

CALGARY MARATHON

2022 Curated Runners' Market

Friday, May 27th

AND

Saturday, May 28th

Race Day: May 29th

Vendor Handbook

Reach health and fitness enthusiasts at the 2022 Calgary Marathon Runners' Market and over 10,000 participants and spectators on race day. This is an ideal opportunity to introduce your health and wellness related products and services to Calgary Marathon participants, their friends and family members.

The Runners' Market and race day festivities are free and open to the public. Sign up times for registrants in 2022 will spread out the traffic flow encouraging more meaningful face-to-face interactions.

Timetable

Date:	Set Up Time:	Open to Public:	
Thursday, May 26	2:00pm – 8:00pm		~Mandatory for particular vendors
Friday, May 27	8:00am – 10:00am	11:00am-8:00pm	Mandatory
Saturday, May 28		10:00am – 6:00pm	Mandatory
Sunday, May 29	Set up by 8:00am at the latest. If you wish to engage with runners before the race you may set up earlier*	6:00am-1:00pm*	Optional for additional fee

Important:

~In order to keep to a critical timeline, all booths requiring special licenses (ie. serving food), with tents, or with additional needs must be set up by 8pm on Thursday, May 26th. Basic booth setups (i.e. no tents, power, or internet) must be set up by 10am Friday morning.

If you need to make special arrangements to deliver items, please see "Trade show services/Deliveries" on page 2.

Please review the information in this document carefully as important vendor information is contained within. If the document does not address your question, contact the Calgary Marathon office marketing@calgarymarathon.com or 403 264 2996 for further assistance.

Booth Construction

Canopies, tents & overhead structures?

Canopies **MUST** have a tag attached to the tent that states the Canadian fire certification on the tag (the certification is CAN/ULC-S109). If it does not have this certification, the fire department will ask the exhibitor to take the tent down.

Do you have any large banners and any large amounts of fabric (for example larger than 5 feet by 5 feet) as part of your display?

Large banners or large amounts of fabric must have the same Canadian certification (CAN/ULC-S109). Please have this certification ready in your booth for the fire inspector. If it is not certified, the exhibitor can do a flame test on a small piece of the fabric and have this ready for the fire department with their booth. The flame test guidelines are also attached.

Do you have any fresh cut trees, wood chips, or hay bales as part of your display?

Any fresh cut trees need to be tagged with the date they were cut. Any wood chips etc. must be treated/sprayed with a fire retardant chemical.

Electricity & Internet at booth

Internet/electricity is ordered directly through the Calgary Stampede Event Services' online booking portal: <https://exhibitor.calgarystampede.com/> Vendors may book these services using a paper form for an additional \$25 manual fee.

Booth Space Includes

Each booth space includes 1 skirted table and 1 chair; if no table or chair is required please let us know as before May 1st, 2022 by emailing marketing@calgarymarathon.com.

***Electricity is not included in booth cost and must be ordered and paid for separately through the portal.**

Food Sampling

If you are sampling/handling food/beverage products and/or selling food/beverage products, please fill out the Alberta Health Services Form and the Stampede Concessionaire forms attached and return them to us no later than May 1st.

Race guide - Advertising Space is Available

Connect with over 10, 000 participants by advertising in our 58th Anniversary Race Magazine. This is a great way to further promote your business and offer discounts. Watch for an invitation from Impact Magazine.

Trade show services/deliveries

Global Convention Services Ltd. is our trade show supplier and if you need anything from material handling, to booth set-up, deliveries or special rentals, please contact them before race weekend at iashton@globalconvention.ca

Teardown

Depending on when you have confirmed your booth until, teardown will take place either on the last day of the Market OR at the end of the race. Booths must remain in place and can not be torn down before 6:00pm on Saturday, May 28th, OR 1:00pm Sunday, May 29th.

BOOTH NUMBER

Your booth # and a floor layout will be emailed to you in May prior to race weekend. Booths will be numbered and a team will be on site to help you locate your booth. Booth assignment is final and cannot be moved for any reason.

Please note: Standard Stampede Parking rates do apply at the Runners' Market.

Exhibitor registrations are fully confirmed when:

- (a) The online application form is complete;
- (b) CMS contacts exhibitor with notification of acceptance and invoice for booth
- (c) When full payment is received.

For more information call 403-264-2996 or email at marketing@calgarymarathon.com.

The Runners' Market layout will be available mid-March for Exhibitors to select their preferred booth space, however booths are assigned at the discretion of Run Calgary. Exhibitors will be notified of their application acceptance no later than the end of March or five working days after we receive your application. Booths are assigned in early May before the expo. BOOTH LAYOUT SUBJECT TO CHANGE.