

VENDOR, SPONSOR & ARTIST RULES AND AGREEMENT

Exhibitor hereby rents the designated booth(s) for the 2019 Epicly Geeky Expo (EGX, formerly CTC Geekfest) May 17-19, 2019, for the sole purpose of displaying, exhibiting, promoting and/or selling merchandise, products and/or services as stated on the agreement, for the operating hours of the event.

EGX Vendors must sell or promote items/programs that fall into one of the following categories: geeky (this includes but is not limited to sci-fi, fantasy, tv shows, movies, comic books, graphic novels, books, tabletop/board/RPG/video games, anime and cosplay), STEAM (Science, Technology, Engineering, Arts and Mathematics), or maker (handmade or 3D printed items). EGX staff reserves the right to determine whether a prospective exhibitor is eligible to participate as a Vendor. If you are unsure whether your business qualifies, email jhetzel@ctcd.edu for clarification. Vendors that sign up but do not fall into an approved category will be refunded any fees paid.

- **HOURS:**

- EGX begins Friday May 17, 2019. Vendor Hall will be open Saturday May 18, 2019 from 10 am-6 pm and Sunday, May 19, 2019 from 12-6 pm.
- Vendors are not required to keep booths open both days of the event, but are encouraged to man their spaces during these hours to gain maximum exposure. Although the facility will be secured, pilferable items should not be left in the facility overnight.
- Booths may be set up Friday May 17 from 2-6 pm or Saturday May 18 from 8-10 am. Official tear-down is Sunday May 19 from 6-8 pm.
- Loading/unloading vehicles will only be permitted in the loading zone during the designated setup and teardown times (see map provided with check-in materials).

- **PRICING FOR VENDOR BOOTHS:**

- \$85 for vendors that register and pay before Jan 31, 2019
- \$100 for vendors that register and pay Feb 1-Apr 30, 2019
- \$125 for vendors that register and pay May 1-16, 2019 (space available)
- A limited number of vendor booths are available; booths will be sold on a first come, first served basis up until Friday May 17, or until sold out.
- Discounts: A 10% discount is available for returning vendors through January 31, 2019. A 10% discount is available for CTC students and employees (can NOT be combined with returning vendor discount). A \$10 discount is available for vendors who host at least two panels/programs or assist with a contest during the event (can be combined with returning vendor OR CTC Student/Employee discount). Vendors who run a minimum of 12 programs or committee members who also run a program/contest may be eligible for a complimentary booth. Email jhetzel@ctcd.edu for more info about how to obtain discounts.

- **PAYMENT:**

- Payment is due at the time of registration. Booths are not guaranteed without a completed registration form and payment.
- In-kind donations are no longer accepted as a form of payment. Vendors that wish to donate items to be used towards the Silent Auction to raise additional funds for scholarships may do so prior to or at the event. Donations are tax-deductible and a receipt will be provided upon request.
- Vendor cancellations must be in writing and received by EGX staff within 30 days of payment to receive a full refund. Refunds cannot be given after this time, but vendors can transfer their registration to another exhibitor.

- **WHAT'S INCLUDED WITH VENDOR REGISTRATION:**

- Vendor booths will include one 6' or 8' table and two chairs in an 8' x 8' booth.
- Electricity is available for a \$10 fee upon request, based on availability (first come, first served). Electricity is included for sponsor levels of \$500 or more.
- Vendor registration includes two 3-day wristbands for entry to EGX and two Vendor Parking Passes. Additional 3-day wristbands can be purchased at a reduced rate of \$15 each during registration or at check-in.
- Sponsor registration will include wristbands and parking passes in the following quantities:
 - Jedi Knight (\$500)-four
 - Jedi Master (\$1,000)-six
 - Jedi Council (\$2,000)-eight
 - Lucas Level (\$3,000+)-ten
- Meals are not provided but boxed lunches can be purchased for \$10 each on the vendor registration form. Food can also be purchased onsite from food vendors or offsite at nearby restaurants.

- **VENDOR GUIDELINES**

- EGX makes no guarantees of exclusivity for vendors. While staff will make every attempt not to place similar vendors near each other, EGX reserves the right, in order to maintain safety & integrity of the show, to make final booth placement of exhibitors. Exclusivity is only guaranteed at the Jedi Council or Lucas Level sponsors, assuming similar businesses have not already signed up to be a vendor.
- Vendors may bring additional tables or shelves for their booth as long as they do not extend beyond their 8x8' boundary. Setup may not exceed 15' in height.
- Exhibitors' displays for the event must be freestanding. Nailing, stapling, pinning and/or taping to walls, fixtures and/or floors is strictly prohibited.
- Exhibitors will not share booths with any other exhibitors and/or display promotional literature and/or products of another firm, company, individual or organization.
- Exhibitors are required to have a Texas State Tax Permit if products are being sold.
- Exhibitors will only be permitted to display, exhibit, promote and/or sell within their designated booth. EGX staff reserves the right to remove any items which were not approved in advance.
- Demonstrations are to be operated within your assigned booth and may not interfere with traffic. A limited number of out-of-booth demos and performances may be planned. Those must be scheduled in advance and details arranged with EGX organizers.
- Any advance questions or concerns about noise, booth location or other issues should be addressed with the EGX staff at least two weeks before the event. Complaints during the show should be directed to the event staff. Exhibitors producing excessive noise which interferes with adjacent booths may be asked to cease the activity or turn down the volume of any electronic device.
- Exhibitors will dress in appropriate attire (family-friendly) and conduct themselves in a courteous and professional manner at all times. Exhibitors must also follow the Simulated Weapons Policy (listed on egx.ctcd.edu) during the event. No items that violate this policy may be sold or used as a prop or costume during the event.
- Exhibitor understands and agrees that EGX organizers make no guarantees regarding weather conditions or attendance at the event. If the event is impacted by reason of any act of God, fire, flood, public disaster or any other cause or reason either within or beyond the control of the organizers, such condition shall be deemed a valid excuse for delay or cancellation of the event.
- EGX organizers reserve the right to reschedule the event for another date and/or location chosen by

the organizers.

AGREEMENT:

In consideration for participating in the Central Texas College District **Epically Geeky Expo 2019** [hereinafter "Activity"], to be held on May 17-19, 2019 through the Central Texas College Foundation. I [hereinafter "Vendor"], in full recognition and appreciation of the possible dangers and hazards associated with the Activity, including, but specifically not limited to, transportation associated with the Activity, which I have had a full opportunity to investigate and ask questions about, hereby agree to and do assume all of the risks and responsibilities arising out of my participation in the Activity and any other activities undertaken as an incidental thereto.

I hereby, for myself, my heirs, assigns, personal representatives, employees and associates, expressly waive, release, and discharge Central Texas College District and all of its officers, directors, employees and agents from and against any and all claims, demands, actions or causes of actions that may arise as a result of any acts causing property damage or personal injury or death as a result of my participation in the Activity. I also hereby expressly agree to hold harmless, and indemnify Central Texas College District and all of its officers, directors, employees and agents from and against any and all claims, demands, actions or causes of actions for property damage, personal injury or death that may result due to my participation in the Activity or any activities, including those involving motor vehicles, incidental thereto.