

## VENDOR & SPONSOR RULES AND AGREEMENT

Exhibitor hereby rents the designated booth(s) for the 2018 Geekfest, 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.

### **VENDOR & SPONSOR RULES:**

- Vendor booths are \$100 for vendors that sign up and pay before May 1, 2018; \$125 for vendors that sign up and pay May 1-July 31, 2018; \$150 for vendors that sign up and pay August 1-16, 2018. Vendor booths will be sold on a first come, first served basis up until the first day of the event, or until sold out.
- Payment must be made at the time of registration to hold vendor booth. 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.
- Booths may be set up between 4-6 pm Friday August 17 or 7-9 am Saturday, August 18. Official tear-down is Sunday, August 19 between 6-8 p.m. Loading/unloading vehicles will only be permitted in the loading zone during the designated setup and tear down times.
- Vendor Hall will be open 6-10 pm Friday, 9 am-8 pm\* Saturday, and 11 am-6 pm\* Sunday. Vendors are not required to keep booths open all three 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.  
\*The first hour will be for Geekfest volunteers, staff and VIP's only.
- Vendor Booth Specifications: One 6' or 8' table and two chairs in an 8' x 8' booth. Vendors may set up their table however they prefer and may bring additional tables or shelves for their booth as long as they do not extend beyond this 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.
- Electricity is available for a \$10 fee upon request, based on availability (first come, first served).
- Vendor registration includes two 3-day wristbands for entry to Geekfest, two Vendor Parking Passes, and two meal tickets per meal provided in vendor hospitality suite (one meal Saturday, one meal Sunday). Additional wristbands can be purchased at a reduced rate of \$15 each; additional meals can be purchased from food vendors on site. Sponsors will receive all of these items in the following quantities: Jedi Knight & Jedi Master (\$500-\$1,000)-four; Jedi Council (\$2,000)-six; Lucas Level (\$3,000+)-eight.
- 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 will only be permitted to display, exhibit, promote and/or sell within their designated booth. Geekfest staff reserves the right to remove any items which were not approved in advance.
- Exhibitors are required to have their Texas State Tax Permit on display in the booth if products are being sold.
- 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 the Geekfest organizers.
- Any advance questions or concerns about noise, booth location or other issues should be addressed with the Geekfest 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 and conduct themselves in a courteous and professional manner at all times. Exhibitors must also follow the Simulated Weapons Policy (listed on [Geekfest.ctcd.edu](http://Geekfest.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 Geekfest 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. Geekfest organizers reserve the right to reschedule the event for another date and/or location chosen by the organizers.
- Vendor cancellations must be in writing and received by Geekfest staff within 30 days of payment to receive a full refund. Refunds cannot be given after this time.
- Geekfest reserves the right, in order to maintain safety & integrity of the show, to make final booth placement of exhibitors.

#### **AGREEMENT:**

In consideration for participating in the Central Texas College District **Geekfest 2018** [hereinafter "Activity"], to be held on August 17-19, 2018 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.