



MISSISSAUGA

MARATHON.COM

Friday, April 29th & Saturday, April 30th, 2016

Runner's Expo Information Guide

It is with great excitement that we present the 2016 Mississauga Marathon! This full running experience promotes "A Run for Everyone" with a selection of activities for all ages and all athletic abilities including: Full Marathon (Boston Marathon Qualifier), Sal Guzzo, LL.B. Relay Challenge, Half Marathon, MNP 10KM, 10KM Student Relay, Novo Nordisk® "Hazel" 5KM and the 2KM Fun Run/Walk!

The Full Marathon, Sal Guzzo, LL.B. Relay Challenge and Half Marathon will take participants through the gorgeous residential streets of Mississauga and down to Lake Ontario. All seven race routes allow participants to experience the Lakeshore waterfront and its remarkable beauty.





The Mississauga Marathon Runner's Expo is an excellent opportunity for vendors to promote their businesses and products to all participants, friends, family and local residents. This Race Weekend event is a mandatory stop for all participants to receive their race kit containing their race bib and timing chip as well as their event shirt and gift bag. This year our Runner's Expo will take place on **Friday, April 29th and Saturday, April 30th** and once again be located at the **Port Credit Memorial Arena**. Each exhibitor booth will be set-up in one 10' X 10' space.

Vendor space will be limited but guaranteed upon the receipt of payment (cheque, credit card or money order). This is a great opportunity to meet those in the running community and to experience this exciting event!

The Mississauga Marathon Runner's Expo is mandatory for all registered participants but also open to the general public. There is no cost for anyone who would like to attend. The best part is onsite parking is available and completely FREE for all attendees and vendors!

This is your opportunity to secure your booth at the 2016 Mississauga Marathon Runner's Expo today!

Runner's Expo Dates and Times

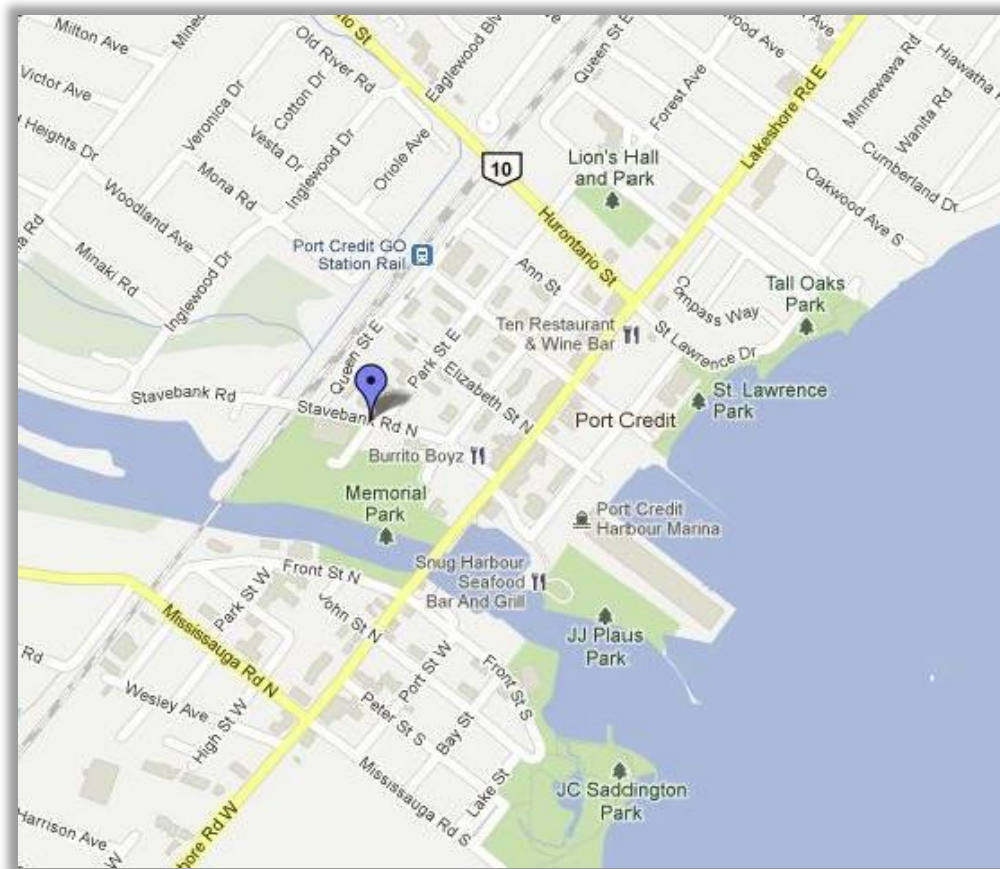
Friday, April 29th, 2016 **11:00 AM to 8:00 PM**

Saturday, April 30th, 2016 **10:00 AM to 5:00 PM**

Exhibitors must ensure the presence of at least one representative at their booth during exhibition hours.

Location

Port Credit Memorial Arena
40 Stavebank Road, Mississauga, Ontario, L5G 2T8



Parking

There will be parking available in the Port Credit Memorial Arena parking lot and nearby streets during the Runner's Expo hours of operation.

Booths

Each standard 10' x 10' booth at the Runner's Expo includes:

- 1 Table and 2 chairs (maximum)
- Table cloth (only if indicated on your registration form)



Electrical

All electricity needs must be made with Stronco Electrical Services via the Mississauga Marathon staff. If you require electricity at your booth please complete the Electrical Order Form within this package on the very last page and submit to a representative at the Mississauga Marathon.

Please remember to submit this form to us no later than Friday, April 15th, 2016 so we can submit to Stronco by their Friday, April 22nd deadline.

Telecommunications

There will be no phone lines available. Retail exhibitors will require either manual or wireless credit card processing units.

Schedule of Events

| Day | Time | Event |
|---|---|--|
| Thursday, April 28 th , 2016 | Assigned by Landmark Sport Group 12:00 PM to 6:00 PM | Exhibitor set-up |
| Friday, April 29 th , 2016 | 8:00 AM to 10:00 AM | Exhibitor set-up |
| | 11:00 AM to 8:00 PM | Runner's Expo Registration & Race Kit Pick Up |
| Saturday, April 30 th , 2016 | 9:00 AM | Free Friendship Run at Port Credit Running Room |
| | 10:00 AM to 5:00 PM | Runner's Expo Registration & Race Kit Pick Up |
| | 5:00 PM to 7:00 PM | Exhibitor tear down |
| | 6:00 PM | Novo Nordisk® "Hazel" 5KM |
| | 6:30 PM | MNP 10KM & 10KM Student Relay |
| Sunday, May 1 st , 2016 | 7:30 AM | Full Marathon, Half Marathon & Sal Guzzo, LL.B. Relay Challenge |
| | 12:30 PM | 2KM Fun Run/Walk |

Exhibitors must set-up and move out during the times stated (unless arranged otherwise). Booth equipment may not be taken out of the exhibition area during show hours.

All booths must be ready by 10:30 AM on Friday, April 29th and 9:30 AM on Saturday, April 30th, 2016.

Loading & Unloading Area



All vendors must use the back entrance of the Port Credit Memorial Arena when setting up and tearing down their booth. This entrance is located on the North side of the arena.



Please note there is a ramp leading up to the arena floor. The arena will have no dollies for vendors to use. Therefore, please plan accordingly to suit your move in and move out needs.



2016 EXHIBITOR REGISTRATION FORM

Organization/Company Name: _____

Contact Name: _____

Mailing Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Product/Service Description: _____

SAMPLING IN BOOTH? Yes No

If "Yes", please specify which samples you will be distributing: _____

*Exhibitor is responsible for providing waste receptacles for samples as well as removing all garbage after the Runner's Expo.

| Exhibitor Requirements (please check the boxes below) | | | | | | |
|--|-----|----|--------------------|--|--|--|
| Number of booths required | 1 | 2 | Multiple (state #) | | | |
| Number of chairs | 0 | 1 | 2 | | | |
| Number of tables | 0 | 1 | | | | |
| Table cloth required? | Yes | No | | | | |
| Loading door access required? | Yes | No | | | | |

| Runner's Expo Exhibitor Booth Rates | Base Fee | HST | Total |
|--|-----------------|------------|-------------------|
| Standard Rate | \$950.00 | \$123.50 | \$1,073.50 |
| Not for Profit Organization Rate | \$800.00 | \$104.00 | \$904.00 |

METHOD OF PAYMENT: Cheque or money order should be payable to Mississauga Marathon. For credit card payment, please complete the box below.

| | | | |
|-----------------------------------|--------------|---|-------------------|
| Name on Card (Please Print) _____ | Card # _____ | Approval No. _____ | Expiry Date _____ |
| Signature: _____ | | Please check: Visa <input type="radio"/> Master Card <input type="radio"/> Amex <input type="radio"/> | |

Terms and Conditions

By signing below, the exhibitor confirms they have read and will adhere to all 2016 Mississauga Marathon Runner's Expo terms and conditions explained on the next page of this information package.

EXHIBITOR SIGNATURE _____ **DATE:** _____

Please mail, fax or email the completed form by Friday, April 15th, 2016 to the Mississauga Marathon.



Runner's Expo Vendor Terms and Conditions

Cancellation

No reimbursement will be made in the event of a cancellation.

Booths

Each standard 10' x 10' booth at the Runner's Expo includes:

- Table, tablecloth and chairs (upon completion of the vendor registration form)
- Pipe and drape backdrop and dividers

Exhibitors must set-up and move out during the times allotted. Equipment may not be taken off of the exhibition floor during show hours. All booths will be labelled with the exhibitor corporate name but please ask a staff member for your booth number onsite upon arrival at load in if needed.

Vendor Break Room

Exhibitors will be provided with a designated vendor room, away from the participants to take a break if desired. Vendors are not allowed in any other rooms such as the volunteer room. Room location details will be sent to all exhibitors prior to the event.

Overnight security

Exhibitors are responsible for any damages done to the facility or rental equipment. The exhibit area will be secured during non-show hours; however neither the Mississauga Marathon nor the Port Credit Memorial Arena is responsible for lost, damaged, or stolen items.

Booth Reservation & Payment

Payment must be received along with the completed Exhibitor Registration Form in order for the booth to be reserved. Make cheques payable to Mississauga Marathon. Post-dated cheques will not be accepted and NSF cheques will be charged an admin bank fee on top of their amount owing. Unaccepted credit card details will need to be replaced within two (2) business days of the date we request new information.

Waste

Exhibitors are responsible for removing all waste created in the set-up, operation and tear down of the booth including cardboard boxes. There will be a disposal bin provided for you to use just outside the Port Credit Memorial Arena load in door. Any vendors who leave waste in their booth space after leaving will be charged a \$100.00 clean up fee.

Displays

Display and installation must stay within the booth rental space and must not interfere in any way with walkways, other exhibits or exhibitors. It is not permitted to create walls or displays between the booths which may interfere with the adjacent booths. Also, exhibitors distributing samples or promotional articles must stay within their own booth and not block any walkways or disturb other exhibitors.

Phone Lines

There will be no phone lines available. Retail exhibitors will require either manual or wireless credit card processing units.

Electricity

Electricity will be at the exhibitors' expense. Costs are determined by Stronco Electrical Services and will be ordered and paid for directly through them. Completed Electrical Services Order Forms (attached as the last page of this information package) must be sent to the Mississauga Marathon to be delivered to Stronco well before their due date.

Food and Refreshments

Exhibitors may not sell food or refreshments in their booth. Samples, however, may be given out. All samples must be pre-approved by the race prior to distribution.

Publicity

Publicity activities other than distributing pamphlets, samples or promotional articles must be approved by the Mississauga Marathon prior to the Expo. Otherwise the activity can be ended during the event.



**STRONCO
ELECTRICAL
SERVICES**

The Show People - Established 1952

1510 Caterpillar Rd., Unit B
Mississauga, ON L4X 2W9 Canada
TEL: (905) 270-6767 FAX: (905) 281-4702
Toll Free in North America: 1-800-665-2621
VISIT OUR WEBSITE: www.stronco.com

ELECTRICAL ORDER FORM

DEADLINE DATE:
APRIL 22, 2016

ECRA/ESA Licence # 7004945

COMPANY: _____
 ADDRESS: _____
 CITY: _____ PROV./STATE: _____ POSTAL CODE / ZIP: _____
 CONTACT: _____ PHONE # _____ EMAIL: _____
 NAME OF SHOW: **MISSISSAUGA MARATHON EXPO** BOOTH # _____
 DATE OF SHOW: **APRIL 29 - 30, 2016** LOCATION: **PORT CREDIT ARENA**

SECTION A- RENTAL LIGHTING

| | QTY | PRE-SHOW PRICE | AFTER DEADLINE | TOTAL AMOUNT |
|--|-----|----------------|----------------|--------------|
| 500 watt Quartz on 4' - 8' Adjustable Stand (2x250W) | ___ | \$ 115.00 | \$ 144.00 | _____ |
| 750 watt Quartz on 4' - 8' Adjustable Stand (3x250W) | ___ | \$ 130.00 | \$ 163.00 | _____ |
| 15 ft. Extension Cord - <i>power order required</i> | ___ | \$ 23.00 | \$ 29.00 | _____ |
| Surge Protector (for volt sensitive equipment) - <i>power order required</i> | ___ | \$ 30.00 | \$ 38.00 | _____ |
| <u>System & Fascia Lighting - Hard Wall Required</u> | | | | |
| 150 watt Chrome Arm Light Fixture | ___ | \$ 60.00 | \$ 75.00 | _____ |
| Track Light with 3 Quartz Fixtures | ___ | \$ 140.00 | \$ 175.00 | _____ |
| Track Light with 3 LED Fixtures * NEW - energy efficient | ___ | \$ 180.00 | \$ 225.00 | _____ |

SECTION B- ELECTRICAL POWER (Supplied to back area of booth)

| | | | | |
|---|-----|-----------|-----------|-------|
| 800 watt, 120 volt Quad Outlet, approx. 6 amps | ___ | \$ 110.00 | \$ 138.00 | _____ |
| 1500 watt, 120 volt Quad Outlet, approx. 12 amps | ___ | \$ 135.00 | \$ 169.00 | _____ |
| 1500 watt, 120 volt Under Carpet Single Outlet- <i>drawing required</i> | ___ | \$ 170.00 | \$ 213.00 | _____ |
| 1500 watt, 120 volt 24 Hour Quad Outlet (refrigerators, etc.) | ___ | \$ 205.00 | \$ 257.00 | _____ |
| 15 amp, 120 volt Dedicated Outlet (computers, electronics, etc) | ___ | \$ 190.00 | \$ 238.00 | _____ |

SPECIAL REQUIREMENTS - Contact STRONCO no later than 3 weeks prior to move-in date for Quotation.

STANDARD BUILDING VOLTAGE: 120-208-600 Other voltages available on request.

Please supply: Amp / HP / Kw / Watts Voltage Phase Qty Quoted Unit Price

SIGN/BANNER HANGING: Quotation available upon request.

TERMS & CONDITIONS * ALL PRICES ARE FOR THE DURATION OF THE SHOW, unless otherwise stated.

- All orders must be paid in full 7 days prior to show set-up.
- No cheques will be accepted on-site.
- All orders received after the deadline date will be processed at the stated "After Deadline Date" price and are subject to availability.
- If no Deadline Date is specified, orders must be received 14 days before show set-up to receive Pre-Show Pricing.
- Refunds will not be given on orders cancelled on-site.
- A 70% refund will be allowed on all written cancellations received 7 days prior to set-up.
- The sharing of outlets is not permitted.
- All claims/discrepancies must be settled prior to show closing.

PRIVACY POLICY

All information obtained is for the purpose of providing contracted services relating to this agreement. STRONCO will not disclose any information to other parties without written consent. A copy of our Privacy Policy is available upon request.

Sub-Total _____

13% HST _____

TOTAL AMOUNT _____

PLEASE NOTE: ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROCESSED AT THE AFTER DEADLINE PRICE. PAYMENT IN ADVANCE MUST ACCOMPANY THIS ORDER (NO EXCEPTIONS PLEASE). MAKE CHEQUE PAYABLE TO: STRONCO (# 89322 1754RT) 01/14

Name (Please Print) _____

Cheque Visa Master Card American Express Cash

CREDIT CARD NUMBER _____

Credit Card Expiration Date

Month _____ Year _____

Authorized Signature _____

DATE _____

TOTAL
