



RunThrough Vendor Onboarding Agreement

This Vendor Onboarding Agreement ("Agreement") is made between GWActive Ltd ("RunThrough UK") and the undersigned vendor ("Vendor"). The purpose of this Agreement is to establish the basic terms under which the Vendor may be engaged as an approved vendor for RunThrough events.

1. Introduction

- a. RunThrough exists to inspire active nations through running. Our events depend on trusted vendors and partners who align with our values of professionalism, safety, and respect. This Agreement sets out the minimum requirements and standards of conduct expected of all Vendors working with RunThrough.

2. Definition of a Vendor

- a. A **Vendor** is any individual or business entity engaged by RunThrough to provide services at events, who is not a full-time employee of GWActive Ltd.
- b. This includes, but is not limited to: MCs, photographers, videographers, entertainers, food and beverage traders, and infrastructure providers.

3. Scope of Engagement

- a. Approval as a Vendor under this Agreement does not guarantee work but is a prerequisite for engagement at RunThrough events.
- b. This Agreement is valid from the date of signature, until terminated by RunThrough.
- c. Vendor agrees to abide by the terms herein whenever providing services at RunThrough events.

4. Standards of Conduct

- a. Vendors and any personnel associated must act in a professional manner at all times.
- b. Vendors must treat all RunThrough staff, participants, volunteers, spectators and other vendors with courtesy and respect. If your conduct does not meet



RunThrough's standards, you may be asked to leave the event and refused access to future events.

- c. Vendors must comply with the [RunThrough Event Supplier Brand Guidelines](#)

5. Vendors Responsibilities

- a. Vendors are solely responsible for their own staff, equipment, and services provided.
- b. Vendors must arrive on site and be set up by the agreed schedule, with all vehicles removed from any space by the timeline provided. Vendors must fully remove all equipment, materials, and waste at the conclusion of the event.
- c. Vendors must provide all necessary insurance, licences, permits, and certifications relevant to their services.
- d. Vendors must comply with all health and safety obligations, and all relevant laws and regulations
- e. Vendors whose roles require presence on the course or in front of participants and spectators (e.g., photographers, videographers, MCs) must wear a high-visibility jacket at all times during the event. If RunThrough provides a high-visibility jacket, it must be retained by the vendor and worn at all future events.

6. Documentation Required

- a. Vendors must provide evidence of valid insurance (including public liability or equivalent).
- b. Vendors must provide any other certifications or licences relevant to the services they supply (e.g. health and safety, food safety, drone operator licence).
- c. Vendors must ensure that all documentation remains valid for the duration of this Agreement and promptly resubmit any documents that become invalid
- d. Documentation must be submitted through to one of the RunThrough team

7. Infrastructure

- a. Vendors must abide by RunThrough's strict health and safety standards. Vendors agree that their infrastructure meets [RunThrough's standards](#).



- b. Should the vendor not have sufficient infrastructure, Vendors will be able to purchase or hire appropriate infrastructure from RunThrough.
- c. On event days, if infrastructure does not meet RunThrough's standards, Vendors will be required to pack down the infrastructure upon request.

8. Booking Process

- a. Booking for any events will be completed by members of RunThrough Vendor Team.

This will be completed using the respective northvendors@runthrough.co.uk or southvendors@runthrough.co.uk email accounts depending on the location of the event

- b. Any booking made outside of these email addresses will **not be considered valid**.

9. Deadline

- a. If applicable, vendors are required to complete all assigned tasks within the agreed deadlines. Failure to deliver within the specified timeframes may result in non-payment for services rendered. In addition, repeated failure to meet deadlines may lead RunThrough to limit or withdraw future invitations, at its sole discretion

10. Cancellation

- a. Vendors who cancel their participation in two or more events within a 12-month period may, at RunThrough's discretion, be removed from the approved vendor list and may not be considered for future opportunities.
- b. Frequent or last-minute cancellations disrupt event operations and community experience; therefore, RunThrough reserves the right to limit or withdraw future invitations if a vendor demonstrates a pattern of unreliability.
- c. Notice of Cancellation for vendors
 - i. Vendors must provide written notice of cancellation to RunThrough
 - ii. Notice must be sent by email to the designated RunThrough Vendor Team (northvendors@runthrough.co.uk or southvendors@runthrough.co.uk)



- iii. All cancellations must be acknowledged in writing by RunThrough to be valid.
- d. RunThrough-Initiated Cancellation
 - i. RunThrough reserves the right to withdraw or cancel a vendor's participation at any time, if necessary for event operations, safety, or brand alignment.
 - ii. Where possible, RunThrough will provide reasonable notice and may offer the opportunity to participate in a future event
- e. Force Majeure
 - i. If an event is cancelled or altered due to circumstances beyond the control of RunThrough (such as extreme weather, natural disasters, government restrictions, or emergencies), RunThrough will not be liable for any loss of income, stock, or opportunities incurred by the vendor.

11. Vendor-Initiated Cancellation Process for paid vendors

- a. More than 7 days' notice – No cancellation fee will be charged, but any non-refundable deposits already paid will not be returned.
- b. 3-5 days notice – Vendor will be liable for 50% of the agreed fee.
- c. Less than 3 days notice – Vendor will be liable for 100% of the agreed fee.

12. Vendor-Initiated Cancellation Process for unpaid vendors

- a. Vendor-Initiated Cancellation
 - i. More than 7 days' notice – No implication for this cancellation
 - ii. Less than 3 days notice – Vendor may not be considered for future events

13. Payment Terms

Unless otherwise agreed in writing, RunThrough will make payment within thirty (30) days of receipt of a valid invoice.

Vendor invoices must include the following;

- i. Full Legal Name,
- ii. Company Details,
- iii. Bank Account Information - including Bank Name, Account Number & Sort Code



- iv. Event Reference including description - for example, "X Service at X Event - 01.01.2000"
- v. GWActive Ltd Address:
GWActive Ltd,
Unit 6 - Leylands House,
Molesey Road,
Walton-on-Thames
KT12 3PW
- vi. Please be aware that payment runs happen on a Tuesday.

14. Termination

- a. RunThrough reserves the right to terminate this Agreement and remove Vendor from the approved Vendor list if Vendor fails to provide required documentation, fails to comply with these terms, or engages in conduct deemed unsafe, unprofessional, or otherwise inappropriate.

15. Data Protection and Confidentiality

- a. Vendor agrees to comply with applicable data protection laws, including GDPR, when handling any personal data shared in connection with RunThrough events.
- b. Vendor agrees to maintain confidentiality of all internal event details and information provided by RunThrough.

16. Liability

- a. Vendor acknowledges that RunThrough is not liable for damage to Vendor's equipment, loss, or injury arising from Vendor's services except where directly caused by RunThrough's negligence.
- b. Vendor agrees to indemnify and hold harmless RunThrough against claims, damages, or losses arising from Vendor's services.

17. Governing Law

- a. This Agreement shall be governed by and construed in accordance with the laws of England and Wales.



18. Acceptance

- a. By signing below, Vendor acknowledges and agrees to the terms of this Agreement.

Name: _____

Company Name (if applicable): _____

Date: _____

Signature: _____