



**Massage Envy Health & Wellness Expo
Exhibitor Application
Friday September 22, 2017
Erickson Alumni Center, 1 Alumni Dr. Morgantown, WV 26505**

Each registered Full Marathon, Half Marathon, and Mountain Mama 8K runner must come through the Expo to pick up their bib number and chip for the race. Admission to the Expo is free and open to the public. Exhibitors are expected to have personnel attending their booths at all times during the Expo hours. Please do not remove your exhibit until 8:00 pm on Friday. The Expo management appreciates your consideration of this request

Booth Opportunities

Booth space is available on a first-come, first-serve basis. Each booth will be supplied with two folding chairs, one 8' table and identification sign. Booths are a 10x8 Space and the rate is \$250 per space. Payment must be made at the time of application submission, and is refundable minus a \$50 charge prior to August 1st, 2017. After August 1st, 2017, no refunds will be issued. Payments may be made by credit card or check. To confirm booth location preferences or for further information, contact Joe Vessecchia, Expo Coordinator at (304) 282-0663 or joev@adv-mm.com

Name (Primary Contact): _____

Business/Organization (exact for listing) : _____

Business Tax ID / EIN: _____

Address: _____

City: _____ **State/Province:** _____ **Postal/Zip Code:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

Registration Fees - Includes the cost of registration per 10'x8' booth, 8' skirted table, wireless internet access subject to availability) and 2 chairs.

Booth Location will be given preference to those who register early.

Cancellations and Refunds: Expo registration refund not guaranteed, may request transfer.



Booth Type	Price (per booth)	# of booth(s)	Amount
Regular Booth	250.00		\$
With Electric	\$270.00		\$
Expo Booth Total			\$
Grand Total			\$

Payment Method (Circle One): CREDIT CARD COMPANY CHECK

***If you pay with a credit card you will receive an phone call/email with instructions for payment.**

Please Make Check Payable to **Operation Welcome Home** w/Memo: **Morgantown Marathon Expo**

I, _____, agree to the above terms, conditions, and charges.

Date: _____

(Print Name) _____

(Signature) _____

Please mail with payment or e-mail completed form to:

Operation Welcome Home
 c/o Morgantown Marathon
 452 Mylan Park Ln
 Morgantown WV 26501
rd@morgantownmarathon.com
 304-826-0311



Exhibit Space Contract Information and Conditions

MESSAGE ENVY HEALTH & WELLNESS EXPO

Friday, September 22, 2017

Erickson Alumni Center, 1 Alumni Dr. Morgantown, WV 26505

Operation Welcome Home, is the owner, organizer, and manager of Morgantown Marathon, and the Massage Envy Health and Wellness Expo.

The standard booth size at the Massage Envy Health & Wellness Expo will be 10 feet by 8 feet.

Exhibitors understand that the Massage Envy Health & Wellness Expo will be open for business between the hours of 11:00 A.M. and 8:00 P.M. on Friday, September 22, 2017.

The exhibitor must submit full payment of \$250.00 per each booth, in the form of a check made payable to: Operation Welcome Home., Memo: Morgantown Marathon Expo, or with credit/debit card information for Visa, MasterCard, Discover, or American Express, to reserve booths.

The exhibitor agrees to be responsible for all services and other charges contracted for by the exhibitor's representatives.

The exhibitor understands that set up is between the hours of 8:00 A.M. to 11:00 A.M. on Friday, September 22. All special setup requests must be made through Joe Vessecchia, Massage Envy Health & Wellness Expo Coordinator at joev@adv-mm.com

The exhibitor will not insert nails, tacks or screws into the walls, will not use scotch tape on walls and/or columns and will use only decoration materials approved by the Erickson Alumni Center.

The exhibitor will be responsible for any damage to Erickson Alumni Center property caused by exhibitor or his representatives.

Morgantown WV Fire Department rules must be observed. Monongalia County Health Department permit must be acquired for any on-site prepared food services.

Space assignment will be at the discretion of the Morgantown Marathon.



Booth space cannot be sublet.

In case of exhibitor cancellation, fees are refundable (less a \$50 service charge) until Aug 1, 2017 if the space can be resold.

Except as the exhibitor's rental obligation may be refunded as set forth above, the exhibitor is responsible for total booth rental irrespective of the reason for cancellation, including cancellation by the exhibitor because of the failure of an exhibit to arrive for any reason. Operation Welcome Home, or any of the race sponsors are in no way liable for damage or loss to any exhibitor's properties through theft, fire, accident or any other destructive cause, whether the result of negligence or otherwise or for refunds in the event of the cancellation of the Expo.

Operation Welcome Home is not liable for inability to exhibit due to weather or terrorist activities. Exhibitors are advised to carry floater insurance to cover exhibit material, public liability insurance for injury to the person and property of others, and cancellation insurance. Operation Welcome Home assumes no liability for any injury that may occur to visitors to the exhibition, exhibitors, their agents and employees, or others. Exhibitors agree not to make claims against the Operation Welcome Home, its employees or agents, except for breach by Operation Welcome Home of this contract.

Operation Welcome Home reserves the right to require changes in any exhibit that is deemed detrimental to the exhibition, exhibit hall, other exhibitors or attendees or that which is not in compliance with Morgantown WV fire regulations.

Exhibitors must confine their activities and/or distribution of any material to the space for which they have contracted.

The exhibitor is charged with having knowledge of national, state and local restrictions on merchandising, advertising or promotional activities undertaken by his or her representative, and with payment of any necessary taxes.

- The exhibitor will be required to collect and remit to West Virginia sales taxes on merchandise sold. The sales tax in West Virginia is currently 6.0% on tangible personal property



- The exhibitor should download a copy of the WV State Tax Department Form TSD-407 which dictates how to collect and remit taxes.
<http://www.state.wv.us/taxrev/publications/tsd/tsd407.pdf>
- The Operation Welcome Home Treasurer must provide a listing to WV of all the anticipated vendors and exhibitors, in conformance with WV law. This listing must be submitted 30 days prior to the event. After the Expo, the Operation Welcome Home Treasurer must provide to WV a listing of all vendors and exhibitors who actually sold products at the event.
- Each exhibitor will be required to provide a Taxpayer Identification Number to the Operation Welcome Home Treasurer, in the space provided on the first page of this document

Operation Welcome Home will supply each exhibitor with a standard display table and two chairs. Displays must be positioned so as not to obstruct other exhibitors.

Operation Welcome Home reserves the right to refuse booth rental space at its discretion.

Operation Welcome Home owner, organizer, and manager of Morgantown Marathon, retains exclusive right to use of the name "Operation Welcome Home" or "Morgantown Marathon" or "Operation Welcome Home Morgantown Marathon" on t-shirts and all other imprinted items. Exhibitors may not sell or distribute items, which include the words "Operation Welcome Home" or "Morgantown Marathon" without written authorization. If in doubt, contact Joe Vessecchia, Massage Envy Health & Wellness Expo Coordinator at joev@adv-mm.com

The license granted by this contract is personal and may not be transferred without the written consent of Operation Welcome Home

All conditions to the contract are contained in this letter; there are no verbal agreements of any kind.