



Friday, May 29th and Saturday, May 30, 2009

Concourse, Empire State Plaza, Albany, NY

CapitalCare Health & Fitness Expo 2009 Contract

This form serves as your contract for exhibit space at the CapitalCare Health & Fitness Expo 2009 in conjunction with the Freihofer's Run for Women at the Empire State Plaza in Albany, New York. Please return signed contract, insurance certificate and payment. Show management is provided by Running Pros. This agreement is between the Board of Athletics, Adirondack Association, Inc. and:

Date: _____ Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Web site: _____

Type of Business: _____

Description of Product and Services: _____

Booth Displays:

I/We would like one (1) 8' x 10' Exhibitor Booth @ \$700 = \$ _____
Rental Fee includes:
• Pipe & Drape
• (1) table and (2) chairs

I/We would like _____ additional booth(s) @ \$600 = \$ _____
(additional booths include pipe and drape only)

I/We would like one (1) Non-profit Booth @ \$350 = \$ _____
(must provide a current 501(c)(3) certificate with contract)

Product Sampling:

I/We would like to product sample at my/our booth space @ \$1,500 = \$ _____
(additional rules apply)

Inserts: (must be an exhibitor)

I/We would like an insert in 3,000 5K Run Bags @ \$600 = \$ _____
I/We would like an insert in 1,500 Kid's Run Bags @ \$300 = \$ _____
I/We would like an insert in 1,000 Community Walk Bags @ \$200 = \$ _____
I/We would like an insert in 4,000 Spectator Goodie Bags @ \$800 = \$ _____

Additional:

Electric @ \$50 = \$ _____

Total: \$ _____

Authorized Signature: _____ Date: _____

Return the complete 2009 Expo Contract with payment and Insurance Certificate to:
CapitalCare Health & Fitness Expo • c/o Board of Athletics • P.O. Box 1200 • Troy, NY 12181
Fax to 518.273-0647. Any Questions: contact Paul Duppen at 518.848-1282 or peakmile@aol.com

Make checks payable to: Board of Athletics, Adirondack Association, Inc

Terms of Contract for Exhibit Space

Please read carefully. All exhibitors, including personnel that staff booths, are responsible for the material in this contract.

1. **CONTRACT:** This contract for space, the assignment of space and full payment of booth sponsorship fees together constitute the entire contract for the right to use space. PAYMENT FOR THE SPACE IS REQUIRED WITH APPLICATION AND INSURANCE CERTIFICATE. REFUNDS WILL NOT BE MADE FOR ANY REASON.

2. **ACCEPTANCE:** An authorized signature on the official Expo contract form indicates the vendor has read, understands and agrees to abide by all the rules, regulations and restrictions outlined in the contract.

3. **BOOTH ASSIGNMENT:** Booth assignments will be made on a first-come, first-served basis and are subject to change at the discretion of the Expo Management. You will be notified in advance of any booth location changes.

4. **USE OF SPACE:**

a) All displays, interviews, and distribution of literature or product samples must take place inside the booth space. All aisles must be kept clear.

b) No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of Expo Management.

c) All booths shall be staffed by at least one person at all times during the Expo.

d) Exhibitors are to be completely set-up by 11:30 am on Friday, May 29, 2009 and booths must not be broken down before 3 pm on Saturday, May 30, 2009.

e) Outside exhibitors on the Plaza must not be broken down before 4 pm on Saturday, May 30, 2009

5. **CARE OF BUILDING AND SPACE:** Exhibitors shall not deface or damage art work, walls, floors or booth components. Where such damage occurs, the exhibitor is liable to the owner of the property for such damage.

6. **PRODUCT SAMPLING:** Product sampling is available for a fee of \$1500, please contact Paul Duppen @ 518 848-1282 if you are interested in sampling at the Expo. If food samples are being distributed, they must be in pre-sealed, single-serving containers holding no more than 3 oz. Exhibitors will not be allowed to serve samples that are not pre-sealed containers.

7. **LIABILITY:** The Expo Management, Sponsor, Landlord and their officials and staff members disclaim all liability for damages or losses caused any exhibitor by fire, water, flood, windstorm, rodents, utility failure, acts of vandalism, strikes, civil disorder, theft or criminal acts. Exhibitor hereby waives any right and all claims for damages against Expo Management. EXHIBITORS MUST CARRY THEIR OWN LIABILITY INSURANCE.

8. **MOVE-IN/MOVE-OUT DATES/TIMES:**

a) Move-in will be allowed Thursday, May 28, 2009 from 6 pm—9pm and on Friday, May 29, 2009 from 8 am — 11:30 am. ALL BOOTHS MUST BE SET-UP AND STAFFED BY 11:30 on Friday, May 29, 2009. Exhibitors not checked-in and set-up by 11:30 am will forfeit their space. Space may be reassigned or used by Expo Management, without refund.

b) Move-out: No exhibitor shall begin breakdown of a booth until after the Expo floor has been cleared and the Expo officially closes at 3 pm on Saturday, May 30, 2009. All materials left after 5 pm will be discarded. Outside vendors move in by Friday, May 29 2009. Moveout is Saturday May 30, 2009 anytime after 4pm.

9. **SAFETY PRECAUTIONS:**

a) Fire Prevention: All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with national electrical codes and local ordinances. No heating sources or open flames are allowed.

b) Cleanliness: All exhibitor shall keep their booths clean and orderly at all times. Trash must be placed in receptacles located on exhibit floor. Exhibitor shall allow sufficient space within their booth space for visitors to move freely.

10. **EXHIBITOR INSURANCE COVERAGE:** Exhibitors must carry their own Liability Insurance Coverage to cover the period of the Expo. Commercial General Liability (CGL) \$2,000,000 each occurrence, Automobile Liability \$1,000,000 combined single limit, Worker's Compensation, Employers Liability and Disability Benefits as required by NYS law.

Certificate Holder should read: Board of Athletics, Adirondack Assoc., Inc., 233 Fourth St, Troy NY 12180. Exhibitors will be required to provide a copy of insurance certificate prior to event.

11. **INTERPRETATION AND AMENDMENTS:** Expo Management shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such further rules and regulations as shall be considered necessary for the proper conduct of the CapitalCare Health & Fitness Expo 2009.

Make checks payable to:

Board of Athletics, Adirondack Association, Inc.

Return the complete 2009 Expo Contract with Payment and Insurance Certificate to:

CapitalCare Health & Fitness Expo
c/o Board of Athletics
P.O. Box 1200
Troy, NY 12181