



PRESENTED BY



Saturday, April 14th 9 am – 5 pm

Sunday, April 15th 8:00 am – 12:30 pm

Alamodome (AD), 100 Montana Street, San Antonio, TX 78203



EXPO EXHIBITOR AGREEMENT, INFORMATION & GUIDELINES

REQUESTS FOR EXHIBITOR SPACE, ONLINE PAYMENT & CONFIRMATION

- Requests for reserving booth(s) can be made during online registration with payment through the **Expo Booth Registration** link. Expo Booth rates and schedule can be found **HERE**. Payment in full is required to reserve space. You will receive an Expo registration confirmation email upon payment/registration. Booth space Registration Fees are non-refundable.
 - There are various combinations of booth spaces available, with pricing included on the online registration link.
 - Each 10' x 10' booth space will be supplied with a 3' high side drape and 8' high back drape, one wastebasket, two folding chairs, one 6' draped table and identification sign.
 - Exhibitor registration is available online at: **<http://www.alamorunfest.com/Expo-Registration>** If your company requires you to use a check, please call us first and we will provide you separate instructions on how to reserve space. If you have additional questions email us at: info@alamorunfest.com or call 210-247-2221.
 - During registration you will be asked to provide three (3) booth location choices (booth numbers) as your preferred space in priority of preference. Booth assignments will be made in the order that registration applications and payments are received. Expo Management will do its best to assign you one of the spaces you request, based on availability. Expo management reserves the right to make location adjustments based on proximity issues of similar type products and services. Should none of the booth locations you have listed be available, Expo management will contact you to discuss available options and firm up your location selection. You can view the expo floor plan **HERE**.
 - Please include the type of product/s and/or service/s you will be promoting and/or providing at your booth on the online registration questionnaire.
 - Expo management reserves the right to limit the number of Exhibitors with the same type of products. Should your registration need to be declined for this purpose, you will receive a full refund of your booth registration fee.
 - Expo show management reserves the right to refuse applications/products that are deemed inappropriate for any reason or who may conflict with a particular Alamo Expo or Alamo Run Fest event sponsor who has 'category exclusivity'. Should an application be refused for one of the reasons outlined herein, vendor will receive a full refund for online booth fees paid within 14 days.
 - **Show Management reserves the right to relocate exhibitors or modify the floor plan for any reason, at any time. You will only be notified if your location is impacted by floor plan changes.** The Floor plan shown on the Expo page is subject to change at any time.
 - Confirmed and paid exhibitors will receive a Vendor Service Kit (emailed) from our Service provider no less than 90 days prior to the show date or within 5 days if your space registration is received less than 90 days prior to the show date. Additional services should be ordered through this Service Kit. Ordering and payment of additional services supplied by our Vendor Service provider are the responsibility of the Exhibitor.
- Make a Difference Events, LLC (MADE) is the owner and producer of the Alamo Expo and Alamo Run Fest events. Questions specific to the Alamo Expo and/or Alamo Run Fest should be directed to Make a Difference Events, NOT the Alamodome.

MOVE-IN, TEAR DOWN AND USE OF EXHIBIT SPACE

- All exhibitors must set up/install their booths during the assigned set-up time which is on Friday, April 13th, 2018 between 8:00 am and 6 pm. **There will be NO MOVE-IN on Saturday, April 14th.** If an Exhibitor's booth is not set up by 6:00pm on Friday, April 13th, Expo show management reserves the right to rent that space to another vendor, re-purpose the space or remove the booth space from the floor. The Alamo Run Fest and Alamo Expo maintains a no refund policy for failure to follow these set-up times and conditions.
- **Exhibitors are to have their booths open and staffed at ALL times during the EXPO on both Saturday (14th) and Sunday (15th).** Credentialed exhibitors will be allowed access to the Expo floor at 8:00 am on Saturday and 7 am on Sunday, one hour prior to the opening of the doors to the public.
- Exhibit space is to be used solely for the display of the Exhibitor's products and services offered for sale, promotion or information, as was described in the original registration application. Any changes to the products and services offered must be pre-approved by Expo management and if not approved, there will be no refunds. Exhibitors are NOT permitted to sublet any portion of their space.
- **Exhibits must not obstruct the view or interfere with exhibits of other exhibitors and vendors. Discretion is to be used when in utilizing sound-amplifying equipment** and the Expo management reserves the right to prohibit sound that causes any unreasonable disturbance to the EXPO.
- Booth space must appear professional at all times during show hours. This includes no piles of boxes, disorganized products, handmade signs, etc.
- No exhibitor material/s are to extend beyond the boundaries of the designated booth and/or exhibit space.
- Sight lines must be preserved in consideration of all exhibitors taking part in the Expo. Exhibitors may display items up to 10' tall.

INSURANCE

- As an exhibitor/vendor/sponsor/contractor/charity partner/supplier ("provider") for the Alamo Health & Wellness Expo, or any of the events of the HEB Alamo Run Fest or any associated or ancillary events affiliated with the Alamo Health Expo and/or Alamo Run Fest ("Race events") and as a provider that will be on site for any Race events, you are required to supply a Certificate of Insurance (COI) evidencing coverage, as stated below, in advance of the event naming Make a Difference Events, LLC (MADE) and the City of San Antonio – Alamodome as certificate holders and additional insureds in the following manner:

University Health System
4502 Medical Drive
San Antonio, TX 78229

Make a Difference Events, LLC
180 Joe Wimberley Blvd., Suite 200
Wimberley, TX 78676

City of San Antonio – Alamodome
100 Montana Street
San Antonio, TX 78203

The insurance and limits required to be maintained shall be primary to insurance coverage, if any, provided by MADE. All cost of insurance shall be the responsibility of the provider/exhibitor.

Contractors conducting business within the Alamodome, may also need to name additional entities as additional insureds at the request of the MADE.

Certificate of Insurance shall show proof of the following:

- **Commercial General Liability Insurance** with a minimum combined single limit of liability **\$1,000,000** per occurrence and **\$2,000,000** aggregate for bodily injury, death, property damage or personal injury. This policy shall include products/completed operations coverage and shall also include contractual liability coverage. Must also include General Liability Insurance Waiver of Subrogation.
- **Under Description of Operations, include the following text:** Make a Difference Events, LLC and City of San Antonio - Alamodome are additional insureds with respects to the General Liability, General Liability Waiver of Subrogation in favor of additional insured is included.
- **Note:** You must include your business name on the COI, if different than the listed named insured AND You will need to document your sole proprietorship in writing with your COI.

Verification of Insurance Coverage:

- COIs must be emailed to Info@AlamoCityRunFest.com and verified prior to confirmation to participate in the 2018 Race Weekend events. You will forfeit your payment and not be allowed to exhibit if we have not received proof of insurance, as outlined here, no later than Wednesday, April 4, 2018.

There are numerous carriers to work with to secure proper coverage and the choice is yours in who you use. To make it easier for you, we selected **Insurance 4 Exhibitors** as our preferred provider for the coverage if you choose to use them. They have great rates, the required coverage and additional insureds are built into their system form for the Alamo Expo and, they send us a copy of the COI's once you complete their online form through this [LINK](#)

TEMPORARY FOOD/BEVERAGE PERMITS

- Any Exhibitors planning to serve food and/or beverage samples* must obtain a City of San Antonio Temporary Health Permit (see below). Permits are required for food and/or beverage samples that are supplied from opened containers and/or opened packaging, or prepared food samples. Sample sizes are limited.
- You will be required to complete the City of SA Permit application form that will be provided you by Expo management no later than 14 days prior to the Expo. The permit form is to be returned to Expo management AND you will need to have already paid the Temporary Health permit fee (available as an add-on option through our online Expo registration site) either at the time of booth registration or separately later, if needed (through the same site). Alamo Expo management will be submitting one bulk request (and payment) to the City Health Department for all Alamo Expo exhibitors who have completed the Temporary Food Permit application and permit fee payment requirements as outlined here, prior to the Expo for the individual exhibitor permits from the City of SA.
- As of 9/22/17, cost of a Temporary Special Event Food Permit from the City of San Antonio Metropolitan Health District is \$30.90 per day, per booth. The Alamo Expo is a two-day Expo so the cost to you for a Temporary Permit will be \$61.80 per booth, for any vendor requiring one. This fee can be paid online at the same time your register and pay for your booth space or at a later time on the same registration site, as long as it is completed prior to the timeline provided to be included on our application to the City.
- If you have completed the application and made payment, your Temporary Health Permit, as issued us by the City of San Antonio, will then be included with your specific booth packet when you check in for the Expo at the Alamodome on 4/13/18. This permit must be posted at the Exhibitor's booth. A City of San Antonio Health Inspector will very likely visit your booth.
- The Temporary Health Permit application forms can be accessed and downloaded [HERE](#).
- Please note, that while we will be assisting with getting the permits issued, it is your responsibility to supply Alamo Expo management the necessary information (application) per the timeline, and to have completed the appropriate permit payment online as outlined, for us to apply for your temporary permit.
- Please note that if you are preparing or serving food (other than drinks), you are required to have a hand washing station available in your booth. Guidelines for what is required along with other related information can be found [HERE](#).
- Food Handler Safety Requirements from SA Metropolitan Health click [HERE](#).

PHYSICAL AND VIRTUAL GOODIE BAGS

- There are also opportunities to provide an insert for our participant race packet/goodie bags as well as for our Virtual Goodie Bags. Payment for these items can be made during online booth registration. Booth vendors receive a discount for Virtual Goodie Bag placements. Note that race management reserves the right to accept or reject materials for these bags, based on adherence to quality standards and possible conflicts with category exclusive sponsors. Should your insert be rejected, you will receive a refund for the cost of the insert. Call first if you think there may be some conflict questions.

TEXAS RETAIL SALES PERMIT

- Texas law requires that all merchants be registered as a Texas Retail Merchant and collect sales tax (Bexar County rate is 8.25%). Exhibitors selling anything at the EXPO must contact the State of Texas Comptroller's Office at 800-252-5555 or www.window.state.tx.us/taxinfo/sales for permit and payment information. A copy of the permit must be posted in your booth.

ELECTRICITY, INTERNET, WI-FI and PHONE

- Electricity, internet, Wi-Fi and phone services are not included in your booth rental. Standard 120 volt service can be ordered with your booth registration for an additional fee of \$50. If you have needs for higher voltage or amperage, please contact Expo management to discuss and determine additional fee for your requirements. The Alamodome provides free public Wi-Fi.

UNLOADING/LOADING AREA

- **IMPORTANT** - Exhibitors must check-in and receive your Exhibitor Packet prior to unloading. Your credentials will be included in the Exhibitor Packet and must be worn at all times during set-up, EXPO, and tear-down.
- Upon arrival in the public parking area of Lot A – (Alamodome south lot). Check in with the security booth at the top of the loading dock to be directed to the Exhibitor check-in table where you will receive your booth packet information that will include your Exhibitor credentials, parking pass, floor plan and additional information, including your Temporary Food Permit if you ordered/paid for one. Staff & Volunteers at the Expo Vendor check in table will then provide you instructions for unloading your booth supplies/products/equipment, etc.
- You will need to show your ID to the security gate attendant to be allowed into the Alamodome for your Exhibitor check in.
- Access to Lot A is from the northbound access road (east side of IH-37, heading north from Cesar Chavez.
- Once unloaded, all Exhibitors are required to move their vehicle(s) to designated part of Lot A reserved for Expo vendors. Credentials are required for re-entry.

DRAYAGE/Shipment Movement

- Non-Perishable Expo Vendor supplies and/or products may be shipped directly to the Alamodome with the following guidelines:
 1. Must contact and receive pre-approval from Expo Management for shipping to the Alamodome. Specifics of shipping address and 'ATTN To' labeling will be supplied you at that time.
 2. Shipment **must be scheduled to arrive ONLY between Monday, April 9th and Thursday, April 10th**. Anything arriving earlier than these dates for the Alamo Expo will not be accepted by the Alamodome. If you prefer earlier arrival of your shipment in San Antonio or have other needs including cold storage and/or post expo packaging and shipping you must arrange for these services through our Expo Services Vendor.
- We will do our best to help you move product and supplies you have had shipped to the Alamodome to your booth area on Expo move-in/set-up day. However, should the size and/or weight be excessive and/or require special equipment, there may be additional charges.

LOGO USE

- You may not use any Alamo Expo or Alamo Run Fest event or event related logos without prior written approval from Make a Difference Events, LLC., including, but not limited to logos of the Alamo Wellness, Fitness & Health Expo, H-E-B Alamo Run Fest, H-E-B Alamo Half, Alamo 10,000, Alamo 5K, H-E-Buddy Ultra Accessible Run, Walk & Roll 1K or Make a Difference Miles.

DISPLAY VEHICLES

- No display vehicles are allowed inside the EXPO unless previous written authorization has been granted by MADE. Additional Requirements, Guidelines, Restrictions and specific timelines for delivery and pick-up will be provided. **NO EXCEPTIONS.**

SUSTAINABILITY

Our desire is to grow the Alamo Run Fest and Alamo Expo toward being more 'sustainable' in the coming years and ask that you consider respecting the following list as you provide products and samples during our Expo. We all share this planet.

- **Shopping Bags** – Exhibitors, please consider the use of clear shopping bags made out of recycled materials, or bags that can be reused or recycled. The Alamodome instituted a Clear Bag policy for individuals entering the Alamodome on 6/10/17 and we would encourage you to use clear bags to help reduce potential problems for individuals re-entering the facility at a later time with your bags/packaging if it doesn't fit within the Clear Bag guidelines that are followed at the entry points to the Alamodome.
- **Styrofoam** - Exhibitors please consider use of cups, plates, flatware, containers or packing materials that are NOT made from

polystyrene foam (Styrofoam). Please consider use of only compostable or recyclable products.

Food & Beverage Sampling - Vendors are requested to provide signage at their booth to inform attendees to put their cups, etc into the recycle bins provided throughout the Expo floor area. Please DO NOT provide your own waste bins.

- **Give-A-Ways** - In an effort to promote and encourage sustainability, we ask vendors to consider being responsible in the distribution of giveaways (i.e., limit the use of paper flyers and the distribution of promotional items to only those who are interested).
- **Excess Products and Materials**- Please plan to remove all of your remaining inventory and materials at the end of the EXPO.
- **Recycle** - There will be a number of recycling & trash bin stations located throughout the EXPO floor area that are for both attendees and vendors. Please use the correct bins when you dispose of your waste.

FACILITY RESTRICTIONS

- Attaching anything to the building structure is prohibited. All display material must be fire proof.
- All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the City of San Antonio Fire Marshal and are subject to inspection and flame testing.
- With the exception of service animals, animals shall not be allowed in the Alamodome unless approved in advance and in writing by the Facility Manager.
- The City of San Antonio has designated the Alamodome as a tobacco and smoke-free building. This includes all forms of smoking and tobacco use, including but not limited to, cigarettes, cigars, electronic cigarettes, personal vaporizers, smokeless tobacco and tobacco pipes. There will be no designated smoking areas anywhere inside the Alamodome. The tobacco and smoke-free environment extends 300 feet from the Alamodome.

SECURITY

- All individuals entering the Alamodome are subject to a security search with a restriction on carrying certain items that are banned from the Alamodome. As part of the Alamodome's security initiatives, all guests are required to be screened via metal detectors before entering the Alamodome. To create a safer environment for all guests, magnetometers (walk-through metal detectors) are used at all public entrances for every event. Guests are asked to remove any metallic items during the magnetometer screening process, including cameras, keys and cell phones at all points of entry.
- **NEW Clear Bag Policy** - Effective June 10, 2017, from the Alamodome website...
 - To provide a safer environment for the public and in order to expedite fan entry into the Alamodome, we have implemented a Clear Bag Policy (very similar to the NFL Clear Bag policy) that limits the size & type of bags that may be brought into the Alamodome. The new Clear Bag Policy took effect on June 10, 2017.
 - Prior to your next visit to the Alamodome please familiarize yourself with the four types of bags that will be allowed into the facility. Without exception, *ALL BAGS will be screened prior to event entry including Medically Necessary and Diaper Bags. ALL BAGS that do not meet the Clear Bag Policy specifications, must be returned to your vehicle or discarded.
 - For more complete information on this new policy go to: <http://www.alamodome.com/plan-your-visit/clear-bag-policy>
- The facility reserves the right to prohibit or require removal of any items at their sole and absolute discretion.
- For a List of prohibited items in the Alamodome, go to: <http://www.alamodome.com/plan-your-visit/facility-rules-security>

FIREARMS

- The carrying of weapons is prohibited for this event inside the Alamodome during the Alamo Health & Fitness Expo and for all events of the Alamo Run Fest, both inside the Alamodome, at the starting line/s for the various running events and on all the event routes.

HOTEL RESERVATIONS

- Hotels close to the Alamodome tend to sell out, especially in the Spring. Many are within walking distance of the Alamodome. We have several hotels listed on our website offering special discounts, it still available. Make your reservations now. Please click **HERE** or on the link for our travel page: <http://www.alamorunfest.com/Hotel---Travel>

EVENT CANCELLATION - NO REFUNDS

- **In the event the Make a Difference Events, LLC should be prevented from holding the EXPO due to circumstances beyond the control of Make a Difference Events, including but not limited to acts of God, fires, floods, terrorism, labor strikes and hurricanes Make a Difference Events, LLC will not be held liable for any claims which may arise in consequences thereof and shall not be held liable to Exhibitor for any loss of business, damage or expenses the Exhibitor may endure. No refunds shall be given.**

INDEMNITY

- PLEASE be sure to read and understand the indemnity waiver you must agree to online when registering for exhibitor space at the 2018 Alamo Fitness, Health & Wellness Expo. In summary, along with the guidelines listed here and above as an exhibitor you: SHALL AND DO HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS Make a Difference Events, LLC, City of San Antonio and any and all Affiliates, and affiliates' respective Directors, Officers, Employees, Agents and Representatives (who Collectively make up the "Indemnified Parties") from all Claims, Liabilities, Losses, Costs, Damages, Liens, Judgments, and Expenses (including but not limited to Attorney's Fees and Court Costs), resulting or arising or alleged to result or arise, directly or indirectly, from any and all injuries, to or death of any person or damage to or loss of any property which arises or is claimed to arise from any event related to or associated with any Alamo Run Fest or Alamo Expo event, to the extent that such claim is the result of or caused by the negligent act or omission of the Expo/Event Management, its Directors, Officers, Employees, Volunteers, Agents or Representatives, or Gross Negligence or Willful Misconduct of said and such parties.