

ITCE 2017 ARTIST AND VENDOR APPLICATION

NAME _____ EMAIL ADDRESS _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE (____) _____

VENDOR ____ ARTIST ____ # OF SPACES REQUESTED _____ @ \$60 EA = TOTAL \$ _____

DEALER TERMS AND CONDITIONS

1. All dealers/artists are responsible for their own collection of state sales taxes. You may contact the Indiana Department of Revenue at (800) 457-8283 or www.in.gov regarding the necessary requirements.
2. Dealer/artist agrees to maintain setup until the end of the show (NO EARLY TEAR DOWN).
3. No space is guaranteed until payment is received in full. Checks returned for insufficient funds will be charged a \$35.00 service fee.
4. No refunds will be given within thirty (30) days of the show (scheduled for 8/27/2017).
5. Spaces consist of an 8' x 8' area. Each space will be provided one 8' table and two chairs upon request. Vendor is free to set up as they wish as long as they do not exceed the area allotted based on the number of spaces bought.
6. This is a family friendly event. No inappropriate behavior, language, or conduct will be tolerated. Additionally, "adult" materials are expressly forbidden on the show floor. Violators will be removed from the show with no refunds issued. No smoking or alcoholic beverages allowed in the building at any time
7. No bootleg items or art swipes are allowed in either artist's alley or the vendor area. Make sure if you're selling something you have the right to sell it. We want to help you promote your art and business, not your photoshop and torrenting skills. For more specific clarification on what is allowed and prohibited from sale refer to our policies page at www.indianatoyandcomicexpo.com/policies
8. Indiana Toy & Comic Expo and its employees and affiliates are NOT responsible for any injuries that may occur during the show. All dealers/artists are responsible for their own merchandise. If your product is broken or stolen during the show it is NOT our responsibility. Any damage to the building by the dealer/artist is the sole responsibility of the dealer/artist. Dealers/artists release the show promoter from any and all liability resulting from the above.
9. Vendors are responsible for unloading and loading of all their equipment and supplies. ITCE will have staff on hand to help direct flow and streamline the set up and tear down process. Staff may help with loading and unloading to help the process but vendors should plan to supply their own labor for set up and tear down.
10. Free Wi-Fi will be available and electrical outlets will be on a first-come/first-serve basis.
11. Overnight security will be provided by the venue.
12. Dealers/artists are not permitted to play music during the show, or have animals in the building at any time

SET UP AND EVENT HOURS

Show Date: Sunday August 27, 2017 **Show Time:** 9:00am – 4:00pm **Set-Up:** TBD, information will be sent by 8/1/17

Where: Bloomington Monroe County Convention Center, 302 S. College Ave., Bloomington, IN 47403

I have read and understood the above Dealer/Artist Terms & Conditions. The foregoing represents the agreement between the undersigned dealer/artist and the Indiana Toy & Comic Expo.

Dealer/Artist Name (print): _____

Dealer/Artist Signature: _____ **Date:** _____

Once completed application is received an invoice will be sent to the email address on the application. Payment terms will be listed on the invoice. Failure to meet those terms will result in the loss of reservation and the space being released to the next person on the wait list.