

# Virginia Highlands Comic Con Exhibitor Application and Agreement April 21, 2018

## **INTRODUCTION**

Thank you for your interest in exhibiting at the First Annual Virginia Highlands Comic Con on April 21, 2018. The event is scheduled for April 21, 2018 from **10 a.m. to 4 p.m.** in the ISC building on the campus of Virginia Highlands Community College (VHCC). Virginia Highlands Comic Con is an event hosted by the Virginia Highlands Community College Gaming Club. Please keep in mind the event is a family-friendly event.

Complete the application and agreement form and return to Virginia Highlands Comic Con, PO Box 828, Abingdon, VA 24212 or scan and email it to [ctrout@vhcc.edu](mailto:ctrout@vhcc.edu). The exhibitor selection committee will approve exhibitors on a first-come, first-served basis, and will notify you once your status has been updated to approved or declined. Please note that exhibitor space is limited and submission of this exhibitor application and agreement form does not guarantee your participation in the event.

Exhibitors shall be responsible for the actual setup of their displays. Virginia Highlands Comic Con, Virginia Highlands Community College and the Virginia Highlands Community College Educational Foundation shall not be liable for any loss or damage to an Exhibitor's property or for any personal injury suffered by Exhibitor or any of its agents. Exhibitor will hold Virginia Highlands Comic Con and Virginia Highlands Community College and the Virginia Highlands Community College Educational Foundation harmless for any personal injury or damage to goods that may occur.

***Because we strive to provide the best experience for everyone involved, we ask that you please observe all rules and regulations, which are put in place to ensure the safety and enjoyment of attendees and staff.***

*Virginia Highlands Community College promotes and maintains educational opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics or disability, or other non-merit factors. This institution prohibits sexual harassment including sexual violence.*

## **SHOW HOURS**

Exhibitor load-in and set-up time is Saturday, April 21 at 7 a.m. ALL exhibitors must be completely set up by 10 a.m. on April 21, 2018 and cannot begin breaking down any part of their booth displays until 4 p.m. The Virginia Highlands Comic Con will be open to the public from 10 a.m. until 4 p.m. *NOTE: Exhibitors can request special arrangements in advance to set up Friday, April 20 after 4 p.m.*

## **WEAPONS POLICY**

**The presence and sale of weapons is prohibited. Weapons of any sort and kind are not allowed.**

## **EXHIBITOR BOOTH DETAILS**

Exhibitors are responsible for staffing their table/booth and for their product. Exhibitors are responsible for setting up and taking down any sales material or personal display furniture. Virginia Highlands Comic Con/ Virginia Highlands Community College is not responsible for loss or theft of any Exhibitors' product.

The Exhibitor booth spaces will be set up in the ISC building. The booth space will be set up as a 6'x30" table with approximately 1' of space on the left and right of the table. Two chairs are included with the set-up. The total approximate space around the front and back of the table that constitutes your booth is about 4' and is not marked. Displays cannot exceed a height of 8'.

We will try to accommodate all requests, but we have limited supplies. Exhibitors who provide their own table must still pay the \$25 for the floor space and \$10 for an additional space.

Exhibitors will load in merchandise at the ISC building through allocated entrances.

Exhibitors will be respectful of decisions that the staff may have to make concerning tables and space the day of the convention. We are constantly working to make the event great for everyone, and may have to make changes in the initial plans or layout.

Masking tape may be used for temporary room decorations. Do not use staples, nails, tacks or other forms of tape. Do not place stickers or paints, or deface venue materials in any permanent fashion. Signs, banners and flyers may not be posted outside of your table space.

Subletting booth space is not permitted.

Exhibitors may reserve up to two booth spaces. If there are extra spaces available on Saturday at setup, Exhibitors' may purchase an extra space (cost determined by Virginia Highlands Comic Con).

If you require electricity, please contact Clayton Trout via email to [ctrout@vhcc.edu](mailto:ctrout@vhcc.edu) prior to the event to request access and indicate your request on the exhibitor application.

Free Wi-Fi is available; however, it is recommended you bring your own hotspot as a backup (just in case).

Load-Out: All areas must be clean of debris or exhibitor will be subject to a clean-up charge of \$50. Do not leave any trash behind. Any damages made to the building will be subject to penalty.

## **RULES, REGULATIONS AND RESTRICTIONS**

Any violation will result in immediate removal with no refund.

The following activities **are prohibited** at all times:

- smoking or any burning of objects inside a state building;
- vaporized chemicals and diffusers of scents inside a state building;
- sales or trade of food or beverage products;
- consumption or possession of alcoholic beverages;
- illegal drugs ;
- sales and presence of bladed weapons;
- sales and presence of firearms;
- sales and presence of fireworks;
- sales and presence of 18+ material, not limited to hentai, yaoi, yuri, porn, etc.;
- sales and presence of any type of adult deemed material;
- non-service animals;
- sales and presence of games of chance (including but not limited dice games, grab bags, blind pulls, raffles, vending machines, etc.).
- sales, presence and distribution of questionable material or hate speech; and
- sales of material which infringes upon the trademark or copyright of another party may be ejected without warning and without refund.
  - Virginia Highlands Comic Con reserves the right to inspect and/or eject questionable material at any time. This includes, but is not limited to, the following items:
    - Bootlegged videos
    - Fan-subbed videos
    - Bootlegged (burned) audio CDs, VCDs, and DVDs
    - Burned or Bootleg video games (e.g. Playstation, Dreamcast)

Virginia Highlands Comic Con reserves the right to disallow any merchandise it deems offensive or inappropriate.

Virginia Highlands Comic Con reserves the right to determine in its sole discretion if a violation of the Rules, Regulations and Restrictions has occurred. Any violation will result in immediate removal from the event without warning and without refund.

Virginia Highlands Comic Con will not tolerate fighting of any scale, swearing, or any other activities, which could be deemed not publicly appropriate or illegal. Any such behavior will be judged on a case-by-case basis, and may result in ejection from the event and contact with local authorities.

The Exhibitor agrees to comply with all municipal, state, and federal requirements, if any, in connection with all sales, including but not limited to any sales or other tax laws. Exhibitor will be responsible for all filings with state and local ordinances.

All Exhibitors will obey federal, state, and local laws and ordinances regarding the sale of material which, intentionally or unintentionally, infringes upon the trademarks or copyrights of another party. Virginia Highlands Comic Con and Virginia Highlands Community College takes no responsibility for any infringing material, and will fully comply with all requests from license holders and law enforcement to inform Exhibitors of infractions. Exhibitors hold all responsibility toward licensed material and having written documentation on-hand of proper license permissions.

**APPLICATION AND AGREEMENT**

**Exhibitor Information**

Exhibitor/Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website(if applicable): \_\_\_\_\_

Exhibitor/Business description/items presented/sold:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of booth spaces requested? \_\_\_\_\_

Requesting power? \_\_\_\_\_

Names of individuals working at the booth on the day of the event:

\_\_\_\_\_

\_\_\_\_\_

**Pricing and Availability**

Exhibitor spaces are free for the first Virginia Highlands Comic Con.

## Exhibitor Liability Release Agreement

LIABILITY RELEASE AGREEMENT FOR: \_\_\_\_\_,  
*herein know as the exhibitor.* In consideration thereof;

It is understood and agreed that the **exhibitor** and all its agents/staff shall abide by all rules and regulations of Virginia Highlands Comic Con and Virginia Highlands Community College; and

That the college shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the college's facilities.

It is further understood and agreed that the **exhibitor** will indemnify and save harmless the Commonwealth of Virginia, this institution, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or indirectly by its use of the college facilities.

The **exhibitor** agrees to leave the college's facilities and/or grounds in the same condition that existed prior to their use. It is also agreed that no illegal substances or alcoholic beverages are permitted, as well as no weapons of any kind.

Seen and Agreed:

\_\_\_\_\_  
Signature of Exhibitor/Responsible Party

\_\_\_\_\_  
Date