

**Kaiser Permanente Hawaii Presents:
The 28th GREAT ALOHA RUN
SPORTS HEALTH & FITNESS EXPO
February 17, 18 & 19, 2012**

Neal S. Blaisdell Center Exhibition Hall

Carole Kai Charities, Inc, dba Great Aloha Run, a Hawaii non-profit corporation, herein referred to as the 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, 2011	4.712% TAX	_____
*\$100.00 handling fee is assessed for all cancellations.	TOTAL:	\$ _____

The Exhibitor agrees to pay the total of \$ _____ due no later than _____, _____. 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)

- Exhibitor is selling or giving away items, novelties, or goods to include:
Specify the product or service and describe the activities to be performed so that we can properly place your company in the appropriate Zone location.) _____

- The exhibitor will not, without prior written consent of the Management, assign or sublet such space, or any part thereof.
- The space on which the 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 not be located nearer to the Main Entrance.
- The 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 the Management's control.
- The attached **vendor guidelines** are made a part hereof and incorporated herein. The 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 the exhibitor herein are subject to and subordinate to any conditions, restrictions and/or limitations contained in the agreement between the Management and the operator of the facility or its agent. Any disputes concerning the meaning or interpretation of any provisions hereof shall be resolved by the Management and its decision shall be final.
- 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 the 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.
- Miscellaneous: _____

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

MANAGEMENT:

GREAT ALOHA RUN
418 Kuwili Street, Rm. 102
Honolulu, Hawaii 96817

808-528-7388-office
808-528-7392-fax

Sold By: _____

Mgmt. Approval: _____

EXHIBITOR:

Company: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Title/Position: _____

**Kaiser Permanente Hawaii Presents:
The 26th GREAT ALOHA RUN
SPORTS HEALTH & FITNESS EXPO
February 17, 18 & 19, 2012**

Neal S. Blaisdell Center Exhibition Hall

EXHIBITOR 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. The City and County of Honolulu's Department of Enterprise Services prohibits any writing, stapling, nailing, pinning 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 exposition, 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 Exhibitors and will be issued based on exhibitor booth staffing. A different wristband is issued each day. Initially, each 10' X 10' booth space will be allotted 6 wristbands per day to be used for in/out privileges for booth staff only. Additional wristbands can be obtained by advising the Expo staff of requirements. Wristbands are for booth staff only and the Management has the authority to use discretion in honoring requests for additional wristbands. Otherwise, all others must pay the published admission fee for the Expo. Exhibitors must use the rear entrance of the Exhibition Hall to enter on all days, except that Saturday's pre-show entrance is through the East concourse doors.
2. **Move In,** Due to liability, NO VEHICLES are allowed to drive into the Exhibition Hall. The Exhibitor entrance for move in and setup is at the rear of the exhibition hall. Carts will be available for your use (20 minute limit.) If additional assistance is needed, check with Expo staff. Movement of heavy equipment and/or products by forklift must be ordered through ICES, our show decorator. ICESA will bill the Exhibitor for forklift services.

All Exhibitors must be checked in with the Management no later than 3 hours prior to show opening on Friday. 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 Exhibition Hall during show hours. The Exhibitor 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 Exhibitors must obtain authorization from the management to bring in needed inventory/merchandise during show hours.

All booths must remain open and staffed for the entire duration of the show each day. Exhibitors must wait for the daily closing announcement before closing down/securing their booth area.

The Selling of merchandise or services and distribution of samples is limited to the 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 Exhibitors 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 their areas by providing additional trash containers at their booths. Dispose of trash in the trash bins located outside the rear of the Exhibition Hall. **DO NOT USE THE BLAISDELL RECEPTACLES INSIDE THE EXHIBITION HALL.**

If you are cooking during the show, please have an appropriate fire extinguisher in your booth. There is no heavy grilling, frying or cooking that may result in moderate to heavy smoke production. All State of Hawaii Department of Health safety and health guidelines for temporary food service establishments must be adhered to and will be enforced.

A hand washing station is required. A clean water, hand-washing station consists of a 5 gallon jug of water with a twist spigot placed on a table and a waste basket positioned below for water catchment. You must also have soap and hand towels or paper towels available. (see Department of Health temporary food establishment guidelines.)

Round Toothpicks Are Prohibited. When sampling, ALL EXHIBITORS MUST USE FLAT TOOTHPICKS. Those using round toothpicks will be asked to cease serving until the proper flat toothpicks are obtained.

- 4. Trash Disposal.** Exhibitors are not allowed to use the Blaisdell trash receptacles that are placed throughout the Exhibition Hall. Exhibitors must manage their own trash disposal throughout the 3-day. Any boxes, trash bags, etc., must be removed prior to each day's opening and/or after the exposition closes. Trash bins are provided and positioned outside the rear of the Exhibition Hall. Any trash left behind by Exhibitors will be subject to a removal fee.
- 5. MOVE OUT.** Due to Liability, NO VEHICLES are allowed to drive into the Exhibition Hall. Booths should remain intact and goods and equipment should not be moved until 5:00 PM, on the final day when show closing is announced. Exhibitors must clear out all products and exhibit displays no later than 10:00 PM SUNDAY, FEBRUARY 19, 2012. The 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. Please do not hesitate to ask us about these Exhibitor Guidelines. We are happy to help.