



From: Jeff Edwards
Corbin Senior Activity Center
Phone: 327-1584 Fax: 327-9162

Re: **16th Annual Health Fair**
Saturday, April 6th, 2019
9:00 A.M. – 2:00 P.M.

Target Audience: People 50+, interested in health issues, senior living choices, recreational activities, financial advice, home health care, healthy living, health screenings, massages, and much, much more!

Corbin's Movin' & Groovin' Fair has developed its reputation as the go-to event for Spokane's seniors seeking information on mastering this new season of life. Each year over 70 vendors and 400 plus participants come through Corbin making this event one of the best bangs for your marketing bucks! Also, FREE LUNCH for Vendors!

Spaces are assigned on a first come, first serve basis as we sell out of vendor space each year. We do our best to meet requests accordingly.

Cost: \$195.00 if paid by February 15th and
\$225.00 if paid after February 15th

Corporate Members of Corbin are guaranteed the \$195 rate regardless of payment date! If not a Corporate Member ask Jeff for details on how to become one!

Included: 5, 6 or 8 ft. table plus 2 chairs (few outlets available)

Please make your check payable to:
Corbin Senior Activity Center
827 W. Cleveland Ave.
Spokane, WA, 99205

16th Movin' & Groovin' Fair

Saturday, April, 6th 2019

Health and Wellness Fair

Sponsored by:

Corbin Senior Activity Center

Exhibitor Registration Agreement

Exhibitor Business Name: _____

Contact Person: _____

Address: _____

Phone _____ Fax _____

Valid Email Address: _____

***Set-up: Friday, April 5th, 2019 (11:00 a.m. - 3:30 p.m.)**

Requested Room: _____ Outlet? Yes/No

The following must have been received by Corbin Senior Activity Center by March 15th, 2018

Exhibitor Fee

Signed and dated Exhibitor Registration Agreement

Signed and dated Exhibitor Rental Agreement

Signed and dated Facility Usage Guidelines Agreement

Copy of Proof of Insurance Binder naming Corbin as insured

Please let us know if you would like to place a business card size advertisement in the Communicator, promoting your attendance. The black & white advertisement will be placed at a special rate of \$35.00 per month or \$60 for two months.

Signature of Exhibitor _____

Print Name _____ Date _____

Corbin Senior Activity Center
Rental Agreement
827 W. Cleveland
Spokane, WA 99205
(509) 327-1584 FAX (509) 327-9162

THIS AGREEMENT is hereby entered into by and between **CORBIN SENIOR CENTER** (Lessor) and _____ (Lessee) regarding the 15th Movin & Groovin Fair on April 06, 2019 for the use of its facilities and services according to the terms and conditions herein.

The undersigned, individually and personally, and on behalf of the organization he/she represents will be responsible for all breakage and damage done to any of the tables, chairs, furniture, equipment and other items contained within the building. Further, the undersigned, individually and personally, and on behalf of the organization they represent, shall be responsible for all damage to the inside or the outside of the **CORBIN SENIOR ACTIVITY CENTER** facility done by Exhibitor during the course of its rental. Specifically, the **LESSEE** shall return the premises, including the parking area, to **LESSOR**, in the same condition as it was at the commencement of the rental period. All expenses of returning the facility to its original condition shall be borne by the undersigned individually and personally and on behalf of the organization they represent.

To the fullest extent permitted by the law, the **LESSEE** shall indemnify, defend and hold harmless the **LESSOR**, its Board of Directors, members of staff from and against any and all suits, claims, actions, losses, costs, including attorney fees, penalties, damages, and loss of whatsoever kind of nature, including injury or death to third parties, employees of **LESSEE**, arising out of, in connection with, or incident to **LESSEE** performance or actions. In the event that both the **LESSEE** and the **LESSOR** are negligent, the agreement is only enforceable to the extent of the **LESSEE** negligence.

The nonrefundable **Exhibitor Fee** shall be paid at the time of application to guarantee a reservation and space(s) usage. This Agreement may only be modified in writing signed by the parties. This Agreement, along with the *Movin & Groovin 2019 Agreement* and the *Facility Usage Guidelines Agreement* signed by **LESSEE** constitutes the entire Agreement between the parties.

THE LESSEE SPECIFICALLY AGREES TO ABIDE BY ALL CONDITIONS, RULES, AND REGULATIONS OF THE FACILITY AND REPRESENTS THAT A COPY OF SUCH CONDIITONS, RULES AND REGULATIONS HAS BEEN RECEIVED AND UNDERSTOOD. FURTHER, THE PARTIES AGREE THAT ANY LEGAL ACTION BROUGHT UNDER THIS AGREEMENT WILL BE DONE SO IN SPOKANE COUNTY, WASHINGTON. IN ANY ACTION BROUGHT UNDER THIS AGREEMENT THE PREVAILING PARTY SHALL BE ENTITLED TO AN AWARD OF REASONABLE COSTS AND ATTORNEY’S FEES.

Signature of LESSEE

Name (Please Print)

Date

Signature of CSAC Representative

Date

**CORBIN SENIOR
ACTIVITY CENTER
827 W Cleveland Spokane, WA 99205
Phone (509) 327-1584 - Fax (509) 327-9162**

Facility Guidelines Agreement

Exhibitor Registration Agreement –Only the space (s) designated by Corbin is available to the Lessee.

Requests to Use the Facility- You must be at least 21 years of age to rent space in our facility.

Exhibitor Rental Fees – The Exhibitor Rental Fee is due at time of registration. No space can be reserved without it. Space is assigned on a first come/first serve basis. All payments are deposited when submitted. Please make checks payable to: **CORBIN SENIOR ACTIVITY CENTER.**

Check-in/Check-out – Set-up time on April 5th, 2019 is from 11:00 a.m. to 3:30 p.m. Take-down time is after 2:00 p.m. on April 6th, 2018. You might want to come by before the Fair to see which entrance is the most convenient one for unloading. Corbin has two ramps.

Clean-up –We recommend you plan for at least 30 minutes after the close of the event for clean-up. Please dispose of all trash into provided containers. Take with you everything you brought in.

Decorations – No candles may be used during this event. We do not allow tape, adhesives, pins, nails or anything that would otherwise affix decorations of any kind to the walls, ceilings or windows. No tape is allowed to secure cords to the wood floor. Extension cords, power strips and/or cord protector strips must be used to secure cords in traffic areas and will not be provided by the Corbin Senior Activity Center. The center does not provide table linens or skirts for tables.

Parking – The parking lot will be reserved for visitors during this event. When you set up, you may park where you like but then move your vehicle to a side street.

General Conduct – Exhibitors are responsible for conduct of their representatives. We reserve the right to ask disorderly guests to leave.

Security – At the discretion of the facility there may be professional security on site. Absolutely no weapons of any kind are allowed on the premises.

Cancellation policy –**The Registration Fee is nonrefundable unless the event is cancelled.**

Signature_____

Printed Name_____

Company Name_____

Phone_____

Date_____

CORBIN SENIOR ACTIVITY CENTER
827 West Cleveland, Spokane, WA 99205
Phone: (509) 327-1584 Fax: (509) 327-9162



Special Advertisement
FOR THE MOVIN' AND GROOVIN' FAIR

Company: _____

Contact Person & Phone: _____

Email: _____

Thank you for participating in Corbin's Movin' and Groovin' Fair. As a reward we would like to offer you inexpensive advertising in our newsletter. Our business card size is reduced from \$45 to \$35. If you would like to place your ad for two months, the cost would be only \$60.00.

All advertising has to be paid in advance, and we have to receive your ad by the 10th of the preceding month. If our newsletter editor does not receive your ad in time, you will be eligible for ad placement in the following month.

March (\$35.00) ____ April (\$35.00) ____ Both Months (60.00) ____

Please send your ad to Heide Wehr at heidewehr@corbinseniorcenter.org.

If you have any questions, please call Jeff at (509) 327-1584-Ex. #10.