

**Kaiser Permanente Hawaii Presents:
The 26th GREAT ALOHA RUN
SPORTS HEALTH & FITNESS EXPO
February 12, 13 & 14, 2010**

Neal S. Blaisdell Center Exhibition Hall

Carole Kai Charities, Inc. dba Great Aloha Run, a Hawaii Corporation, herein referred to as Management, hereby grants the Exhibitor, designated below, the right to occupy the following space numbers in the exposition area in consideration of the following sums:

<u>BOOTH(qty.)</u>	<u>BOOTH AREA</u>	<u>COST</u>
_____	10 feet X 10 feet	_____
_____	10 feet X 10 feet	_____
_____	10 feet X 10 feet	_____
Subtotal:		_____
*No Refunds given after December 15, 2009	4.712% TAX	_____
*\$100.00 handling fee is assessed for all cancellations.	TOTAL:	\$ _____

Exhibitor agrees to pay the total of \$_____ due no later than January 31, 2009. Failure to pay by the deadline date may cause loss of rental space, and the exhibitor could incur a higher exhibit space rate. (see EXPO Pricing Sheet)

1. Exhibitor is selling or giving away items, novelties, or goods to include **(be specific as to the product or service and the description of activities you will be providing so we can properly place you company in the appropriate Zone location):**

2. The exhibitor will not, without prior written consent of the Management, assign or sublet such space, or any part thereof.
3. The space on which exhibitor shall display and exhibit his/her or its products shall be shown on the Management floor plan for said exposition, or such space of equal size as the Management may hereafter designate, provided, however that such space so designated be located nearer to the Main Entrance.
4. Management will not be liable to fulfill this contract if the enclosure in which this show is to be produced is destroyed or closed by fire, act of God, strike, the Authority of Law, or any other cause beyond Management control.
5. The attached **vendor guidelines** are a part hereof and incorporated herein. Management shall have full power in its sole discretion to make such rules and/or amendments hereto as are or may appear to be for the best interest of the entire exposition. Any rights granted exhibitor herein are subject and subordinate to any conditions, restricts and/or limitations contained in the agreement between Management and the operator of the facility or its agent. Any disputes concerning the meaning or interpretation of any provisions here of shall be resolved by the Management and its decision shall be final.
6. It is specifically understood and agreed by and between the parties hereto that once this Exhibitor's Contract is executed, the Exhibitor becomes irrevocably bound to Management for the full value of the above-mentioned rental space fee. Failure on the Exhibitor's part to make use of the said rental space shall not relieve the Exhibitor of its obligation for full payment here under. After execution, this contract cannot be revoked or cancelled, unless by mutual agreement and Exhibitor shall be held liable for the full amount of the Contract, plus interest at the maximum amount allowable by law and reasonable attorney's fees and cost, if necessitated, for collection purposes.
7. Miscellaneous: _____

IN WITNESS WHEREOF, the parties hereto have set their names this _____ day of _____, ____.

MANAGEMENT:	EXHIBITOR:
GREAT ALOHA RUN	Name: _____
418 Kuwili Street, Rm. 102	Address: _____
Honolulu, HI 96817	_____
808-528-7388-office	Phone: _____
808-528-7392-fax	Email: _____
Sold By: _____	Signature: _____
Mgmt. Approval: _____	Title/Position: _____

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VENDOR GUIDELINES

GENERAL

Management may prohibit over-the-counter sales that occur without prior written approval. Decorations must be flame proof and helium-filled balloons of any kind are prohibited. There is no smoking in the Exhibition Hall, no open flames or candles. Dept. of Enterprise Services prohibits any writing, stapling, nailing or taping of items to floors, walls, columns and drapery. Carpeting must be taped down to the floor to avoid any trip hazards. Any damage found within your assigned booth space may result in an obligation to pay for any repairs or replacement of damaged items/areas.

Exhibitor shall carry and provide proof of acceptable, comprehensive general liability insurance with respect to the operation of his/her exhibit of products and/or service in sufficient amounts with a responsible insurance company. Management assumes no risk, and by acceptance of this agreement, the Exhibitor expressly releases the Management, Carole Kai Charities, Inc., dba the Great Aloha Run, its sponsors, donors, race committee and volunteers, the City and County of Honolulu, the Department of Enterprise Services and the State of Hawaii of any and all liability for damages, injury or loss to any persons or property which may arise from the use of said space by exhibitor, and agrees to hold and save the Management harmless of and from any loss or damage by reason thereof. Management assumes no responsibility whatsoever for any property placed in the exhibition, and is hereby expressly released and discharged from any and all liability from any property loss or personal injury.

OPERATIONS

1. **Admittance.** Wristbands are required to be worn by all vendors and will be issued based on vendor booth staffing. Initially, each 10 X 10 booth space will be allotted 6 wristbands per day to be used for in/out privileges for working vendors only. Additional wristbands can be obtained by advising the Expo staff of requirements. Wristbands are for booth staff only and Management has the authority to use discretion to all requests. Otherwise, all others must pay the published admission fee for the Expo.
2. **Move In,** Due to liability, vehicles are not allowed to drive in to the Exhibition Hall. Vendor entrance for move in and setup is at the rear of the exhibition hall. Carts will be available for your use (20 minute limit.) Check with the Expo staff if additional assistance is needed. Movement of heavy equipment and/or products by forklift must be ordered through ICES, our show decorator. Charges for forklift services will be billed by ICES.

All Vendors must be checked-in with the GAR Expo Management no later than 3 hours prior to show opening. In the event that an exhibitor does not occupy said rental space, Management has the right to re-assign or occupy such space in a manner that is in the best interest of the Exposition without rebate or allowance and without releasing exhibitor from any liability hereunder.

3. **Daily Activity.** Goods, carts or equipment may not be moved through the show when the show is open. The Vendor should have sufficient inventory/merchandise on hand for daily operation. Inventory may be restocked for the following day after the show closes or before the opening of the next day. A liability requirement directs that all vendors must obtain authorization for the show management to bring in needed inventory/merchandise during show hours.

Exhibit Booths must remain open and manned for the entire duration of the show each day. Vendors must wait for the closing announcement each day before closing down/securing booth area.

Selling of merchandise or services and distribution of samples is limited to exhibitor booth space purchased by exhibitor. All sales, solicitation of goods and services or product distribution is prohibited in all of the Expo aisle ways. Aisle ways are considered 'common' spaces for the public and vendors alike. Commerce is not allowed in common spaces.

Food Exhibitors: In accordance with Blaisdell's guidelines, exhibitors are prohibited from infringing on the rights of the Neal S. Blaisdell Center's food concessionaire. Therefore, food samples should be no larger than single bite-sized pieces and beverage samples no more than two (2) ounces.

Those sampling should make sure you control the trash in your areas by providing additional trash containers at your booths and make sure you empty them in the trash bins located in the back of the Ex. Hall. **DO NOT USE THE BLAISDELL BINS INSIDE THE EXHIBITION HALL.**

If you are cooking during the show, please make sure you have an appropriate fire extinguisher in your booth – no heavy grilling, frying or cooking that may result in moderate to heavy smoke production. All safety and health guidelines for temporary food service establishments from the State of Hawaii, DOH are required and will be enforced.

Also required is a hand washing station. A clean water, hand-washing station consists of a 5 gallon jug of water with a twist spigot on a table and a water basket for catchment. You must also have soap and hand towels or paper towels. (see DOH Food Service Guidelines)

Round Toothpicks are Prohibited. When sampling, all exhibitors must use round toothpicks and will be asked to cease serving their samples until proper flat toothpicks are obtained.

4. **Trash Disposal.** Vendors are not allowed to use NBC trash receptacles that will be placed throughout the Exhibition Hall. The Exhibitor must manage their own trash throughout the 3-day Expo and must remove any boxes, trash bags, etc., prior to and/or after the Expo closes. Trash dumpsters will be provided and positioned in the rear of the Exhibition Hall. Any trash left behind by vendors will be subject to a removal fee.
5. **MOVE OUT, NO VEHICLES** will be allowed to drive in to the Exhibition Hall. Booths should remain intact and goods and equipment should not be moved until 5:00 PM when show closing is announced. Exhibitor must clear out all products and exhibit displays no later than 10:00 PM Sunday evening. (February 15th) Management shall not be held liable for any goods or property left by the Exhibitor after 10 PM.

We want your GAR Expo experience to be an enjoyable and fruitful one. If we can help you in any way with any of the above-mentioned points, please do not hesitate to ask us.