



Saturday October 19th, 2019

10:00am-4:00pm

Kootenai County Fairgrounds *inside* Jacklin Bld no.25

Coeur d'Alene, Idaho

EXHIBITOR APPLICATION

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone (optional): _____

Website: _____

Please describe what you will be selling or promoting: _____

Exhibitor Type (check one): ☐ Vendor ☐ Artist Alley **Additional Space:** For more floor space please purchase an additional vendor space.

EXTRAS: Additional Badges - limited to 4 extra at \$5 each x _____ = \$ _____ Subtotal

Vendor*	Inline Artist Alley*	Optional Sponsorship:
(Comics, Collectibles, Toys, Businesses, etc.) Each Vendor booth consists of a 10'x 10' space, one (1) 8'x2' table, two (2) chairs & two (2) vendor badges with Pipe & Drape.	(Original Art, Prints, Handmade Items, Small Press) Each inline Artist Alley table consists of a 8'x 6' space, one (1) 8'x2' table, two (2) chairs & two (2) vendor badges with Pipe & Drape.	Your Logo & Website added to our Website as a show sponsor. Sponsorship helps pay for show advertising.
\$100 x <input type="text"/> = <input type="text"/> Quantity Subtotal	\$75 x <input type="text"/> = <input type="text"/> Quantity Subtotal	\$50 <input type="text"/> = <input type="text"/> Quantity Subtotal

***Mandatory all Vendors & Artists** at Lake City Comicon are required to apply for and provide a free **Temporary Seller's Permit** from the Idaho State Tax Commission (publication 644). Temporary sales tax permits are a type of seller's permit that allow you, your company, or your organization to make infrequent retail sales in the state of Idaho. This permit includes a simple form to report sales and submit the sales taxes you collect from your customers. *Before you setup you must email or bring a copy of your valid permit with you on Friday October 18th, 2019 for approval.*

This form can be found online at: <https://tax.idaho.gov/i-1030action-a2.cfm?hc=mue7xNSw9vv2qWkG>

Payment in full must be received with your completed registration form via mail or email. No Post Dated Checks.

We accept **Credit cards** (VISA/Master Card/AMEX) or **Paypal** to lilaccitycomicon@gmail.com or via **Check** payable to **Nathan O'Brien** and mail to Lilac City Comicon PO Box 7133 Spokane, WA 99207

Credit Card# _____ Expiration Date: _____

Name on Card: _____ CRV Code on Back: _____

Signature: _____ Date: _____

Total Charges:
\$ <input type="text"/>

I hereby acknowledge that I have read, understood and agree to the Lake City Comicon terms & conditions (see page 2) and application portions of this contract. I further acknowledge that failure to abide by the Lake City Comicon terms & conditions may result in loss of my exhibitor privileges without recourse or refund. I also acknowledge that I am the person authorized to sign for this credit card charge.

For Official Use Only:

Approval Code: _____ Date Approved: _____ Amount Approved: _____

LAKE CITY COMICON

Saturday October 19th, 2019 @ The Kootenai County Fairgrounds, CDA, Idaho

Exhibitor Space:

- Name Tags must be worn during set-up & for the duration of the show.
- Exhibitor agrees to remain set up during all open hours of the convention. No early break-down is allowed without prior consent of the Lake City Comicon (LCCC).
- Exhibitor agrees to keep their areas "broom clean" at the close of the show and is responsible for any damage.

Electricity:

Electricity can be purchased for an extra cost through The Kootenai County Fairgrounds upon setup. Please notify Staff upon arrival if you require Electricity. For more information please contact Facilities at the KCF 208-765-4969.

Display & Fire Marshal Regulations:

- Do not encroach on aisles that boarder your table. Fire extinguishers, hose cabinets, fire exits or fire alarms cannot be blocked or covered.
- All decorations must be flame retardant or FR rated. They are subject to random flame test by the Fire Marshal.
- Cardboard boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show.
- All areas are inspected periodically.
- Boxed products & sales material storage may be allowed if kept tight & orderly.
- No smoking or Alcohol is permitted within the Jacklin Building or Kootenai County Fairgrounds.
- Table coverings are accepted if they do not exceed the table more than 6 inches.

SALES TAX

- Exhibitors are responsible for collection and payment of their own Idaho State Retail Sales Tax. Please see page 1 of this application to learn more.

Noise & Damages:

- Exhibitors must police their own tables to be sure that noise levels from sound systems is kept to a minimum & does not interfere with others.
- Lake City Comicon reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- Any damage caused to the building or furnishings by the Exhibitor is the sole responsibility of the Exhibitor.

Setup Info:

- **Setup Information for Friday October 18th, 2019 move in instructions will be provided 3 weeks in advance of the convention. Not any sooner.**
- **All vendors & artists are required to provide proof of valid reseller permit. Without it you can not setup.**

Payment & Subletting :

- Exhibitor understands the payment policy & agrees to pay the fees as listed on the Exhibitor Request Form.
- Subletting of any table space or sharing is not allowed without the express written permission of the Lake City Comicon.
- In the case of more than one exhibitor sharing one table, the person whose name appears on this contract assumes full responsibility for their table, as specified here. Lake City Comicon must be notified as the time of reservation of exhibitor intending to share space.

Cancellations/Refunds:

- If you cancel **90 days** or more before the date of the show, you are eligible for a full refund of your total payment.
- If you cancel within **60 days** of the date of the show, you are eligible for a refund amounting to 1/2 of your total payment.
- If you cancel **45 days** or less (for any reason) of the date of the show, you forfeit your entire payment and you are not eligible for any refund.
- No Refunds on Sponsorship Packages.
- Failure to Setup 90 minutes after show starts without communication will result in lost space.

LIABILITY & SECURITY

- Lake City Comicon and Kootenai County Fairgrounds are not responsible for any theft or loss. Exhibitor is responsible for his or her own security during show hours.
- The Exhibitor agrees to protect, keep, and save Lake City Comicon, the promoter of the event, forever harmless from any damage(s) or charge(s) imposed for violations of any ordinance or regulation by the Exhibitor, his employees or agents, as well as failure to comply with the terms and agreements of this contract. Further, Exhibitors shall at all times protect, indemnify, save, and keep harmless Lake City Comicon Inc. against and from any loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his employees, or agents.
- In the event that Jacklin Building at Kootenai County Fairgrounds or any of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, or another such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, labor disputes, riot, outbreak, zombies, promoter death or agency which Lake City Comicon has no control, or should Kootenai County Fairgrounds decide that because of any such cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time, or move out time, Lake City Comicon and Kootenai County Fairgrounds shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

ADULT MERCHANDISE FOR SALE

- Exhibitor agrees 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. Any adult material depicting nudity must be "blinded" (i.e. the nudity or sexual conduct must be covered). Adult videos and magazines are not to be displayed openly. They must be kept behind the tables. A sign may be posted to let customers know that you carry that merchandise.
- Questions or Concerns:

Email: lakecitycomicon@gmail.com

**PLEASE KEEP A COPY OF THIS
APPLICATION FOR YOUR RECORDS**