

Fandom Fest 2020 Application

Please read all sections of the Exhibitor Agreement, sign and email it back to fanfest7437@gmail.com or mail to Fandom Fest C/O Benton Harbor Public Library, 213 E Wall St, Benton Harbor, MI 49022. Please make checks payable to Benton Harbor Public Library.

Contact Name: _____

Organization Name: _____

Address: _____

Email: _____ Phone: _____

Website: _____

Fandom Fest is a convention that invites individuals to celebrate their popular culture obsession. How will your exhibit relate to that theme?

What do you plan on having at your booth?

Do you need an electrical outlet? Yes* No

Is your material adult in nature? (i.e. graphic violence, adult language, nudity): Yes No

Fandom Fest

EXHIBITOR AGREEMENT

1) Exhibition Space

- a) Fandom Fest will provide, for a charge of **\$35**, Exhibition space. All are single booth spaces that are 8 x 10 and include two (2) chairs and one (1) 6 ft. table. *If Exhibitors wish to have electric in their space, they must pay **\$45** (\$35 booth fee + a \$10 connection charge). After Feb 2, 2020 booth price goes up by \$5.00 per booth (**\$40** for a single booth, **\$50** for booth with electric). Double booths cost **\$65** and **\$75** respectively (**\$70** no electric, **\$80** with electric after Feb 2, 2020). All additional equipment and furnishings are the responsibility of the Exhibitor. Fandom Fest will assign booth locations.
- b) Exhibitor will keep areas clean and is responsible for any damage to venue. Exhibitor agrees to leave the area clean at the close of the show.
- c) No smoking or alcohol is allowed in the event venue at any time. Exhibitors are responsible for following the policies of the event center and its adjoining campus.

2) Reserving Exhibition Space and Sharing Space

- a) Exhibitors must agree to Exhibitor's Agreement in order to reserve space for the event.
- b) When cancelling reservation of exhibit space, Exhibitor must give at least **6 weeks'** notice prior to event of the cancellation to allow appropriate time to find another Exhibitor to fill the space. Refund requests for cancellations made prior to the 6 week deadline must be sent in writing. Any other changes to booth reservation must be requested in writing by March 21, 2020. Requests made after that date may not be possible to honor.
- c) In the case of more than one Exhibitor sharing a booth; the person whose name appears on this agreement assumes full responsibility for that booth.

3) Display and Merchandise Regulations

- a) Exhibitor agrees to remain set up for all hours of Fandom Fest. No early breakdown is allowed without the prior consent of Fandom Fest.
- b) Exhibits are subject to approval of Fandom Fest to comply with regulations and all decisions regarding the display of material shall rest solely with Fandom Fest.
- c) Exhibitor agrees that all merchandise for sale is legal and licensed.
- d) Adult material: Exhibitor agrees not to sell or distribute any adult material to minors. All adults-only material must be either behind the table, or, if displayed on a table or display rack, bagged or covered so that minors may not open it.

4) Sales Tax

- a) Exhibitors are responsible for collecting Michigan Sales Tax (6%) and following State law.

5) Security And Liability

- a) Although staff will be throughout the event ultimately the Exhibitor is responsible for their own security during show hours.
- b) Fandom Fest and the Event Center are not responsible for any theft or loss.
- c) Exhibitors assume entire responsibility and hereby agrees to protect, defend and save the events harmless against all claims, losses and damages to person or property, governmental charges and or fines and attorney fees arising out of or caused by exhibitors installation, removal, occupancy or use of the exhibition premises or any part thereof.

6) Amendments

- a) Fandom Fest shall have the full power in the interpretation and enforcement of all agreement regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary and proper. Failure to abide by the terms of this agreement may result in rejection from the convention or loss of space at future events. The foregoing represents the agreement between the undersigned Exhibitor and Fandom Fest, the promoters of Fandom Fest, for the convention on April 4, 2020.

I understand and agree to the terms of this agreement.

Signature _____ Date _____

Title _____