



2018 TRAIL RUNNING EXPO

AUGUST 11
11AM - 4PM

SET-UP

9:45-10:45AM

TAKE-DOWN

4:00-4:45PM

VENDOR EVENT INFO

- Please confirm your space by July 28, 2018 by completing the Vendor Info Form. Email it back to us - happytrailracing@gmail.com
- The vendor table fee is \$25 which goes towards the room rental and expo costs. Contact us for a multi-table discount
- We will provide you with a 6ft table for the event - please let us know if you will be requiring a black linen (provided by the AGB) for the table (\$7.00) - Expo to be held in the Shoreline/Rotary Room
- Each vendor space has room behind the table for a backdrop stand - if you require a specific set-up and are concerned about the layout, please contact us before hand
- 1 parking pass per vendor (included in the fee) will be available for pick-up at the Brock Desk for the lot off Elgin Street behind the gallery
- Set-up can take place from 9:45am until 10:45am. The doors to our event space open for the expo at 11am (the gallery itself is open to the public at 10am). Take-down will happen from 4pm to 4:45pm (gallery closes at 5pm). Only use main entry doors as other exit doors will set off alarms
- We will send you a numbered lay-out and more specific details once we have all confirmed vendors - we will do what we can to provide every vendor with the best location
- FYI: There will be a "Yoga for Runners" taking place in the Brock Park beside the parking lot (10am-11am) for participants to enjoy before entering the expo
- You may bring food and drinks through the hallways and into our rented event space. Please do not eat or drink in the other exhibition spaces in the gallery. **PLEASE NOTE:** The gallery is a NUT-FREE facility. Please do not touch any of the artwork on display or in the hallways. Please be careful when moving your equipment and supplies through the facility. The AGB staff can help direct you and answer any facility questions
- Please feel free to communicate with us with any and all concerns as we navigate our 1st Trail Race Expo.