

MID VALLEY COMIC ART EXPO

Exhibitor Type: SELECT ONE

Exhibitor Application

Information (Please Print Clearly)

Display/Company Name

Contact Name

Address

Address (Line 2)

City State Zip Code

Phone Number

E-Mail

Website

- | | |
|-----------------|-----------|
| Artist / Writer | Publisher |
| Retail / Dealer | Gaming |
| Small Press | Crafting |
| Cosplay Group | Theme Car |

Merchandise Type: SELECT ALL THAT APPLY

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Comics | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Games | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Collectibles | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Prints | <input type="checkbox"/> Other: _____ |

Show Floor - Exhibit Space

Max 2 Inline Spaces per Exhibitor

Type & Amount (per space) to reserve

Artist Alley	
Vendor	

Electricity (indoor only, 120V @ 30Amps)

Booth Outlet = \$45	No	Yes
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The Exhibitors Hall at pop culture conventions is an important part of the attendee experience each year, and Exhibitors help create that by presenting merchandise themed appropriately for our event.

So, **THANK YOU** for your interest in being a part of that! Please take a moment to read this application completely before filling out and submitting your information.

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Each Vendor space in the Exhibitors Hall includes the following:

(*Limited corner spots upon request)

- **A ten-foot by ten-foot (10'x10') area**
- **One (1) eight-foot table**
- **Two (2) chairs**
- **Two (2) event passes***

Each Artist Alley space in the Exhibitors Hall includes the following:

- **A five-foot by ten-foot (5'x10') area**
- **One (1) eight-foot table**
- **Two (2) chairs**
- **Two (2) event passes***

PLEASE NOTE:

• There is a limit of two (2) spaces per Exhibitor. This is due to floorplan logistics and to be fair to other Exhibitors.

* If more than 2 event passes are required, please contact the Event Coordinator (MVCAE.EventCoordinator@gmail.com)

INTERNET ACCESS & POWER

Wireless internet access will be made available to Exhibitors via the host property. Please see the on-site Event Coordinator for the Wi-fi password during load in (or see your Exhibitor packet).

Power outlets are available but will cost \$45 extra per booth. We recommend bringing an extension cord and power strip. Please keep in mind that all cabling and/or extension cord use must be approved by Lahar Promotions LLC (our hosting company) event management (on site) for safety purposes.

HOURS OF OPERATION

FRIDAY (June 2, 2023)

- 5:00 PM - 9:00 PM - Exhibitors Hall Setup & Badge Pickup for Exhibitors

SATURDAY (June 3, 2023)

- 7:00 AM - 9:30 AM - Exhibitors Hall Setup & Badge Pickup for Exhibitors
- 10:00 AM - 6:00 PM - Exhibitors Hall is OPEN to Attendees

SUNDAY (June 4, 2023)

- 10:00 AM - 5:00 PM - Exhibitors Hall is OPEN to Attendees

**** NOTE:** Building is locked after hours but no on-site security is provided.

FORM SUBMISSION & PAYMENT

Before submitting payment, you must sign and complete this form for approval and send via mail or E-mail. Incomplete forms will not be processed.

Email forms to Info@mvcae.com.

Or

Mail forms to:

Lahar Promotions
2755 Commercial St SE
#101-234
Salem, OR 97302

Once your form has been received and approved, the Event Coordinator will contact you for payment. Payment can be made online or via cash/check/money order. The Event Coordinator will supply you with the details upon approval of your application.

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POLICIES

(PLEASE READ COMPLETELY!)

- All Exhibitors and their staff are responsible for adhering to the Event Rules and Weapons Policy posted online at <https://mvcae.com/event-policies>
- The assignment of Exhibitor space will be solely at the discretion of Lahar Promotions LLC management. While we will do our best to accommodate every request, we cannot guarantee a specific space.
- We will attempt to notify you of your table number and assignment prior to the event. Exhibitor packets containing event passes and any other pertinent paperwork will be available for pickup before the event begins. Check <https://mvcae.com/exhibitor-details> for the scheduled set up times and hours of operation. Packets must be retrieved and passes worn before you will be allowed to set up your space. These packets will not be mailed in advance for any reason.
- Your Exhibitor space will be considered confirmed upon receipt of a signed agreement with full payment. Partial payments and *verbal* agreements do not constitute a confirmed space or guarantee of any kind.
- Any cancellations must be received in writing no later than forty-five (45) days in advance of the event. A fee of \$25.00 will be charged for any cancellations. Cancellations are not permitted after fourteen (14) calendar days before the start of the event and all fees (partial or complete) are non-refundable after that point. All refunds will be sent via U.S. Mail or via online within forty-five (45) days after **the conclusion of the event.**
- Setup and breakdown times at the event are strictly enforced. Your booth should be open and available for business during the officially posted Exhibitors Hall hours. Breakdown of your space should not begin before the Exhibitors Hall closure time listed on your signed application.
- Bootleg merchandise (aka “grey market goods” - any/all unlicensed products and reproductions of any kind) including but not limited to imports, weapons, costumes, accessories, and all products containing trademarked properties is not authorized for sale in any Lahar Promotions LLC Exhibitors Hall.
- Exhibitors agree that no weapon or adult material shall be purchased by or handled by any person below the legal age of 18. You are responsible for furnishing adequate information to Lahar Promotions LLC as to the proper removal of a weapon or adult material from the convention after purchase.
- Lahar Promotions LLC reserves the right to revoke or refuse any application or to deny access to and/or remove dealers from the event at any time.
- Lahar Promotions LLC is not responsible for losses due to theft, damage, fire, acts of nature, acts of God, or other causes.
- You are responsible for providing your own insurance, and neither Lahar Promotions LLC nor the Oregon State Fairgrounds will be responsible for obtaining insurance for you, your company, or your/its employees.

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AGREED TO & UNDERSTOOD BY

I have read and understand the policies of Lahar Promotions LLC's event which are available in this document and/or online at the specific event's website (denoted on the first page of this agreement.)

Signature

Date