

**Point Loma Rotary Club**  
**RIDE THE POINT 2022**  
**Saturday, November 12<sup>th</sup>, 2022**

## **EXPO EXHIBITOR AGREEMENT**

Thank you for your support of the 8th Annual Jim Krause Memorial Charity Bicycle Ride the Point. Below you will find all the necessary information for being an exhibitor at the healthy Lifestyle Expo.

### **IMPORTANT DETAILS**

<b>Date:</b>	Saturday, November 12, 2022
<b>Location:</b>	Liberty Station South Point – Oggi’s Restaurant
<b>Event Hours:</b>	6:00 AM until 2:00 PM
<b>Expo Hours:</b>	9:00 AM until 2:00 PM
<b>Load-in Hours:</b>	7:30 AM until 8:30 AM
<b>Load-out Hours:</b>	2:00 PM until 3:00 PM

### **CONTACT INFORMATION**

For all event related matters, please contact the Expo Coordinator at the email and phone number listed below. During event hours, the best way to contact the Expo Coordinator is via cell phone.

**Dawn Mayo**

Expo Coordinator, Ride the Point

**Email:** dawnmayohomes@gmail.com

**Cell:** 619-200-3296

### **PARKING**

Exhibitors may park in the Lanning Road parking lot adjacent to the Navy Medical Center. Exhibitor vehicles may remain parked in the Lanning Road parking lot for the duration of the event. Exhibitors may not park in the hotel parking lots under any circumstances. **Any exhibitors parked in the hotel parking lots may be subject to fines or towing by Liberty Station.**

### **LOAD-IN / LOAD-OUT**

Load-in for the expo must be complete by 8:30 AM on Saturday, November 12, 2022. Load out will begin following the conclusion of the event at 2:00 PM. Equipment drop-off must be done from the Lanning Road parking lot and walked onto the grounds. **Please plan accordingly and bring a dolly or cart to move your materials from the parking lot to the Expo area.**

### **SECURITY**

Exhibitors are responsible for their own security. There will not be security on-site during the event.

### **EXPO MATERIALS**

Exhibitors will be assigned a 10'x10' space on the expo grounds by the expo coordinator. Exhibitors are responsible for providing their own expo materials, including tent, table, chairs, generators, etc. There is no electricity available at the expo for exhibitors. The expo area gets extremely warm during the afternoon. **Exhibitors must provide their own water, shade, sunscreen, and hats.**

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## EVENT SCHEDULE

**Saturday, November 12, 2022**

- 6:00 AM Packet pick-up and registration open for Enthusiast riders
- 7:00 AM Metric & Enthusiast ride begins
- 8:00 AM Family Fun Ride begins
- 8:30 AM Expo load-in begins
- 8:30 AM Expo set up complete
- 9:00 AM First riders expected back
- 2:00 PM Event ends, load-out begins

## OVERVIEW MAP



## TRASH

All exhibitors are responsible for recycling or disposing of their own wastes in appropriate marked containers. **Exhibitors must maintain their assigned expo space in pristine condition throughout the event and clean up the site after pack-out.**

## EXHIBITOR AGREEMENT

I agree to the rules and stipulations outlined in this agreement and will adhere to rules, regulations, applicable laws, and directions of the Expo Coordinator and other event organizers.

Exhibitor Name: \_\_\_\_\_ Exhibitor Contact: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Exhibitor Phone: \_\_\_\_\_

Exhibitor Email: \_\_\_\_\_