

1 Registration • Captains Information

Registration for 5K Corporate Run/Walk

Entry Fees:

\$34 through Friday, September 21, 2018, 5 PM
\$39 through Wednesday, October 17, 2018, NOON
NO RACE DAY REGISTRATION

Registration:

All teams must be registered online, regardless of whether team members register online or offline.
Offline Only: Company Captains should submit a Runner/Walker Release Form for each participant and Alphabetized Company Roster.

How to Register :

- 1. Online registration** – OPEN May 1, 2018
KPCorporateRunWalk.com
 - Team Captains – first, sign up your company online.
 - Individuals – sign up, choosing your company (if affiliated).
- 2. Mail** – Now-October 1, 2018 – Mail payment & registration to:
Kaiser Permanente Corporate 5K Run/Walk, 4651 Roswell Road, I-802, Atlanta, GA 30342

Payment:

Online & Offline: Include: Registration fee, and UPS fee (if applicable).

VISA, MasterCard, American Express & Checks accepted. Please make checks payable to JFG, Ltd and indicate what check is for to ensure proper allocation.

Race Number Pickup

- Register by Friday, September 21, 2018 at 5 PM and your numbers will be distributed to your team captain via UPS or Phidippides. For those team captains picking up at Phidippides, the captain will be notified by email when the numbers are ready for pick up.

Note: Race Numbers will not be released until payment is received.

- Register September 21, 2018, 5 PM - October 17, 2018 at Noon and pick up your number at the race by last name. Online registration closes October 17, 2018 at Noon/ 12 PM EST.

Race Packages for captains will include:

- Walker & runner numbers for all officially entered participants
- Company Roster Form with assigned race numbers
- Race Day Information for Captains and participants
- Event site map and schedule (**Note separate walker and runner start areas.**)

Team Captains:

Distribute race numbers and race information to all team members.

Who Can Participate?

Individuals: Individuals are welcome!

Teams: Encourage family, friends & neighbors to form a team!

Company Teams: A team may enter an unlimited number of runners, joggers and walkers. Participating part-time employees, family members and friends as well as those under 18 may count toward Participation Awards but are not eligible for individual or team awards. Due to insurance restrictions, baby joggers, strollers, animals, skates or other vehicular apparatus are not allowed on the race course. Employment and other criteria are subject to verification by Race Committee.

Team Photo Signup

Time Slots Book Fast. Early Signup Encouraged!

Signup will start at the May 23 Captain Information Meeting.

Info@KPCorporateRunWalk.com | 404.843.8727

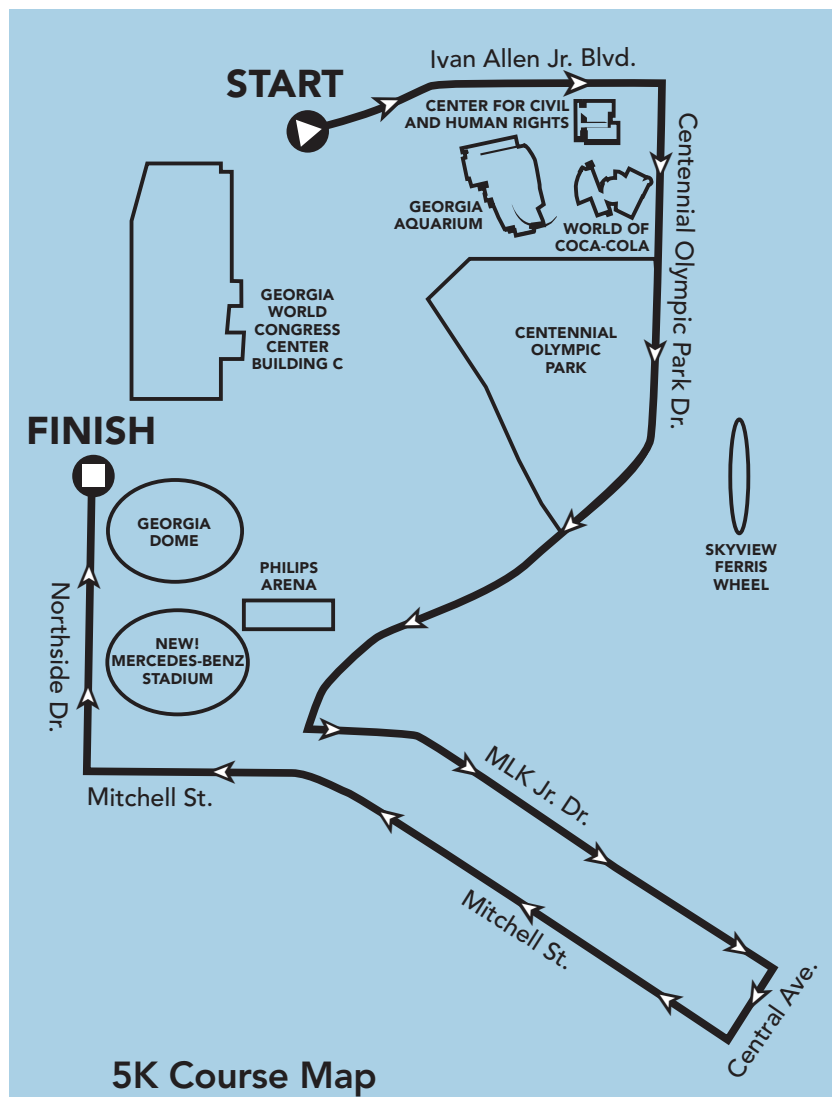
BROUGHT TO YOU BY:



TO BENEFIT:



2 Maps • Parking



We encourage taking MARTA Rail to the DOME/ GWCC/PHILIPS/CNN Station or the VINE CITY Station.

For parking directions, go here
<https://www.gwcca.org/parking-directions/>

5K course is USATF certified.

Watch for separate Walker and Runner Start lineups.

1. Walkers
2. Runners & Joggers
3. Seeded Runners (qualifying 2017-2018 event list due by September 19 with registration)
4. Elites & CEOs (qualifying documentation for Elites due by September 19 with registration)

Info@KPCorporateRunWalk.com | 404.843.8727

BROUGHT TO YOU BY:



TO BENEFIT:





Let's Move, Atlanta!
8-Week Training Program
August 27 – October 24, 2018



**Corporate 5K Run/Walk
& Office Party**
Wednesday, October 24, 2018
7:00 p.m.
Georgia World Congress Center,
Building C



3 5K Start & Lineup • Event Day Information

Starting Line

Follow the signs to the appropriate start areas on Ivan Allen Jr. Blvd.

Walkers

Follow the signs to Walker Start Lineup. More than half of event participants will be walkers. For the safety of all participants, we will follow traditional running etiquette at the start with all walkers starting behind the runners. On the course, walkers should stay to the right and follow instructions of race officials.

Runners & Joggers

Behind the Elites, CEOs and Seeded Runners, this section is for runners and joggers.

Seeded Runners

This monitored section will be set up immediately behind the Elite Runner Area. Team Captains are responsible for giving a special entry pass to any runner who expects to run 8:00 or faster per mile. Runners must register by September 19, listing a qualifying 2017-2018 race. Be in place by 6:30 for the best position.

Elite Runner Area

This monitored area, at the very front of the start area, will be set up for those with 2017 or 2018 race qualifying times. Elite runners must be in place by 6:30 p.m.

Runners must register and submit their official 5K/10K race documentation by September 19 in order to receive a special race number which will allow entry into this section. Email race documentation to kelsey@kpcorporaterunwalk.com

Open Men – 6:00/mile Open Women – 7:00/mile

Masters Men (40 and over) – 6:15/mile

Masters Women (40 and over) – 7:15/mile

CEO Award

CEO Participation Guidelines

Verified CEOs will receive specially marked race numbers and are eligible to start in the CEO Start Area in the front.

- A CEO must be the senior full-time employee of the entire company (i.e., President/CEO, Chairman of the Board). (The possible exception would be firms with multiple but equal CEO-level partners.)
- **To be eligible for Awards, all CEOs must be participating with a minimum of 5 full-time employees. CEO Awards will be determined by electronic timing.**

CEO Award Categories

Female CEO (29 or less full time employees)

Female CEO (30 or more full time employees)

Male CEO (29 or less full time employees)

Male CEO (30 or more full time employees)

Race Day Information

- Separate start line-up areas for runners and walkers. (Follow signs)
- 5K starts on Ivan Allen between Northside Drive and Marietta.
- Mile markers will be at miles 1 and 2.
- Medical staff and water stations will be available at the start, along the course and at the finish line.
- A commemorative T-shirt will be given to all registrants.
- Refreshments and music will begin immediately after the first person crosses the finish line.

Due to insurance restrictions, baby joggers, animals, skates or other vehicular apparatus are not permitted on the race course. Only registered participants will be allowed on the race course.

Info@KPCorporateRunWalk.com | 404.843.8727

BROUGHT TO YOU BY:



TO BENEFIT:



4 Awards • Scoring & Results

Corporate Cup Awards

■ Kaiser Permanente Corporate Cup - Most Fit Company

Four awards will be presented for the Most Fit company. Winners will be selected based on surveys submitted by companies describing their employee health & wellness programs. Survey Deadline: September 24.

Thank you to our judges of the Corporate Cup Most Fit Company: Jess Parsons & Sarah Shanahan MS, RD, LD - Good Measure Meals

■ Kaiser Permanente Corporate Cup - Participation Award: Overall Company

Quantity matters! An award to the company with the most participants registered. Participants may be full-time or part-time employees, clients, family members or friends of the registered company.

Fastest Male & Female: Overall and Masters

To qualify for these awards, runners must be at least 18 years old and a full-time employee of registered company for at least three months. Awards will be presented to the Fastest Male and Female and the Fastest Masters Male and Female (Age 40 and over). Employees of Running-Related companies are not eligible for Fastest Overall or Masters awards.

CEO Awards

CEO Awards will be given to the first overall male and female CEOs in two categories: companies with 29 or fewer full-time employees and companies with 30 or more full-time employee. **Eligibility: CEOs must be participating with a minimum of 5 full-time employees.** (See page 5 for criteria)

Team Awards

Competitive team members must be full-time employees (at least three months) who are 18 years old or older. The awards for the first three teams in each of the three scoring categories (Men's, Women's and Coed Teams) will be mailed to Company Captains after the results are compiled and employees have been verified after the race.

In order to be eligible for awards, all runners must be 18 or over and must have been employed full-time by his/her company for at least three months prior to race day.

If, upon verification, the Race Committee finds discrepancies, the team will be disqualified. Results will be listed in Results Booklet & on KPCorporateRunWalk.com.

Participants are scored on a team basis in three categories. A team consists of one of the following:

Men's Team.....Four Men

Women's Team....Four Women

Coed Team....Two Men and Two Women

Participants may only be placed on one team (i.e., a woman placed on the Women's Team may not also be placed on the Coed Team, etc.).

Participation Award: Industry

There will be an award for the most participants in each of the 38 industry categories. Industry Participation awards will be mailed to winning company captains.

Jeff Galloway Spirit Video Award

This award will be given to the company that shows the most spirit in a video. Companies that are interested in participating in the contest are asked to send in a short video showing how much spirit their team has

Spirit Award Video Contest Guidelines:

Please download your video to Wettransfer.com. When downloading your video please send it to kelsey@kpcorporaterunwalk.com. All videos must be received by October 1, 2018. Company's name or logo must be visible in the video. Your video must be no more than 5 minutes long and no larger than 2 GB. Videos will be judged on creativity, originality, group involvement and level of spirit. All videos will be judged prior to race day. & all submitted videos will be shown at the event.

T-shirt Design Contest Awards

There will be a T-shirt Design Contest for all participating companies. One prize will be awarded in each of the following categories:

* Most Original	* Most Colorful	* Most Creative Use of Company Logo	* Best Incorporation of Event Logo
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T-shirt Contest Guidelines:

Submit your company's T-shirt sample to Kaiser Permanente Corporate Run/Walk, 4651 Roswell Rd., I-802, Atlanta, GA 30342 by October 19, 2018. Sample must be an actual T-shirt. Attach a business card to the inside of the shirt for identification. Shirts will be judged prior to race day & all submitted shirts will be displayed at the event.

Note: The Kaiser Permanente Corporate Run/Walk & Fitness Program logo may be downloaded from KPCorporateRunWalk.com. Once T-shirts are submitted, they become the property of the Race Committee.

Electronic Timing

Now that we've advanced to chip timing for the KP Corporate Run/Walk, it will **no longer be necessary to use scorecards** to submit your Male/Female/Coed company teams. The timing software will automatically pick the 4 fastest men and the 4 fastest women on your company teams. A coed team is 2 males and 2 females. If you'd like your coed team to compete, you will need to choose your 4 members BEFORE the race, and submit to us by October 19, 2018. These 4 runners will be exclusive to the coed team and cannot be a part of the all male or all female teams.

Challenge Your Competitors!

Challenge your business friends and competitors to meet you at the starting line. Past challenges have included the largest number of employees participating, the oldest team, CEO versus CEO, best team time or most male or female runners/walkers. To issue a challenge, contact the Race Committee at Info@KPCorporateRunWalk.com or 404.843.8727. After the Race Committee contacts the company being challenged, you will be advised whether or not the challenge was accepted.



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5 Space Reservation • Order Form

RENT YOUR SPACE!

Reserve space at KPCorporateRunWalk.com or at the Captains Information Meetings

Space is limited. Early registration is highly encouraged for guaranteed space and the best location.

The deadline is September 24, although due to the limited number of spaces, we cannot guarantee availability.

Any space reservations accepted after September 24 will incur an additional \$100 fee.

COMPANY _____ TEAM CAPTAIN _____

ADDRESS/CITY/STATE/ZIP _____

EMAIL ADDRESS _____

Size	Price	Early Bird Cash Discount if paid by check by 9/24/2018
10x10 – 1 table, 6 chairs (10-20 people)	\$520	\$485
14x14 – 2 tables, 12 chairs (24-35 people)	\$635	\$595
20x20 – 4 tables, 24 chairs (40-55 people)	\$895	\$850
20x30 – 8 tables, 48 chairs (60-80 people)	\$1150	\$1080
20x40 – 12 tables, 60 chairs (90 + people)	\$1390	\$1310

Extra Chairs \$4 # _____

Extra Tables \$10 # _____

Space Catering Options

- Jason's Deli
- Levy Restaraunt

See specific menu options at KPCorporateRunWalk.com, on the Captains page.

Space Location

The GWCC map will be available at KPCorporateRun/Walk. There will be a "key" of company spaces so that all participants can check to see if their company has one reserved. There will also be maps at the event.

Payment Options

1. Discount available if paid by check by September 24, 2018.

Mail this form with your check (made out to JFG, Ltd.) to

JFG, Ltd.

Jeff Galloway Productions

4651 Roswell Road, #I-802

Atlanta, GA 30342

2. Fax this form to 404-252-3971 and we will call you to get your credit card information.

3. Pay online at RunSignUp.com on the Team page in the Store.

Four Good Reasons To Rent A Space

- An easy meeting place before and after the race - give a motivational speech, chant company cheers, etc.
- Provide indoor area to enjoy refreshments with your team
- Visibility for your company
- Throw a Party after the race to celebrate with your team

NOTE: NO TAPE MAY BE USED ON THE TENTS. BRING BUNGEE CORDS AND ROPES FOR YOUR BANNERS.

NOTE: Renter acknowledges that by submitting this space reservation, Renter agrees to pay the full amount of tent rental on or before September 24, 2018. If rental fee is not paid by September 24, 2018 then Renter grants JFG, Ltd. the right to cancel the space order. All space charges are non-refundable. Renter agrees to assume the risk of and hold JFG, Ltd. harmless for property damage and personal injuries caused by the rental items and/or arising out of Renter's negligence. Renter agrees not to use or allow anyone to use the rental items for any illegal purpose or in any illegal manner. JFG, Ltd. shall not be liable in any manner for injuries or damages caused to persons or things falling over or coming in contact with ropes, chains, stakes or other supports of the rental items. Renter agrees to hold JFG, Ltd. and Phidippides Runners harmless from any demand or claim whatsoever for bodily injury or property damage arising from the use of rental items or materials furnished hereunder.

We will be reserving spaces with payment. Cancellations must be made by September 24, 2018 in order to avoid being charged.

Team Captain Signature _____

Date _____



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6 Registration Form

- Online at KPCorporateRunWalk.com through October 17, 2018, NOON. **HIGHLY RECOMMENDED!**
- Offline – complete this form and turn in to your company captain (Non-team individuals should make checks payable to JFG, Ltd. and mail to 4651 Roswell Road, #I-802, Atlanta, GA 30342 by October 8, 2018.)
- No race day registration.

Watch for walker and runner start lineup signs for your start area.

<input type="checkbox"/> Walker	<input type="checkbox"/> Runner	<input type="checkbox"/> Seeded Runner (8:00/mile) 2017-2018 qualifying event _____	<input type="checkbox"/> Elite Runner (2017-2018 race documentation attached) Open Men – 6:00/mile Open Women – 7:00/mile Masters Men (40+) – 6:15/mile Masters Women (40+) – 7:15/mile
<input type="checkbox"/> Member of Kaiser Permanente	<input type="checkbox"/> full-time employee of listed company (3+ months)	<input type="checkbox"/> non-full-time employee of listed company (part-time, friend, family)	<input type="checkbox"/> CEO (see p. 3)

Last Name	First Name	Sex M F	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name	E-Mail Address (required to receive special offers - will not be shared/sold)
<input type="text"/>	<input type="text"/>

Business Address	Phone Number
<input type="text"/>	<input type="text"/>

City, State, Zip	County
<input type="text"/>	<input type="text"/>

Past Participant	New
<input type="checkbox"/>	<input type="checkbox"/>

Waiver/Release: I know that walking, running and road racing are potentially hazardous activities. By entering this event I am taking responsibility for medical clearance and for being physically fit and properly trained to participate in this event and all related activities. I agree to abide by any decisions of program officials relative to my ability to safely complete the event. I assume all risks associated with running and walking, but not limited to my own fitness and health condition, falls, contact with other participants, the effects of weather including high heat and/or humidity, traffic, and the condition of the road, all such risks being known and appreciated by me. I also agree that I may be examined and treated if necessary during the course of the race by qualified race personnel in the event medical problems of any cause arise. The race officials or the qualified personnel have the right to disqualify me and remove me from the race if, in their opinion, I may be suffering from a life-threatening condition. I understand that there will be no baby joggers, strollers, animals, skates or other vehicular apparatus allowed on the race course. Having read this waiver and knowing these facts and in consideration of your accepting my application, I, for myself and anyone entitled to act on my behalf, waive and release Kaiser Permanente Health Plan, all city officials, Phidippides Runners, JFG Ltd., Galloway Productions, Jeff Galloway, the RRCA, event volunteers, and all sponsors, their representatives and successors, and each of their respective parent, subsidiary and affiliated companies, and all of their respective directors, officers, shareholders, agents and employees including, without limitation, independent contractors, if any, rendering security services in connection with the Event (collectively, the "Licensor Parties") from all claims or liabilities of any kind arising out of my participation in this event, including without limitation any personal injuries, death or damage to my property which I may incur, even though that liability may arise out of negligence or carelessness of the persons named in this waiver and other organizations. In further consideration of my participation in this event, I hereby grant to the sp group, Phidippides Runners, and all other sponsors and persons authorized by any of them, the right to record, broadcast, photograph, and otherwise exploit in any and all media throughout the world my performance in the event and to use my name, likeness, voice and biographical information concerning me in connection therewith and such other purposes as sp group may from time to time authorize. I warrant that I am 18 years of age or older. Produced by Phidippides Runners, RRCA.

Signature _____
(All participants must sign this waiver. If you are under the age of 18, you must have a parent's signature.)

Date _____

Cardholder Name _____

Card # _____ Exp. Date _____
(VISA, MasterCard or AmEx only)

Amount to be charged \$ _____
(may include \$12 for Jason's Box Dinner)

Signature _____

RETURN THIS FORM TO YOUR COMPANY CAPTAIN
Instructions and Reminders

1. Entry fee is \$34 through September 21, 5 PM EST, and \$39 until October 17 at Noon EST. Reminder: Entry fees are non-refundable. Checks should be payable to JFG, Ltd.
2. Register online or complete this Runner's/Walker's Release Form and return to your Company Captain.
3. Make sure that you receive your assigned number from your Company Captain prior to race day. If you lose or forget your number on race day, please go to the Information Area.
4. Be sure you know where your company meeting area is on race day. We can help with recommendations.



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7 Company Registration Form

Captains must register
team online, regardless
of whether individual team
members register online or offline.
Questions?
Info@KPCorporateRunWalk.com

☐ Past Participant ☐ New

PAYMENT BOX	
We accept VISA, MasterCard and American Express.	Note: Please send one check to cover all company participants. Check # _____ All checks should be made payable to JFG, Ltd. _____ participants x \$ _____ each \$ _____ (Until September 21, 5 PM - \$34. September 21, 5:01 PM - October 17, Noon - \$39) UPS (if applicable) \$ 20.00 Total amount of check or charge \$ _____ Card # _____ Exp. Date _____ Cardholder Name _____

Company Captain Name		Business Phone #	
Co-Captain Name		Business Phone #	
Company Name	Total # Employees	Total # Employees in Atlanta	Onsite Fitness Center?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Captain's Email Address		Co-Captain's Email Address	
Company Address	Suite	County	
City	State	Zip	
CEO/President Name	Business Phone #	Email Address	
Dir. of Human Resources or Dir. of Corporate Communications	Business Phone #	Email Address	
Dir. of Fitness/Wellness	Business Phone #	Email Address	

How did you hear about us? ☐ Radio ☐ Newspaper ☐ TV ☐ Brochure ☐ Flyer ☐ Phone ☐ Friend ☐ Billboard ☐ Internet ☐ Co worker ☐ Other

Company Industry Category (Captains: The category chosen here determines your award eligibility so please choose carefully.)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> 1. Accounting | <input type="checkbox"/> 12. Consulting | <input type="checkbox"/> 23. Media | <input type="checkbox"/> 31. Rubber and Plastic Products |
| <input type="checkbox"/> 2. Advertising/Public Relations | <input type="checkbox"/> 13. Diversified Services | <input type="checkbox"/> 24. Metal/Metal Products | <input type="checkbox"/> 32. Running-Related |
| <input type="checkbox"/> 3. Aerospace | <input type="checkbox"/> 14. Employment Agencies | <input type="checkbox"/> 25. Motor Vehicles & Parts/Industrial Equip. | <input type="checkbox"/> 33. Technology |
| <input type="checkbox"/> 4. Airlines/Travel Related | <input type="checkbox"/> 15. Engineering/Architecture | <input type="checkbox"/> 26. Nonprofit/Education | <input type="checkbox"/> 34. Telecommunications |
| <input type="checkbox"/> 5. Apparel/Retailing/Textiles | <input type="checkbox"/> 16. Forest Products/Paper | <input type="checkbox"/> 27. Office Equipment/Computers/Electronics | <input type="checkbox"/> 35. Toys/Sporting Goods/Musical Instruments |
| <input type="checkbox"/> 6. Arts/Film/Video | <input type="checkbox"/> 17. Glass/Building Materials | <input type="checkbox"/> 28. Petroleum Refining/Crude Oil Products | <input type="checkbox"/> 36. Transportation/Railroad |
| <input type="checkbox"/> 7. Banking/Finance/Investments | <input type="checkbox"/> 18. Government | <input type="checkbox"/> 29. Publishing | <input type="checkbox"/> 37. Utilities |
| <input type="checkbox"/> 8. Beverages/Food | <input type="checkbox"/> 19. Health Related/Hospitals | <input type="checkbox"/> 30. Real Estate | <input type="checkbox"/> 38. Other _____ |
| <input type="checkbox"/> 9. Chemicals/Soaps/Cosmetics | <input type="checkbox"/> 20. Hotels/Restaurants | | |
| <input type="checkbox"/> 10. Communications | <input type="checkbox"/> 21. Insurance | | |
| <input type="checkbox"/> 11. Construction | <input type="checkbox"/> 22. Legal | | |

THIS IS HOW INDUSTRY
AWARDS ARE CATEGORIZED.

Please Read and Sign:

I/We acknowledge having read and agree to abide by all the rules, regulations, and procedures contained in this Kaiser Permanente Corporate 5K Run/Walk Registration Packet.

I/We certify that the listed participants presently meet the eligibility requirements as stated in the Kaiser Permanente Corporate 5K Run/Walk Registration Packet.

Team Captain Signature _____ Date _____

Instructions If You are Registering Via Paper:

1. If additional copies are needed, these forms may be duplicated. Keep a copy of all forms for your records.
2. Please alphabetize roster by last name and type each participant's name.
3. Submit original of the Company Registration Form, a Company Roster, and the original signed Release Form for each participant along with an entry fee check to 4651 Roswell Road, #1-802, Atlanta, GA 30342.
4. A Race Number will be assigned to each participant and noted on this form. A copy of the form will be included in the Race Packet.
5. VISA, MasterCard, and American Express accepted.
6. Entry fees are non refundable.

8 Company Roster

All companies must be registered online, regardless of whether team members register online or offline. Companies registering offline must complete roster below. Teams of 10+ should email roster in an Excel file to Info@KPCorporateRunWalk.com. Teams of <10 may use your own spreadsheet or this sheet to list your participants alphabetically. If your team registers online, you will have access to your online roster at all times.

RUNNERS - alphabetically by last name	Race #	WALKERS - alphabetically by last name	Race #	ELITE RUNNERS	Race #
				Deadline: September 19, Attach official 2017-2018 documentation email to Info@LeftGalloway.com .	
				Open Men - 6:00/Mile Open Women - 6:15/Mile	
				Masters Men - 7:00/Mile Masters Women - 7:15/Mile	
SEEDERS	Race #				
				Deadline: September 19, (8:00/Mile) List 2017-2018 qualifying event	
					Total Seeded Runners