



# AUSTIN P.O.W.E.R. 5K RUN/WALK & FESTIVAL

Saturday, September 23, 2017 | Step-Off: 8:30 am

www.AUSTINPOWER5K.COM

## Merchant and Informational Vendors Guidelines & Regulations

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1. **LOCATION/PARKING:** The 2017 Austin P.O.W.E.R. 5K Walk/Run Festival will be held at and around the intersection of Chicago Avenue and Mayfield. Parking is available on area side streets unless otherwise marked.
2. **CHECK-IN:** Vendor check-in will begin at 6:30 a.m. on event day. We ask that your area set up be completed and ready by 8:00 a.m. All vendors must have a representative positioned at their assigned space throughout the event time frame.
3. **ASSIGNED SPACE/MATERIALS:** Vendor spaces are 10' X 10'. If additional space is needed, please provide a letter specific to the exact dimensions required. Vendors will be provided one elongated table and two folding chairs. Vendors are to provide all items thereafter.
4. **UNLOADING/LOADING ZONES:** At check-in you will be given your outdoor space assignment. Please plan accordingly in having your own assistants for unloading/loading your items; it is the responsibility of each vendor for their unloading/loading/setup/tear down. All vendors need to be completely set up by 8:00 a.m. All vendors must stay within your assigned space limit (10x10 spaces).
5. **BREAK-DOWN RULES:** We ask all vendors not to break-down until the event is over. The Austin P.O.W.E.R. 5K & Festival official hours are 8:30 a.m. – 12:00 p.m. Vendors will be responsible for any damage caused to City property within their assigned area during the event, set-up and/or tear down.
6. **ELECTRICAL POWER/WATER SOURCE:** No electrical power nor running water is available.
7. **SPACE ASSIGNMENTS:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location.
9. **RESTRICTION:** ALL weapons, fireworks and illegal items of all kinds are restricted from site. WE RESERVE THE RIGHT TO CENSOR ALL VENDOR MATERIALS.
9. **HOLD HARMLESS AGREEMENT:** Organizations agree to indemnify and hold harmless the Austin P.O.W.E.R. 5K & Festival, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release Austin P.O.W.E.R. from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. Austin P.O.W.E.R. is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with the Austin P.O.W.E.R. organization and not openly discussed with other organizations or patrons.
10. **INSURANCE:** Vendors shall provide proof of Commercial General Liability Insurance to cover its obligations hereunder.

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11. FIRE AND SAFETY: You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.
12. WASTE AND CLEAN-UP: Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
13. CANCELLATION POLICY: Post acceptance, all fees are non-refundable as they are used in the promotion of this event.
14. RETURN CHECK: Vendors will endure all expense accrued from NSF check charges.
15. ANIMALS: Vendors are not permitted to bring pets or other live animals to this event.





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## Merchant and Informational Vendor Application

Select One:  Merchant Vendor  Informational Vendor

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Description of items to be displayed and/or distributed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make check/money order payable to: Helping Our People Excel CDC / reference Austin POWER 5K.

*For payment by credit card, provide:*

Card Holder Name \_\_\_\_\_ Card No. \_\_\_\_\_

Exp. Month/Year \_\_\_\_ / \_\_\_\_ CVV Code: \_\_\_\_\_ Card Registered Zip Code: \_\_\_\_\_

Authorization is hereby granted to charge the amount of \$\_\_\_\_\_ to the card listed above.

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

I have reviewed and agree to adhere to the vendor guidelines and regulations put forth in regards to the Austin Power 5K Walk/Run & Festival.

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

- DEADLINE: All applications must be submitted for review on or before September 15, 2017.
- FEE: \$50.00 per 10 x 10 Space.
- ACCEPTANCE: The Austin P.O.W.E.R. 5K Walk/Run Committee will review and approve all application. Upon acceptance, the application fee becomes non-refundable. Application fees will be returned for non-accepted application.
- SUBMISSION: Application and vendor fees are to be mailed, faxed, or delivered to either...

AAABNA | Sankofa  
5820 West Chicago Avenue  
Chicago, Illinois 60644  
773-626-4497

Hope Community Church | H.O.P.E. CDC  
5900 West Iowa Street  
Chicago, Illinois 60651  
773-921-2243 | FAX: 773-921-8824

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