

## EXHIBITOR AGREEMENT

### 1. Exhibition Space

- I. Fandom Fest of Southwest Michigan will provide, for a charge of **\$50**, Exhibition space. All single booth spaces are 8 x 10 and include two (2) chairs and one (1) 6 ft. table. Double booths cost **\$85**.
- II. If Exhibitors wish to have electricity in their space, they must pay a **\$10** connection charge, making prices for a single booth **\$60** and a double booth **\$95**.
- III. After **March 1, 2025** booth price goes up by **\$5.00** per booth (**\$55** for a single booth, **\$65** for a single booth with electricity; **\$90** for a double booth, **\$100** for a double booth with electricity).
- IV. Exhibitors will keep areas clean and are responsible for any damage to the venue. Exhibitors agree to leave the area clean at the close of the show.
- V. 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.
- VI. All additional equipment and furnishings are the responsibility of the Exhibitor. Fandom Fest will assign booth locations.
- VII. All special accommodations requests should be made to **swmifandomfest@gmail.com 30 before the convention** date. Fandom Fest of Southwest Michigan and its affiliates reserve the right to deny requests that cannot be upheld due to the event center and adjoining campus policies.

### 2. Reserving Exhibition Space and Sharing Space

- I. Exhibitors must agree to the Exhibitor's Agreement in order to reserve space for the event.
- II. When canceling a reservation of exhibit space, Exhibitors must give at **least 6 weeks' notice prior to the event** to allow appropriate time to find another Exhibitor to fill the space.
  - i. 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 **April 1, 2025**. Requests made after that date may not be possible to honor.
- III. 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

- I. Exhibitors agree to remain set up for all hours of Fandom Fest of Southwest Michigan. No early breakdown is allowed without the prior consent of Fandom Fest of Southwest Michigan.

- II. Exhibits are subject to approval of Fandom Fest of Southwest Michigan to comply with regulations; all decisions regarding the display of material shall rest solely with Fandom Fest of Southwest Michigan.
  - III. Exhibitors agree that all merchandise for sale is legal and licensed.
  - IV. Adult material: Exhibitors agree 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.
    - i. If Exhibitors display Adult Material without prior consent or specification on the Vendor Application, event organizers hold every right to request a take-down of said materials, barring sales for the duration of the event, even if materials comply with aforementioned regulations.
- 4. Sales Tax**
- I. Exhibitors are responsible for collecting Michigan Sales Tax (6%) and following State law.
- 5. Security And Liability**
- I. Although staff will be throughout the event ultimately the Exhibitor is responsible for their own security during show hours.
  - II. Fandom Fest of Southwest Michigan and the Event Center are not responsible for any theft or loss.
  - III. Exhibitors assume entire responsibility and hereby agree to protect, defend and save the event 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**
- I. Fandom Fest of Southwest Michigan 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 of Southwest Michigan, the promoters of Fandom Fest of Southwest Michigan, for the convention on April 5th, 2025.