



APPLICATION INFORMATION FOR EXPO, April 24, 2010
DEADLINE FOR APPLICATION — FRIDAY, APRIL 16, 2010

Required information to register:

- Company name, address, phone & website address
- **Emergency Contact person responsible for Exhibit and phone #**
- Booth information (see below)
- A list of the items you will be selling (be specific)

The RoadRunner Classic will assign all exhibitors a space. Spaces are reserved in units of 10' x 10'—if your booth will require more space, you will need to request the number of spaces needed to accommodate your booth. **When you register, please enter number of 10'x 10' booths next to desired booth type:**

_____ **Booth - no food preparation** - Only food sales allowed are pre-packaged food items, or items with minimal food preparation.

_____ **Booth with food preparation** - Menu is required for food vendors at time of application.

Exhibitors are responsible for providing their own booths, equipment and any necessary items required for their concession. Bring all of your pop ups, tents flags and banners to the event.

Booths will be assigned on a first come, first served basis—contingent upon receiving the following:

- ◆ Completed application (rules, regulations and emergency contact info)
- ◆ Menu & Health Permits (if a food vendor)

All booths must be set up by 7:00 a.m. on Saturday, April 24, 2010, unless specifically approved by the EXPO Coordinator. Exhibit hours are as follows:

Set-up:	Friday, April 23, 2010	1:00 p.m. – 7:00 p.m.
Exhibit Hours:	Saturday, April 24, 2010	9:00 a.m. – end of men's road race (approximately 6:00 p.m.)
Teardown:	Saturday, April 24, 2010	6:00 p.m. – 9:00 p.m.

Set-up must be completed before 7:00 a.m. on race day. NO vehicles are allowed in the exhibit area on Saturday during racing hours without exception. Security will be on-site Friday, April 23, 2010 until the start of racing Saturday morning. The RoadRunner Classic will not be responsible for any lost or stolen items and doesn't recommend leaving any merchandise in an unattended booth.

Participants must provide a certificate of insurance (CoI) for general liability naming the RoadRunner Classic, LLC as an additional insured for the period covering the event— Friday, April 23, 2010 - Saturday, April 24, 2010 (*Call your insurance agent for information regarding the CoI*). The certificate must be received 7 days prior to the event. If the certificate is not received, the booth space will be released. E-mail the certificates directly to: director@rrcycling.com.

Any exhibitor with audio content must contain that content within that exhibit space, unless approval has been received by the EXPO coordinator prior to the event taking place.

Early teardown is strictly prohibited and should commence only after all racing has completed. Please do not leave behind unwanted articles that may have been used for booth construction like furniture or plywood. Any items left after the teardown on Saturday night, April 24th will not be secured.

FOOD VENDORS:

All food vendors must have health permits for the RoadRunner Classic. **Proof** will need to be submitted to the RoadRunner Classic no later than one week prior to the event, or else the booth space will be released. For information on the health permits, please visit http://www.bernco.gov/upload/images/environmental_health/temp_event.pdf. No glass bottles are allowed in the exhibit area. Drinks are to be served in cups or cans. The exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by the Organizer, the proprietors or manager of the exhibition space. We appreciate your cooperation helping the RoadRunner Classic be an environmentally friendly partner with our sponsor, Bernalillo County.

Applicant agrees to hold harmless and indemnify the RoadRunner Classic, LLC of Albuquerque, New Mexico, from any and all liability for the injury to persons or property occurring as a result of this activity and agrees to be liable to said RoadRunner Classic, LLC for any and all damage which results from the activity of permittee or is caused by any participant in said activity.

E-mail the following: Menu & Health Permits (if a food vendor) and Certificate of Insurance to: director@rrcycling.com. For questions, contact director@rrcycling.com.