants in all of the events.

- Bag Stuffing \$500.00
- 6000 items needed by Oct 1, 2011

#### **Mail to:**

Vision Event Management  
Attn: IM & HM  
16851 Southpark Drive  
Suite 100  
Westfield, IN 46074



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**EXHIBITOR AND BAG STUFFING REGISTRATION FORM**

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

Website address for hotlink (sponsors only): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Office Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Product or Service: \_\_\_\_\_

If bag stuffing please give us a description of the item including size: \_\_\_\_\_

Signature: \_\_\_\_\_

(Your signature indicates you have read the terms and conditions of this agreement and agree to them. Please keep a copy of this agreement and the terms and conditions.)

Booth Space at packet pick-up	\$500.00	_____
Goodie Bag Stuffing	\$500.00	_____
Booth Space at the Start/Finish Line area	\$1,600.00	_____
<b>Total</b>	<b>\$</b>	_____

Please make checks out to the **Indianapolis Marathon**  
Mail completed form along with your check or money order to:

Indianapolis Marathon and Half Marathon  
5246 Norwaldo Ave  
Indianapolis, IN 46220

Any questions please contact Jim Furuya at [Jim@eventfuel.net](mailto:Jim@eventfuel.net)



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**TERMS AND CONDITIONS**

The following are the terms and conditions for the Indianapolis Marathon and Half Marathon Packet Pick-Up booth space rental agreement.

1. All booths must pre-pay prior to set-up.
2. The Indianapolis Marathon and Half Marathon and the exhibitor agree all displays must be fully set-up by 10:30 p.m. on Friday, October 14, 2010. No cases or packing materials of any sort may be brought in or out of the exhibition hall during show hours.
3. It is mutually agreed that it is the duty and responsibility of each Exhibitor to obtain any necessary government permits.
4. All Exhibitors shall dismantle the booths immediately following the close of the exhibition.
5. Exhibitor agrees that no refunds will be made to any Exhibitor who fails to occupy their space.
6. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless the Indianapolis Marathon and Half Marathon and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental, charges or fines of the exhibition premises or part thereof. In addition, Exhibitor acknowledges that The Indianapolis Marathon and Half Marathon or Expo decorator do not maintain insurance covering Exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and damage insurance covering such losses by Exhibitor.
7. Exhibitor agrees that the Indianapolis Marathon and Half Marathon reserves the right to reject or restrict any exhibit, which may be objectionable, or not in keeping with the quality or character of the Exposition.
8. Exhibitor agrees displays will not visually or physically disturb aisles or adjacent exhibitors.
9. The Exhibitor will not hand out materials outside of their assigned booth space or in the aisles.
10. Exhibitors may hand carry all items into the exhibit hall.
11. Work done in connection with exhibit erection and dismantling may be conducted by employees of the exhibitor.
12. Helium tanks and helium balloons are not permitted in the facility. Do not nail, staple, tape, spray, hang or attach anything to walls, ceilings, fixtures, and floors. Stickers, glitter, and confetti are not permitted in the facility.
13. All buntings, curtains, and draping of any kind shall be made of non-combustible material. Straw, chips and any other flammable material shall be used for display purposes only if they are treated (fireproofed). Plastic shall be placed on the floor before the material is used. Material shall be contained from spreading beyond the plastic area.
14. Cooking is not permitted on any carpeted area unless pre-approved by the show decorator.
15. For safety, all exhibitors shall comply with all federal, state, and municipal codes that apply to places or buildings of public assembly.
16. Exhibitor agrees that all products to be given away for free at the Expo shall be approved in advance.
17. Exhibitor assumes all responsibility for loss, theft, or destruction of goods, or for personal injuries to himself, his employees, agents, representatives or visitors, and will indemnify and hold harmless Indianapolis Marathon and Half Marathon, its officers, agents, employees, from any and all of the above (including reasonable attorneys fees).
18. Exhibitor shall allow Indianapolis Marathon and Half Marathon to use photographs of the exhibit for its own purposes.
19. Exhibitor shall not sublet the exhibit space contracted for and shall not exhibit or permit to be exhibited any merchandise other than specified in the application.
20. Only one exhibitor may occupy assigned booth space unless the Indianapolis Marathon and Half Marathon gives prior approval.
21. The Indianapolis Marathon and Half Marathon shall assign booths at its discretion and reserves the right to change any exhibitor's assigned booth prior to set up. Nothing contained in this agreement, the Indianapolis Marathon and Half Marathon's acceptance thereof, or in any act or communication prior to set up shall be construed as a guarantee of assignment to any particular booth, except where noted.
22. Exhibitors must adequately insure and keep themselves insured to cover the liabilities under these Rules and Regulations. Exhibitors shall provide Indianapolis Marathon and Half Marathon with proof of general liability insurance of at least \$1 million per occurrence and in the aggregate, auto insurance of at least \$1 million per occurrence and in the aggregate and workers' compensation insurance of at least \$500,000.00. Indianapolis Marathon and Half Marathon reserves the right to require additional amounts of insurance depending on Exhibitor's booth size and type of activity taking place at the Exhibitor's booth. Prior to occupancy, Exhibitor shall provide such proof of insurance and a certificate of insurance listing Indianapolis Marathon and Half Marathon as additional insured on the general liability and auto policies. The certificate holder name: Indianapolis Marathon and Half Marathon, 5246 Norwaldo Ave, Indianapolis, IN 46220, Jim@eventfuel.net