

# Memorial Hermann IRONMAN Sports Medicine Institute EXPO

January 15-16, 2016

George R. Brown Convention Center, "GRB"  
1001 Avenida de las Americas  
Hall A3 (3<sup>rd</sup> Floor)  
Houston, TX 77010

## EXPO EXHIBITOR RATES

The basic booth size is 10'x10'. Included with your rental of an exhibit space are: one 6' skirted table, two chairs, 8' tall back drape, 3' side wall drapes and an identification sign. Exhibitor is responsible for all add-ons (additional tables, carpeting, electrical/internet/plumbing drops, vehicle display docking fees, banner hanging fees, health permits, etc.)

Different rate schedules apply for exhibit space. Non-Merchandisers, those who only provide information and/or coupons at their booth, are charged one set of rates, and Merchandisers, those who render a product or service for payment at the booth, are charged another set of rates. We reserve the right to adjust rates on an individual basis.

**Take advantage of "Early Bird" rates!** A 15% surcharge will be added to the prices below for booths reserved after October 16, 2015.

	<u>Merchandiser</u>	<u>Non- Merchandiser</u>
10 x 10	\$1,875	\$1,600
10 x 10 End Cap	\$2,150	NA
10 x 20	\$3,150	\$2,450
10 x 20 End or Side Cap	\$3,650	NA
20 x 20 End Cap	\$6,250	NA
Island (4 booths)	\$7,250	NA
20 x 30 End Cap	\$8,640	NA
4-Day Parking Permit (Permit is good Wed. thru Sat. ONLY) This permit allows you to park behind the GRB- Halls A, B or C. Space is very limited and is sold on a "first paid" basis.	\$55 each vehicle	\$55 each vehicle

## INSTALLATION, EXPO HOURS & DISMANTELING:

Booths must be <u>installed</u> on:	Wednesday	January 13th, 1:00pm to 6:00pm
	Thursday	January 14th, 9:00am to 6:00pm
	Friday	January 15th, <b>NO MOVE-IN</b>

---

<u>EXPO hours</u> are:	Friday	January 15th, <b>11:00am to 6:00pm</b>
	Saturday	January 16th, <b>8:30am to 6:00pm</b>

---

Booths must be <u>dismantled</u> on:	Saturday	January 16th, 6:30pm to 10:00pm
--------------------------------------	----------	---------------------------------

**Exhibits must remain intact until the show closes.  
All booths must be manned the entire duration of the EXPO.**

# Memorial Hermann IRONMAN Sports Medicine Institute EXPO

## EXPO EXHIBITOR AGREEMENT/GUIDELINES

George R. Brown Convention Center (GRB)  
1001 Avenida de las Americas, Hall A3 (3<sup>rd</sup> floor)  
Houston, TX 77010

Friday, January 15<sup>th</sup> 11:00am - 6:00pm and Saturday, January 16<sup>th</sup> 8:30am - 6:00pm

[www.houstonconventionctr.com](http://www.houstonconventionctr.com)

### REQUEST FOR SPACE, PAYMENT, CONFIRMATION AND CANCELLATION

- A 50% deposit, or payment in full, **along with your signed Exhibitor Agreement/Guidelines and signed Exhibitor Application** are required to request space. Once received, an email will be sent confirming your booth request.
- Show management reserves the right to refuse applications/products that are deemed inappropriate for any reason.
- Booth assignments will be made in the order the Guidelines, Applications and payments are received.
- The Houston Marathon Committee reserves the right to limit the number of Exhibitors with same type of products, but is not obligated to do so.
- **Show Management reserves the right to relocate exhibitors or modify the floor plan for any reason, at any time.**
- Please make payment to: **Houston Marathon Committee** – we accept business or personal checks, credit cards (VISA, MC, AMEX and DISC), money orders or cashier's check.
- Any balance on booth space is due no later than **December 11, 2015** or your booth(s) is subject to relocation or cancellation without a refund.
- Once your booth is confirmed, Freeman Exposition Company, "Freeman" will forward a Vendor Service Kit to you no later than November. This is where additional services are ordered. Ordering and payment of additional services is the responsibility of the Exhibitor.
- Cancellations must be made in writing. Any Exhibitor that gives notification before November 2, 2015, will receive a 50% refund of the total booth cost. No refunds will be given after November 2, 2015.

### MOVE-IN, TEAR DOWN AND USE OF EXHIBIT SPACE

- Exhibitors must install their booths during the assigned set-up times:  
Wednesday, January 13<sup>th</sup> from 1:00pm to 6:00pm and Thursday, January 14<sup>th</sup> from 9:00am to 6:00pm.  
**There will be NO MOVE-IN on Friday, January 15<sup>th</sup>.** If an Exhibitor's booth is not set up by 6:00pm on Thursday, January 14<sup>th</sup>, show management reserves the right to rent that space to another individual or entity. No refunds will be given.
- **Exhibitors must have their booths open and staffed at all times during the EXPO:**  
Friday, January 15<sup>th</sup> from 11:00am to 6:00pm and Saturday, January 16<sup>th</sup> from 8:30am to 6:00pm.
- Exhibit space is to be used solely for the display of the Exhibitor's products and services offered for sale or information. Exhibitors are not permitted to sublet any portion of their space. **Exhibits must not obstruct the view or interfere with exhibits of others. Exhibitors must use discretion in utilizing sound-amplifying equipment.**
- Products **MAY NOT** be discounted, marked down, etc after the show opens.
- Booth space is to be professional - no hand made signs, piles of boxes, disorganized products, etc.
- Show officials retain the right to require adjustments be made to instruments causing any annoyance, including loud representatives interfering with another exhibit.
- No exhibit material may extend beyond the boundaries of the exhibit space.
- Exhibitors may display items up to 10'. Sight lines must be preserved.
- Booths must be dismantled Saturday, January 16<sup>th</sup> from 6:30pm to 10:00pm.

### INSURANCE

- As an exhibitor for the Memorial Hermann IRONMAN Sports Medicine Institute EXPO, you are required to supply a Certificate of Insurance (COI) evidencing coverage. The following need to be listed as "Additional Insured": The Houston Marathon Committee, Inc., Chevron Products Company, Houston First Corporation, City of Houston and Memorial Hermann Hospitals. The address for all of the above is 720 North Post Oak Rd. #200, Houston, TX 77024.
- 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.
- Workers Compensation and Employer's Liability Insurance shall fully comply with the statutory requirements of all applicable state and federal laws with minimum (coverage B) limits of \$500,000/\$500,000/\$500,000.
- Please email all COI's to [kimberly@houstonmarathon.com](mailto:kimberly@houstonmarathon.com) by December 11, 2015.
- If you do not have the above coverage, an independent temporary EXPO coverage insurance provider is Associated Agencies Inc. and may be contacted at 847-427-3422 or [HMCcertificateofinsurance@associated.cc](mailto:HMCcertificateofinsurance@associated.cc).

## **FOOD & BEVERAGE PERMITS**

- Permission to serve food/beverages including bottled water, candy, chips, supplements, sample sizes, etc. **must be obtained from Aramark**. The permission form can be found at the following link: [www.houstonconventionctr.com/LinkClick.aspx?fileticket=SW3\\_2hTvnyE%3d&tabid=67&mid=448](http://www.houstonconventionctr.com/LinkClick.aspx?fileticket=SW3_2hTvnyE%3d&tabid=67&mid=448)
- After your booth number is assigned, all food/beverage Exhibitors **must** order “booth cleaning services” from the GRB. Click below to order this service: [ungerboeck.houstonfirst.com/coe/coe\\_p1\\_all.aspx?oc=01&cc=COESOP](http://ungerboeck.houstonfirst.com/coe/coe_p1_all.aspx?oc=01&cc=COESOP)
- In addition, all food/beverage Exhibitors must obtain a COH Temporary Health Permit. This applies whether the Exhibitor is selling or sampling product. This permit must **be posted at the Exhibitor’s booth**. The COH Health Inspector **will** visit your booth. City food permits must be requested 21 days (minimum 7 days) prior to the EXPO. Click below for the COH permit application: [http://www.houstontx.gov/health/Food/Temp\\_Permit\\_Package\\_06272011.pdf](http://www.houstontx.gov/health/Food/Temp_Permit_Package_06272011.pdf)
- **TEXAS RETAIL SALES PERMIT**
- Texas law requires that all merchants be registered as a Texas Retail Merchant and collect sales tax (Harris County 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/](http://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. For discounted rates, these should be ordered from SmartCity no later than December 14, 2015. The order form/link will be in the Vendor Service Kit you receive from Freeman.

## **UNLOADING/LOADING AREA**

- **Exhibitors will use the ramp on the north side of the GRB to access the A3 (3<sup>rd</sup> floor) unloading dock.**
- Here is a link for the “Dock Directions”:  
<http://www.houstonconventionctr.com/HomePage/MapsParking/DockDirections.aspx>
- Please note - there is heavy construction in the area. Expect road closures, detours and delays.
- You will need to show your ID to the gate attendant prior to going up the ramp.
- Exhibitors **must check-in** and receive an Exhibitor Packet **prior to unloading**. Credentials included in the Exhibitor Packet must be worn at all times during set-up, EXPO, and tear-down.
- Once unloaded, all Exhibitors are required to move their vehicle(s) to one of the nearby surface lots. **Vehicles may not remain parked in the dock area for any reason, and are subject to ticketing/towing without warning.**
- Exhibitors will use the first floor Hall A entrance in the front of the GRB for re-entry after parking. Credentials are required for re-entry.

## **DRAYAGE**

- If you need assistance, there are costs associated with moving your product from the dock to your booth. Please refer to the Freeman Vendor Service Kit for rates and information. Only hand-use dollies are permitted. Motorized or hydraulic dollies are not allowed.

## **BANNERS**

- Banners hung from the ceiling must be installed by Freeman. It is the Exhibitor’s responsibility to order this service at least two weeks before the EXPO. Full payment must be made before the end of the EXPO to Freeman. Rates will be listed in the Service Kit sent to you by Freeman. It is the Exhibitor’s responsibility to make arrangements for the return of all banners.

## **LOGO USE**

- The use of the Chevron Houston Marathon, Aramco Houston Half Marathon, ABB 5K, Bank of Texas Team Challenge, Run for a Reason Houston and the Houston Marathon Committee logo and name are strictly prohibited unless prior written authorization has been granted by the Houston Marathon Committee.

## **DISPLAY VEHICLES**

- No display vehicles are allowed in the EXPO unless previous written authorization has been granted. Additional Guidelines and Restrictions will be provided. **A mandatory docking/staging fee of \$250 per vehicle will be charged to the Exhibitor** by Freeman. **ALL vehicles must be docked on Wednesday, Jan. 13<sup>th</sup> from 10:00am – 1:00pm. NO EXCEPTIONS.**

## **SUSTAINABILITY**

- **SHOPPING BAGS** - Exhibitors may have clear shopping bags made out of recycled materials, or bags that can be reused or recycled.

- **STYROFOAM** - Exhibitors may not use cups, plates, flatware, containers or packing materials that are made from polystyrene foam (Styrofoam). Use only compostable or recyclable products.
- **F&B SAMPLING** - Vendors should provide signage at their booth to inform attendees to put their cups, etc into the recycle bins provided throughout the event. Please **DO NOT** provide your own waste bins.
- **GIVE-A-WAYS** - In an overall effort to promote and encourage sustainability, we ask vendors to be 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** - Please 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 that are for both attendees and vendors. Please use the correct bins when you dispose of waste.

**FACILITY RESTRICTIONS**

- No helium balloons or hay are allowed in the George R. Brown Convention Center. Attaching anything to the building structure is prohibited. All display material must be fireproof. Click below for additional GRB information:  
[www.houstonconventionctr.com/Exhibitors.aspx](http://www.houstonconventionctr.com/Exhibitors.aspx)

**HOTEL RESERVATIONS**

- Hotels sell out quickly. Make your reservations now. Please click on the link below for our website travel page:  
[www.chevronhoustonmarathon.com/Races/Travel.cfm](http://www.chevronhoustonmarathon.com/Races/Travel.cfm)

**EVENT CANCELLATION - NO REFUNDS**

- **In the event the Houston Marathon Committee should be prevented from holding the EXPO due to circumstances beyond the control of the Houston Marathon Committee, including but not limited to acts of God, fires, floods, terrorism, labor strikes and hurricanes, the Houston Marathon Committee 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**

- EXHIBITOR SHALL AND DOES HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE HOUSTON MARATHON COMMITTEE AND AFFILIATES AND THE HOUSTON MARATHON COMMITTEE AND AFFILIATES' RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES (COLLECTIVELY, 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 ANY MARATHON EVENT, TO THE EXTENT THAT SUCH CLAIM IS THE RESULT OF OR CAUSED BY THE NEGLIGENT ACT OR OMISSION OF EXHIBITOR, ITS DIRECTORS, OFFICERS, EMPLOYEES, VOLUNTEERS, AGENTS OR REPRESENTATIVES, OR THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF SUCH PARTIES.

**I understand move-in will take place on Wed. and Thurs. No move-in on Fri.  
 I understand I must check-in at the Exhibitor Check-In table at the back dock of Hall A3.  
 I understand products MAY NOT be discounted, marked down, etc after the show opens.**

**I authorize that I have read, understand and will abide by all the EXPO Exhibitor Guidelines stated above. All Exhibitor representatives from our Company have also been informed of the above Guidelines.**



Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

# Memorial Hermann IRONMAN Sports Medicine Institute EXPO

## EXPO EXHIBITOR APPLICATION

January 15-16, 2016

Please complete and **return this Exhibitor Application, a signed copy of the EXPO Guidelines/Agreement, and at least a 50% deposit** to reserve your space. Please note that your signature on these documents is binding and acknowledges your agreement and acceptance of all EXPO Exhibitor Guidelines. Booths are assigned on a first come, first served basis. However, due to unforeseen circumstances, **the layout is always subject to change.**

Company Name \_\_\_\_\_  
(As you want listed on your booth signage and Exhibitor List)

Detailed Description of ALL Products/Services \_\_\_\_\_

Main Contact Name \_\_\_\_\_ Email \_\_\_\_\_

On Site Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

How many credentials are needed \_\_\_\_\_ (How many people will be working in your booth?)

**I authorize that I am entering into contract for space at the 2016 Memorial Hermann IRONMAN Sports Medicine Institute EXPO.**

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Booth Size: \_\_\_ 10'x10' \_\_\_ 10'x20' \_\_\_ 20'x20' -OR- \_\_\_ x \_\_\_ ► \_\_\_ Inline \_\_\_ End/Side Cap \_\_\_ Island

1<sup>st</sup> Choice: # \_\_\_\_\_ 2<sup>nd</sup> Choice: # \_\_\_\_\_ 3<sup>rd</sup> Choice: # \_\_\_\_\_

Merch: \_\_\_\_\_ Non-Merch: \_\_\_\_\_ ► F&B Exhibitor: \_\_\_\_\_ Ceiling Banner: \_\_\_\_\_ Vehicle Display: \_\_\_\_\_  
(Additional fees are involved for F&B Exhibitors, vehicle displays & ceiling banners)

# of Vendor 4 Day Parking Permit(s): \_\_\_\_\_ (\$55 each)

Booth Space Cost: \$ \_\_\_\_\_ + Parking Space Cost: \$ \_\_\_\_\_ = **TOTAL DUE: \$ \_\_\_\_\_**

**(See attached rate sheet)**

Amount Enclosed (AT LEAST 50%): \$ \_\_\_\_\_ Amount Remaining: \$ \_\_\_\_\_

**(Payment in full is due by Dec. 11, 2015.** You will not receive a reminder about the balance due deadline. If applicable, the cc below will be charged unless another form of payment is received before the deadline).

If using a credit card (VISA, MC, AMEX or DISC):

Name On Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card **Billing** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ **ZIP:** \_\_\_\_\_

Signature: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Return signed EXPO Exhibitor Application & signed EXPO Exhibitor Guidelines/Agreement with payment to:**

Houston Marathon Committee  
Kimberly Hall, EXPO Director  
720 N. Post Oak Rd. Suite #200  
Houston, TX 77024

-OR-

[Kimberly@houstonmarathon.com](mailto:Kimberly@houstonmarathon.com)  
Fax: 713.957.3406  
Phone: 713.957.3453