

# HAPPY GIRLS SISTERS

## Happy Girls Run, Sisters Half Marathon and 5K Race

2017 Marketplace Vendor Information and Application  
November 3<sup>rd</sup> & 4<sup>th</sup> , 2017

The Happy Girls Run, Sisters is an express trail half marathon and 5K on-road run for women runners of all abilities. This event is also designed to encourage interest in trail running among women. As it takes women through mainly single-track dirt trails, rolling hills, and forest areas outside Sisters. This is the "off-road" version of our extremely popular Happy Girls Run, Bend that is produced in the spring in Bend, OR and the Happy Girls Run, Forest Grove, which takes place just outside of Portland, as well as the brand new Happy Girls Run, Spokane.

### **EVENT DETAILS**

#### Deadline

Please turn in your application before September 30th, 2017 to reserve your space! Space is limited to 18 vendors and we will be accepting on a first come first serve basis.

#### Directions and Setup info

Directions and setup information will be emailed to vendors one week prior to the event.

#### Fees

- Marketplace Vendor Space \$175 paid to Lay It Out Events for each 8x6 for Expo/ Packet Pick Up and 10x10 for Race Day with 15 amps of power for Friday Expo from 4-8pm, additional set up option for Saturday's Finish Line Party. (You cannot just sign up for Saturday; you must participate on Friday to attend Saturday.)
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- It is \$25 for each additional outlet (over the 15 amps that are included).

#### Insurance

Please have your insurance company send a certificate of insurance and list as additionally insured:

- ✓ Lay It Out, Inc 704 NW Georgia, Bend, OR 97701

Please send all certificates to Lay It Out Events, 704 NW Georgia Street, Bend, OR 97701 or email to [karin@layitoutevents.com](mailto:karin@layitoutevents.com).

**Certificates must be received two weeks prior to event start date.**

#### Cancellation Policy

Cancellations received before September 28th, 2017 will receive a 50% refund. No refunds are given after September 28th, 2017.

Hours of operation

Saturday 4-8 pm and Sunday 7 am - 2 pm. All vendors must stay open during all hours of the event they sign up for. Any vendor leaving early will lose their deposit and will not be allowed to return for future events.

Linens, Tables and Chairs

Five Pines Lodge and Conference Center will provide tables, linens and a chair for each vendor Friday for Packet Pick up and Women’s Expo. Vendors must provide everything Saturday for the outdoor Race Day/Finish Line portion

Power Power is very limited for race day, Saturday November 4th Plan to function without power, If it is necessary, consider providing a generator.

ADA

In an effort to make all of our events accessible for everyone we ask that you pay attention to the following accessibility guidelines:

- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with mats.

Athlete Race Bag

This is an excellent way to market and brand yourself in the community. A \$25 payment will provide you access to product/coupon/flyer placement in the Athlete Race Bag. 800 units are required and due to the Lay It Out Events office by May 15th.

Payment Please make checks payable to and mail your application to:

Lay It Out Events  
Attn: Karin Roy  
704 NW Georgia  
Bend, OR 97701

INDEMNIFICATION

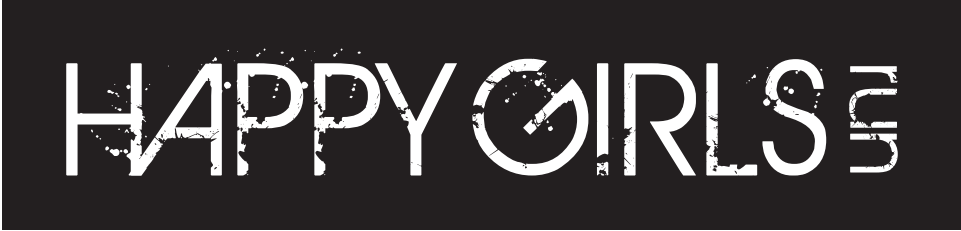
**1.1. Vendor shall indemnify and hold harmless Lay It Out Inc , 2017 Happy Girls Run Sisters, Five Pine Lodge from any claims or liabilities resulting from Vendor’s performance, including any and all loss, damages or expenses caused by negligent acts, statements, errors or omissions of Vendor and its agents.**

- 1.2. Vendor will indemnify, defend, and hold Lay It Out Inc and its directors, officers, employees, and agents harmless from any and all claims or liability (including without limitation any taxes, penalties, interest, costs, or attorney fees) asserted by any third party that results from or arises out of Vendor or Vendor's Personnel performing the Services under this Agreement.**
- 1.3. Contractor will maintain adequate and reasonable liability insurance covering Contractor's performance under this Agreement. At any time, upon Lay It Out Inc.'s request, Contractor will submit to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance. Contractor acknowledges that Lay It Out Inc will not provide insurance coverage for Contractor.**
- 1.4. Contractor will maintain in force any workers' compensation and unemployment insurance required by law relating to Services performed under this Agreement and will at any time, upon request of Lay It Out Inc, provide to Lay It Out Inc proof acceptable to Lay It Out Inc of such insurance. Contractor will further notify Lay It Out Inc immediately of any substantial modification or cancellation of such insurance.**

**AGREED TO BY:**

\_\_\_\_\_  
Vendor Representative Signature

\_\_\_\_\_  
Date



HGR SISTERS MARKETPLACE VENDOR

**VENDOR INFO**

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

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list all appliances and amps: \_\_\_\_\_

\_\_\_\_\_

Total Vendor Fee Enclosed: \$ \_\_\_\_\_

Additional Amps/Electricity (\$25/additional outlet): \$ \_\_\_\_\_

Total Deposit Enclosed **on a separate check** (\$100): \$ \_\_\_\_\_

Placement in Athlete Race Bag (\$25): \$ \_\_\_\_\_

***TERMS OF THIS AGREEMENT:***

1. All amounts owed by vendor to Lay It Out Inc. unpaid after 30 days agree to be subject to a late payment charge of 1.5% monthly (18% APR). Should the account become past due, vendor agrees to pay all costs of collection, including collection agency charges, attorney fees, and court costs incurred by Lay It Out Inc. This includes, but is not limited to, all fees and costs actually incurred whether or not any suit or action is filed and is intended to include all fees and costs incurred in any mediation, arbitration, trial or appeal.
2. Postponement or cancellation of the 2017 Happy Girls Run Sisters for any reason beyond the control of HGH (earthquake, fire, flood, terrorism or other acts of God) shall not constitute cause for any reimbursement.

3. This agreement does not transfer to another vendors property, agent, or subsidiary. All other business sectors must negotiate separate sponsorship agreements.
4. HGH shall secure and maintain throughout the term of this agreement all insurance for events of this stature and size, including but not limited to comprehensive general liability insuring themselves against loss of liability out of or relating to an activities associated with any of the events.
5. This agreement sets forth the entire agreement between the parties and takes the place of all prior verbal or written communication concerning the subjects of the Agreement. This agreement may not be altered, modified or changed in any way by either of the parties without the prior written consent of the other party.
6. Each of the parties hereto is an independent contractor. Neither party shall have the authority to act on behalf of the other or to incur obligation on behalf of the other unless expressly authorized.
7. If suit or action is instituted to enforce this agreement or to determine any matter in controversy regarding this agreement, the prevailing party shall be entitled to recover such sums as the court may judge reasonable attorney fee, including attorney fee's on appeal and in collecting or enforcing any judgment order or decree.
8. Neither party shall without written authorization from the other party disclose to any third party the terms and conditions of this agreement except as may be necessary to establish or assert rights hereunder or required by law; provided however, either party may on a confidential basis disclose this Agreement to officials, officers, accountants, attorneys or other individuals within each other's organizations on a 'need to know" basis.

AGREED TO BY:

\_\_\_\_\_  
Vendor Representative Signature

\_\_\_\_\_  
Date

**\*Please return these pages with payment & insurance\***