



Dear Potential Health Fair Vendor:

We invite you to be part of The Lodge Des Peres' 2017 Health Fair! This FREE event is expected to attract hundreds of our members and guests on Saturday, January 14, 2017, from 9 a.m.-12 p.m. at The Lodge Des Peres.

We are looking for a wide variety of businesses and organizations who offer health and wellness services or products that can be showcased at our Health Fair. While we invite all organizations to apply, Des Peres businesses have first priority and not all businesses will be accepted. To ensure that the health fair is of benefit to you, we will offer exclusive categories to each participant. If we receive a response from several businesses with the same type of services, The Lodge Management reserves the right to refuse same-type vendors to ensure a wide range of offerings for our attendees.

The registration fee for the Health Fair will be \$125.00 for new participants and \$100 for past participants registering by November 23<sup>th</sup>. The registration fee must be paid in full and turned in with the registration form. A booth set up form is included with this letter. Please mark the necessary supplies that you need for your booth. Supplies are limited and are available on a first come, first served basis. Please note that there is a \$25.00 fee for use of electricity or additional tables. If you need electric, please mark accordingly on your set-up form and include it in the total payment.

**Early discounted registration deadline is 11/23/16. Regular registration deadline is 12/18/16. We will notify all applicants via email by 12/23/16 if you have been accepted as a vendor for our 2017 event.**

If you are interested in registering, please fill out the enclosed registration forms and return it to:

The Lodge Des Peres  
c/o Sarah Christian, Fitness Specialist  
1050 Des Peres Road, Des Peres, MO 63131  
FAX: 314-835-6151  
Email: [schristian@desperesmo.org](mailto:schristian@desperesmo.org)

We hope to receive your commitment for the Health Fair this year. If you have any questions, please do not hesitate to contact me at 314-835-6168 or [schristian@desperesmo.org](mailto:schristian@desperesmo.org). Thank you for your time and consideration.

Sincerely,

**Sarah Christian**

Sarah Christian  
Fitness Specialist  
The Lodge Des Peres



# The Lodge Des Peres Health Fair Registration Form

Des Peres Business  Yes  No

Name of Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_

E-Mail: \_\_\_\_\_

On the following lines, please briefly describe the nature of your business or organization. In addition, if applicable, please let us know what kind of giveaways or incentives that you would like to have at the event. This information will help us decide which vendors will be the most beneficial to our members and be included in our marketing materials. Thank You!

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the Health Fair? \_\_\_\_\_

Suggestions for this year's Health Fair: \_\_\_\_\_

\_\_\_\_\_

Do you need electric? YES or NO

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Entry Fee for Past participants registered on or before November 23 (Early Bird): **\$100** \_\_\_\_\_  
Entry Fee for Past Participants (late registration –after November 23): **\$125** \_\_\_\_\_  
Entry Fee for New Participants: **\$125** \_\_\_\_\_  
Additional Table: **\$25** \_\_\_\_\_  
Electric Fee: **\$25** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

## PAYMENT

- Check Included [payable to City of Des Peres]
- Credit Card \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP: \_\_\_\_/\_\_\_\_  
Card Type [circle]: MC VISA DC



# The Lodge Des Peres Health Fair Booth Set-Up Form

Company Name: \_\_\_\_\_

Event Day Contact Name: \_\_\_\_\_

Event Day Contact Phone Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Please check mark what you will need for your booth and enter in the quantity where applicable. Supplies are limited, first come first served.

\_\_\_\_\_ 6'x3' Tables (1 table per vendor included)

\_\_\_\_\_ Additional table(s) at \$25

\_\_\_\_\_ Chairs                      Quantity \_\_\_\_\_

\_\_\_\_\_ Electrical Outlet (\$25 charge)

\_\_\_\_\_ Waste Basket

Other Information for us:

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[Office Use Only:      Date Returned: \_\_\_\_\_      Date Information Recorded: \_\_\_\_\_ ]



### HEALTH FAIR VENDOR RULES & REGULATIONS

1. Per City ordinance, there is no exchange of money on the City premises.
2. Due to past damage, we do not allow taping of posters, pictures and/or decorations to the walls. All vendors must provide their own mounting systems for posters and advertisements.
3. Each vendor table will be provided with a table cloth. However, if you choose to use another table covering, please let us know so we can remove our table cloth prior to your arrival.
4. The Health Fair is held in The Lodge Main Level lobby and lower level lobby outside of the Fitness Center and Group Exercise Studio. Vendors are placed at their booths and receive priority based on sponsorship and in the order with which their application was received. The Lodge Staff has the discretion to place vendors in the lobby based on space availability and the services they provide. All vendor locations will have high visibility and traffic.
5. If a registered Vendor is no longer able to attend the event, they must notify The Lodge on or by Friday, January 2, 2017 to avoid being charged a \$25 Drop-Out Fee.

### WAIVER OF RELEASE AND LIABILITY

The Des Peres Parks and Recreation Department is not responsible for any injury or loss of property suffered while participating in Des Peres Parks and Recreation activities, using equipment, or on any Des Peres Parks and Recreation premises, for any reason whatsoever, including ordinary negligence on the part of Des Peres Parks and Recreation, its employees, instructors, or agents, from any and all present and future claims resulting from participation in activities both present and future, that may be made by the registrant, the registrant's family, estate, heirs, or assigns. By participating, you agree to having your picture or likeness represented and published in any City of Des Peres publication or media. By participating, you represent that you are in good health. You are aware that health, fitness, and recreation activities may range from vigorous cardiovascular activity to the exertion of strength training; and that these, and other activities provided by Des Peres Parks and Recreation involve certain risks, including but not limited to death, disability, serious neck and spinal injuries resulting in complete paralysis, heart attack, and injury to bones, joints or muscles. By participating, you and your family are agreeing to voluntarily participate in activities with full knowledge of the inherent risks of property damage, personal injury, or death. You understand that Des Peres Parks and Recreation encourages you to consult a physician before beginning any exercise or recreation program. You understand and agree to this waiver to be as broad and inclusive as the laws of the State of Missouri will permit and affirm that you freely agree to the rules and regulations of the Des Peres Parks and Recreation Department.

By signing below, I fully understand and agree to the City of Des Peres' Health Fair Rules and Regulations and the City of Des Peres' Waiver of Release and Liability:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Business/Organization)