LILAC CITY COMICON

June 3rd & 4th, 2017 @ The Spokane Convention Center

EXHIBITOR APPLICATION

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Please describe what you will be selling or promoting: _____

Exhibitor Type (check one): ☐ Vendor ☐ Artist Alley

Vendor	Premium Endcap	Artist Alley
(Comics, Collectibles, Toys, Businesses, etc.) Each Vendor booth consists of a 10'x10' space, one (1) 8'x2' table, two (2) chairs and two (2) vendor badges and table linen.	(Vendors Only/Limit One) Consists of 10'x20' space, two (2) 8'x2' tables, four (4) badges, with Pipe & Drape, four (4) chairs & two (2) table linens.	(Original Art, Prints, Handmade Items, Small Press) Each Artist Alley table consists of a 8'x6' space, one (1) 6'x2' table, two (2) chairs and two (2) vendor badges, and table linen.
$175 x ☐ = ☐	**$400 x** ☐ = ☐	**$100 x** ☐ = ☐
Quantity Subtotal	Quantity Subtotal	Quantity Subtotal

EXTRAS: Additional Badges - limited to 4 extra at $15 each x _____ = $_____ Subtotal

Additional Space: (Vendors only) For more floor space please purchase additional vendor space.

Sponsorship: Your logo & website added to our website. **$50** ☐ (cheap)

Payment in full must be received with your fully completed registration form via mail or email

We accept **Credit cards** (VISA/Master Card/AMEX) or **Paypal** to lilaccitycomicon@gmail.com (please select "send money to friends") or via **Check** payable to **Nathan O'Brien** and mail to Lilac City Comicon PO Box 7133 Spokane, WA 99207

Credit Card# _____ Expiration Date: _____

Name on Card: _____ CRV Code on Back: _____

Signature: _____ Date: _____

Total Charges:

$

I hereby acknowledge that I have read, understood and agree to the LCCC terms & conditions (see page 2) and application portions of this contract. I further acknowledge that failure to abide by the LCCC terms & conditions may result in loss of my exhibitor privileges without recourse or refund. I also acknowledge that I am the person authorized to sign for this credit card charge.

For Official Use Only:

Approval Code: _____ Date Approved: _____ Amount Approved: _____

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Exhibitor Space:

- Badges must be worn during set-up & for the duration of the show.
- Exhibitor agrees to remain set up during all open hours of the convention. No early breakdown is allowed without prior consent of the Lilac City Comicon (LCCC).
- Exhibitor agrees to keep their areas "broom clean" at the close of the show and is responsible for any damage.
- **Electricity** can be purchased for an extra cost through The Spokane Convention Center 30 days prior to the show from their site:

http://www.spokanecenter.com/rates.php

Display & Fire Marshal Regulations:

- Do not encroach on aisles that boarder your table. Fire extinguishers, hose cabinets, fire exits or fire alarms cannot be blocked or covered.
- All decorations must be flame retardant or FR rated. They are subject to random flame test by the Fire Marshal.
- Cardboard boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show.
- All areas are inspected periodically.
- Boxed products & sales material storage may be allowed if kept tight & orderly.
- No smoking or Alcohol is permitted within the Exhibition Hall or Convention Center.
- Table coverings are accepted if they do not exceed the table more than 6 inches.

SALES TAX

- Exhibitors are responsible for collection and payment of their own Washington State Retail Sales Tax. To obtain a free temporary tax number, call (800) 647-7706.

Noise & Damages:

- Exhibitors must police their own tables to be sure that noise levels from sound systems is kept to a minimum & does not interfere with others.
- LCCC reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- Any damage caused to the building or furnishings by the Exhibitor is the sole responsibility of the Exhibitor.

Setup:

- Setup & move in/move out instructions will be provided 4 weeks in advance of the convention. Not any sooner.

Payment & Subletting :

- Exhibitor understands the payment policy & agrees to pay the fees as listed on the Exhibitor Request Form.
- Subletting of any table space or sharing is not allowed without the express written permission of the Lilac City Comicon.
- In the case of more than one exhibitor sharing one table, the person whose name appears on this contract assumes full responsibility for their table, as specified here. Lilac City Comicon must be notified as the time of reservation of exhibitor intending to share space.

Cancellations/Refunds:

- If you cancel **90 days** or more before the date of the show, you are eligible for a full refund of your total payment.
- If you cancel within **31-90 days** of the date of the show, you are eligible for a refund amounting to 1/2 of your total payment.
- If you cancel **30 days** or less (for any reason) of the date of the show, you forfeit your entire payment and you are not eligible for any refund.

LIABILITY & SECURITY

- Lilac City Comicon and Spokane Convention Center are not responsible for any theft or loss. Exhibitor is responsible for his or her own security during show hours.
- The Exhibitor agrees to protect, keep, and save Lilac City Comicon, the promoter of the event, forever harmless from any damage(s) or charge(s) imposed for violations of any ordinance or regulation by the Exhibitor, his employees or agents, as well as failure to comply with the terms and agreements of this contract. Further, Exhibitors shall at all times protect, indemnify, save, and keep harmless Lilac City Comicon Inc. against and from any loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his employees, or agents.
- In the event that Exhibit Hall at Spokane Convention Center or any of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, or another such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, labor disputes, riot, outbreak, zombies or agency which Lilac City Comicon has no control, or should Spokane Convention Center decide that because of any such cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time, or move out time, Lilac City Comicon and Spokane Convention Center shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

ADULT MERCHANDISE FOR SALE

- 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. Any adult material depicting nudity must be "blinded" (i.e. the nudity or sexual conduct must be covered). Adult videos and magazines are not to be displayed openly. They must be kept behind the tables. A sign may be posted to let customers know that you carry that merchandise.

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS