

RACE EXPO PACKAGE

VICTORIA, BC



OCT. 6-8, 2023

WWW.RUNVICTORIAMARATHON.COM



RACE WEEKEND: OCTOBER 6-8, 2023

The Royal Victoria Marathon consists of the Marathon, Half Marathon, the 8K Road Race, 5K, and Thrifty Foods Kids Run.

The Marathon is a beautiful oceanfront route featuring Victoria's spectacular coastline and scenery. A Boston Marathon qualifier, the gently undulating course has a maximum elevation of 25 metres, and a minimum elevation of three metres. The spectacular finish area is in the Inner Harbour in front of the BC Legislature. The Half Marathon is run on the same course as the marathon. The fast and relatively flat course is the finest on Vancouver Island for a personal best time in all age categories and attracts a large field. The 8K is the largest 8K on Vancouver Island.

CHARITIES

The Royal Victoria Marathon supports many charities. The CHEK Charity Pledge Program is in its 19th year and over \$2 million dollars has been raised by our charity partners.

RACE EXPO

Participants with their friends and families and volunteers attend the Race Expo which features fitness, health and lifestyle related products and services, souvenir apparel and much more. The Expo sells out every year so booking early is recommended. The Expo is held at the Victoria Conference Centre, Crystal Gardens, 713 Douglas Street, Victoria, BC V8W 3M7.

EXHIBITOR INFORMATION

BOOTH PACKAGE INCLUDES:

- 8' high backwall and 3' sidewalls
- One 8' table (topped and skirted)
 - Two chairs
- Electricity not included – use electrical form to book

Global Convention Services is the official supplier of display services for the Race Expo. Additional equipment can be acquired by contacting Global Convention Services at 250-385-3541. Victoria Conference Centre, Crystal Gardens
713 Douglas Street, Victoria, BC, V8W 3M7

MOVE-IN

- Thursday, October 5: 2:00pm to 6:00pm
- Friday, October 6: 8:00am – 10:30am
- If required, please bring your own dolly or cart

Accreditation passes will be given upon arrival so that you will have access to the Expo area during move-in, Expo hours and move-out. Please make sure that each person staffing your booth has a pass in their possession.

EXPO HOURS OF OPERATION

- Friday, October 6 11:00 am to 6:00 pm
- Saturday, October 7 9:00 am to 6:00 pm

MOVE-OUT

- Saturday, October 7 from 6 pm

CANCELLATIONS & REFUNDS

No refunds will be issued to any exhibitor who fails to attend the Expo. Should you need to cancel your booth space, please contact the Expo Manager as soon as possible. Booth payments are nonrefundable.

BOOTH ASSIGNMENT

The expo layout of booths will be assigned in September. If you would like to request a particular booth spot please let the Expo Manager know and

we will do our best to accommodate you. No exhibitor shall sublet, assign or apportion a whole or part of any space without the knowledge and consent of the Expo Manager. Please supply the Expo Manager with a list of all products/services offered to the public at the Expo. The Victoria Marathon Society reserves the right to restrict products/services that may not be suitable at the event or that conflict with sponsor exclusive products.

BOOTH SPACE

The booth spaces are 8' d x 10' w; they include an 8' high back wall and 3' high sidewalls, one 8' long draped table and two chairs. We regret that due to fire regulations we cannot accept tents. If you are bringing your own table please let the Expo Manager know when booking.

NOTE: Telephone, power, special lighting, AV equipment, labour and other services will be provided by Global Convention Services, Encore, or the Victoria Conference Centre. You must contact the service provider to arrange for these services. Order forms will be sent to you upon receipt of Exhibitor Registration Form and payment.

SHIPPING

Please refer to the Global Convention Services Shipping guidelines. The Victoria Conference Centre, Crystal Gardens has no storage facilities for freight and will not accept freight prior to the

Label your item clearly with the appropriate information. Please label items with: **Victoria Marathon Race Expo, Company Name, & Booth #.**

SELLING GOODS & SERVICES

Selling goods and services is permitted at the Expo as long as they do not conflict with Race Weekend sponsors. If you are uncertain, please confirm with the Expo Manager. US exhibitors, please refer to the Global Convention Services - Shipping Guidelines.

SAMPLE DISTRIBUTION

Sampling and free demonstrations are encouraged. Please check with the Expo Manager to ensure your sample does not conflict with sponsor exclusive products. If you are planning to sample food or beverage products at your booth, please fill in the VCC "Authorization Request for Sample Distribution" form and return to the Victoria Conference Centre.

LITERATURE DISTRIBUTION

Exhibitors are not permitted to distribute literature/samples outside their booth area.

INSURANCE

The Exhibitor assumes entire responsibility and liability for losses. The Exhibitor's property shall be placed on display and exhibited at his/her/its risk, and the Marathon assumes no responsibility for loss or damage thereto. The Exhibitor shall also assume all responsibility for loss or damage to his/her/its property due to fire, theft, lightning, earthquake, explosion, or any cause beyond the control of the Marathon. The Exhibitor understands that neither the Marathon nor the Victoria Conference Centre maintains insurance covering the Exhibitor's property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain insurance for this risk.

SECURITY

The Victoria Conference Centre venue will be completely secure overnight with security guards on duty.

PARKING

Parking is available at the Fairmont Empress Hotel.

1. The Victoria Conference Centre opposite Crystal Gardens, 720 Douglas Street.

2. Broughton Street parkade, 745 Broughton, operated by the City of Victoria - www.victoria.ca

REAR SERVICE YARD PARKING

Due to limited space, the VCC does not permit client, delegate or exhibitor vehicles to be parked in the rear service yard other than during move-in or moveout periods.

STREET PARKING

Metered parking spaces are adjacent to the VCC along Douglas and Humboldt Streets. To find additional parking in the vicinity of the VCC visit the City of Victoria website at: www.victoria.ca/EN/main/residents/parking/on-street.html

LOADING DOCK

Loading and unloading is available at the loading dock entrance off Humboldt (between Douglas and Government streets). You may also use the Douglas Street Layby (in front of the Conference Centre) and the Courtyard Layby (adjacent to the parkade entrance) to unload during exhibitor move-in. Please refer to the map provided. The main entrance to the VCC for pedestrian traffic is from the Douglas Street entrance. Please move your vehicle from the loading areas as soon as possible.

ELECTRONIC PAYMENT

If you wish to have Interac/Credit Card hook-up at your booth, please order a telephone line from the Victoria Conference Centre (see order forms).

TERMS & CONDITIONS

1. The Victoria Marathon Society (hereinafter referred to as, “the Marathon”) and the Exhibitor agrees to the following terms and conditions for the Victoria Marathon Race Expo to be held at the Victoria Conference Centre – October 6-7, 2023.
2. The Exhibitor agrees that all displays will be fully set up by 10:30 am on Fri., Oct. 6, 2023. Doors open to the public at 11:00am.
3. The Exhibitor agrees to have his/her/its booth open and staffed during the Race Expo hours on Friday, Oct. 6 from 11:00am to 6:00 pm and Saturday, Oct. 7 from 9:00 am to 6:00 pm.
4. The Exhibitor agrees to pay the currently posted Booth rates to the Marathon and the Exhibitor agrees that no refunds will be made to an Exhibitor who fails to occupy the booth. A booth will not be fully confirmed until payment is received.
5. The Exhibitor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors.
6. The Exhibitor agrees to conform to all rules and regulations of the Victoria Conference Centre and all rules and regulations promulgated by the Marathon.
7. The Exhibitor agrees not to sublet space or exhibit any merchandise, other than that approved of by the Marathon; without permission from the Marathon. The Exhibitor will be informed prior to event weekend of the booth space assigned to them; however, the Exhibitor acknowledges and agrees that booth assignments may be changed by the Marathon. Every effort will be made to not to change booth assignments.
8. The Exhibitor agrees that all literature, products, etc., belonging to the Exhibitor shall be removed from the Victoria Conference Centre during tear down from 6 pm on Saturday, October 7. Items not removed will be stored at the expense of the Exhibitor. The Exhibitor agrees that all displays will be taken down Saturday, October 7, 2023.
9. The Exhibitor agrees that the violation of any terms and conditions of this Agreement may result in forfeiture of the booth. Fees paid by the Exhibitor will be retained by the Marathon as liquidated damages for breach of this Agreement.
10. The Exhibitor agrees that the Marathon reserves the right to reject or restrict any exhibit.
11. The Exhibitor agrees not to cause damage to the building or booth equipment, or act in any manner deemed inappropriate by the Marathon. The Exhibitor agrees that he/she/it shall be liable for all damages which he/she/it may cause to the Victoria Conference Centre in connection with his/her/its exhibit. Exhibitors may not apply paint, lacquer, adhesive or other coatings to floors or to standard booth equipment without written permission of the Marathon.
12. The Exhibitor assumes entire responsibility and liability for losses. The Exhibitor’s property shall be placed on display and exhibited at his/her/its risk, and the Marathon assumes no responsibility for loss or damage thereto. The Exhibitor shall also assume all responsibility for loss or damage to his/her/its property due to fire, theft, lightning, earthquake, explosion, or any cause beyond the control of the Marathon.
13. The Exhibitor understands that neither the Marathon nor the Victoria Conference Centre maintains insurance covering the Exhibitor’s property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain insurance for this risk.
14. The Exhibitor hereby agrees to indemnify and hold harmless the Marathon from any claims arising as a result of the Exhibitor’s exhibit or any actions or conduct of the Exhibit or the Exhibitor’s agents and employees, or the property of the Exhibitor.
15. The Exhibitor will assume responsibility for obtaining any required licenses for vending their products in the Victoria Conference Centre, and will hold the Marathon harmless for any costs incurred by the Marathon due to the Exhibitor’s failure to secure proper licensing.

I HAVE READ, UNDERSTAND AND AGREE to all the terms and conditions of the 2023 Victoria Marathon Expo as

Exhibitor, by its authorized representative

Signature (of authorized representative)

Date

TERMS & CONDITIONS

Company Name: _____

Contact Name: _____

Title: _____

Address: _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Facebook: _____

Twitter: _____

Corporate Booth Space: 8' x 10' (\$495 CDN)
\$525 CDN after July 1st

Charity/Non-Profit Booth Space: 8' x 10' (\$375 CDN)
\$400 CDN after July 1st

We regret we cannot accept tents due to fire regulations.

Briefly describe the product/service/sample you will be promoting/distributing at the Expo.
(must not conflict with sponsor exclusive products):

Does your booth require electricity? YES
(No Charge for Sponsors or Reciprocals) NO

Please supply a one liner about your company/products for our Expo announcer:

We would like to donate the following Draw Prize:

Item: _____

Value: _____

Payment Method: VISA Mastercard Cheque (Payable to Victoria Marathon Society)

Credit Card Number: _____

Name on Card: _____

Expiry Date & CVV #: _____

Amount: _____

Signature: _____

Send the completed form with full payment (CDN funds) to:

Royal Victoria Marathon
Box 675, 185 - 911 Yates Street, Victoria, BC, V8V 4Y9, Canada
Email: expo@runvictoriamarathon.com

Please submit your registration form prior to shipping booth items.
You are responsible for the shipping and handling costs of your items to Global Convention Services.