

**VENDOR REGISTRATION FORM**  
**MARATHON CHARITY COOPERATION – May 26, 2018**  
**USPTO, 600 Dulany Street, Alexandria, VA 22314**

The undersigned hereby submits its non-refundable entry fee to be a vendor at the Marathon Charity Cooperation, Runner's Expo to be held on Saturday, May 26, 2018. The undersigned agrees to review and be bound by the rules attached to this registration form. Please complete the following information:

Name of Business:

Contact Person:

Telephone No.:

Address:

Email Address:

Products Sold:

Size of Space (one electric outlet provided on Saturday if requested in advance) either on Saturday or Sunday, **and add \$100 more for both Saturday and Sunday to the fee listed below:**

\_\_\_\_\_ \$250 - 10' x 10' space (1 Table and two chairs) \_\_\_\_\_ Electric outlet

\_\_\_\_\_ \$350 - Double space (2 Tables and four chairs) \_\_\_\_\_ Electric outlet

\_\_\_\_\_ Saturday May 26, 2018 \_\_\_\_\_ Sunday May 27, 2018

Please submit this completed **form** and your **registration fee** (payable to Marathon Charity Cooperation) by March 15, 2018, to the address below. **No partial payments are permitted.** All vendors are required to read and adhere to the rules pertaining to the event, a copy of which is attached to this registration form. Your payment of the entry fee constitutes your agreement to be strictly bound by the Runner's Expo Vendor Rules, which are attached. Any vendor not adhering to the rules will be dismissed from the event.

Registration Fee Due: March 15, 2018

Space Confirmation: March 31, 2018

Space Allocation Announcements: May 1, 2018

The Marathon Charity Cooperation expects 1,600 runners at the May 27, 2018, race.

**Mail Payment To:**  
Marathon Charity Cooperation  
107 South West Street, #725  
Alexandria, VA 22314

**MARATHON CHARITY COOPERATION**  
**RUNNER'S EXPO– May 26, 2018**  
USPTO, 600 Dulany Street, Alexandria, VA 22314

**VENDOR RULES**

1. **Set Up.** Vendor set up is scheduled for Expo day **beginning at 11:00 a.m.** All vendors must supply their own electrical cords, lights, supplies, etc. The Runner's Expo does not provide parking for vendors. Vendors may not bring animals to the site. Please be mindful of your neighboring vendors. No music can be played that can be heard outside of your set up. Most of our guests come to the Expo because they enjoy hearing the College of Running speakers on the stage.
2. **Patron Entrance Times (Approximate).** Runners should start arriving at approximately noon.
3. **Safety.** You are solely responsible for complying with all safety, health, and fire code requirements.
4. **Electrical Hook-up & Ice.** We can arrange an electrical outlet if you give us advance notice. You are responsible for supplying all power cords. Please remember to provide any lighting you may want. We will not have ice available.
5. **Exclusivity.** The Expo is unable to guaranty any exclusivity or restrictions on the number of vendors or the type of products sold unless negotiated in advance. You will be assigned a space based upon the judgment of the Expo, and no locations are guaranteed. We will certainly do our best to provide you with a convenient and suitable space for the sale of your products.
6. **Conduct.** The Expo is a family-oriented event. You should refrain from selling any products which would offend children or which would otherwise not fit the format of this type of function. You are responsible for controlling your employees, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will benefit.
7. **Clean-Up.** All vending materials must be removed from the site no later than **5:30 p.m. EXPO DAY.** You are responsible for removing all debris from the site.
8. **Security.** MCC and the Expo shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release MCC and the Expo from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.
9. **State Laws.** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the Commonwealth of Virginia.
10. **General Provisions.** All vending fees are nonrefundable. Your payment of the entry fee constitutes your right to participate at the Runner's Expo. Should any entry fees not clear our account or not be paid in full, you have no right to participate at the event. The Marathon Charity Cooperation will not return any vendor fees for any reason.

Marathon Charity Cooperation  
107 South West Street, #725  
Alexandria, VA 22314  
[www.mc-coop.org](http://www.mc-coop.org)