



**Ernie Howlett Park, City of Rolling Hills Estates
Sunday, July 1, 2018 8:00 AM
Proceeds Benefit Harbor Interfaith Services**

HEALTH EXPO VENDOR APPLICATION

The 2018 Heart the Homeless run and health expo will be held in Ernie Howlett Park, 25851 Hawthorne Blvd., City of Rolling Hills Estates. The one-day event will include a 5k run/walk, a 1k kids fun run, health expo, costume “Heart” contest, and food drive. The purpose of the expo will be to promote disease prevention, both mental and physical.

Heart the Homeless is a fundraiser for Harbor Interfaith Services, a nonsectarian agency, with a mission to provide food shelter and support services to the homeless and working poor in the South Bay area of Los Angeles County. www.HarborInterfaith.org

Heart the Homeless will provide an 10x10 booth space that includes table cover, one 8 ft. table, 2 folding chairs, and trashcans for vendors. No electricity will be provided. All banners, advertisements, giveaways, and additional supplies will be the responsibility of the vendor.

All vendors will have a logo, a brief description of their company/product, and a link to their website on the event page on Harbor Interfaith Services’ website.

The price of a booth is \$400 and includes the following benefits:

- 10x10 booth space
- exposure to 500+ athletes and additional runners, walkers, family, and friends
- marketing materials and a minimum of one or more product samples placed into participant goodie bags
- your logo, company description, and link on the event page of Harbor Interfaith Service’s website
- Inclusion in press releases, social media promotions, and in e-mails to runners prior to the event

Questions and applications may be forwarded to:

Mike Radice, Director of Development
Harbor Interfaith Services, 670 W. 9th St., San Pedro, CA 90731

MRadice@HarborInterfaith.org

PH: 310-831-0603 x224

Fax: 310-831-0791

Licenses

Vendors are responsible for obtaining all required licenses and permits. This includes nutritional bars, gels, etc. All persons selling any event goods or items are responsible for obtaining the appropriate business licenses and paying all applicable state and local taxes. **All information about licensing, permits, and sales can be found at the Los Angeles Business Portal: <http://business.lacity.org/start/sellers-permit>.**

Insurance

All vendors/exhibitors must provide proof of insurance naming Harbor Interfaith Services, the City of Rolling Hills Estates, and Start to Finish Event Services as additional insured parties.

Contact Information

Company Name: _____ Contact: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-mail: _____ Website URL: _____

Goodie Bag Participation

I will provide one or more items for the goodie bags as follows:

- marketing material product sample

Booth Price

- \$400 Standard Booth

Payment Information

Check? Make checks payable to Harbor Interfaith Services.

Credit Card?

Name as it appears on Card: _____ Card No.: _____

Exp. Date: _____ CCV No.: _____

Cardholder's billing address: _____

Signature: _____ Date Signed: _____

By signing below, I acknowledge that I have read the Terms and Conditions below regarding the Heart the Homeless run and expo and agree to abide by them.

X _____

Terms and Conditions

- All set-up will be complete by Sunday, July 1, at 6:30 a.m. The park is available for set-up at 4:30 a.m.
- All breakdown and move-out will start at 11:15 a.m. and must be completed by noon.
- Exhibitor agrees to be open and staffed for the duration of the event, 7:00 a.m. to 11:00 a.m. Early departure will result in additional fees.
- Exhibitor agrees that booth display will not intrude on aisles or adjacent exhibitors.
- Exhibitor is responsible for any state and local permits and insurance.
- Exhibitor agrees NOT to use the Heart the Homeless logo, Harbor Interfaith logo, or its name on any merchandise for sale without a license from Harbor Interfaith Services, Inc.
- Exhibitor agrees to make a deposit of \$100 upon submission of application and full payment by June 1, 2018. No refunds will be made to exhibitors who fail to occupy a space.
- Exhibitor is responsible for the cost of moving in and out and is liable for any damage caused to the exhibit space in connection with the exhibit.
- Exhibitor assumes the responsibility for loss, theft or destruction of goods or for personal injuries to her/himself, her/his employees, agents, representatives and will hold harmless Harbor Interfaith Services, Start To Finish Event Services, and the City of Rolling Hills Estates from any and all liability in connection with any and all of the above.
- The exhibitor will provide Harbor Interfaith Services with an insurance certificate naming Harbor Interfaith Services, City of Rolling Hills Estates, and Start To Finish Event Services as additional insured. The certificate must be valid for July 1, 2018.
- Booth assignment and use may not be transferred in any manner.
- Harbor Interfaith Services or Start to Finish Event Services reserves the right to make any last-minute changes of booth space.
- Harbor Interfaith Services, Start to Finish Event Services, and the City of Rolling Hills Estates are not responsible for vendor profitability.

Booths will be assigned on a first-come, first-serve basis upon receipt of application and payment. Booth fees are non-refundable. For additional information or questions, contact Mike Radice, Director of Development, at Harbor Interfaith Services, MRadice@HarborInterfaith.org; phone, 310-831-0603 x224; or fax, 310-831-0791.