**PhantomFest Exhibitor Application and Agreement**

**November 3, 2018**

**INTRODUCTION**

Thank you for your interest in exhibiting at the First Annual PhantomFest. The event is scheduled for November 3, 2018 from 10 a.m. to 6 p.m. in the Russell County Conference Center, 139 Highland Drive, Lebanon, Virginia. PhantomFest is sponsored by Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party. Please keep in mind this is a family-friendly event.

Complete the application and agreement form and return to PhantomFest 149 Beaumont Drive, North Tazewell, Virginia 24630 or scan and email it to phantomfest1@yahoo.com 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 as an exhibitor in the event. Deadline for exhibitor applications is October 6, 2018. Any applications received after that date will be taken into consideration for any remaining space or held in case any openings arise. Early registration is encouraged. You will be notified by email, whether your application is approved or declined, within a reasonable time after submitting your application.

Exhibitors shall be responsible for the actual setup of their displays. PhantomFest, Russell County Conference Center, Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party shall not be liable for any loss or damage to an Exhibitor’s property or for any personal injury suffered by an Exhibitor or any of its agents. Exhibitor will hold PhantomFest, The Russell County Conference Center, Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party 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.***

***The Russell County Conference Center 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, November 3 at 8 a.m. ALL exhibitors must be completely set up by 10 a.m. on November 3, 2018 and cannot begin breaking down any part of their booth displays until 6 p.m. The PhantomFest will be open to the public from 10 a.m. until 6 p.m.

**WEAPONS POLICY**

**The presence and sale of weapons is prohibited. Only weapon props are prohibited and must be marked as such.**

**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. The Russell County Conference Center, Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party is not responsible for loss or theft of any Exhibitors’ product.

The Exhibitor booth spaces will be set up in the Russell County Conference Center at 139 Highland Dr, Lebanon, Virginia. The first space purchased will include one 2’X6’ table and 2 badges. Each additional space purchased will include one 2’X6’ table and one exhibitor badge. You may bring additional tables if they are placed within your exhibitor space. Each space purchased is 6’X6’. The purchase of one exhibitor space includes 2 tickets for entry into the PhantomFest.

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 $25 for additional space.

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 PhantomFest). The purchase of an additional exhibitor space includes 1 additional ticket for entry in the PhantomFest.

Exhibitors will load in merchandise at the Russell County Conference Center 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.

Pushpins may only be used on wall displays, masking tape may be used for temporary room decorations on tables. Do not use staples, nails, or other forms of tape. Do not place stickers or paints or deface venue materials or walls in any permanent fashion. Signs, banners and flyers may not be posted outside of your table space. Subletting booth space is not permitted.

If you require electricity, please contact Rodney Shortridge via email to phantomfest1@yahoo.com prior to the event to request access and indicate your request on the exhibitor application. Please bring your own extension cords.

Free Wi-Fi is available; however, it is recommended you bring your own hotspot as a backup (just in case). Event speakers, please bring flash drives for your presentation information. Computer and big screen are provided.

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

• sales of material which infringes upon the trademark or copyright of another party may be ejected without warning and without refund

* PhantomFest reserves the right to inspect and/or eject questionable material at any time. This includes, but is not limited to, the following items:
* Bootleg videos
* Fan-snubbed videos
* Bootlegged (burned) audio CDs, VCDs, and DVDs
* Burned or Bootleg video games (e.g. PlayStation, Dreamcast, etc.)

PhantomFest reserves the right to disallow any merchandise it deems offensive or inappropriate.

PhantomFest 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.

PhantomFest 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. PhantomFest, the Russell County Conference Center, Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Would you like your company name, website & products to be listed on our website? \_\_Yes \_\_No if yes please provide information to be listed.

***Deadline for Exhibitor applications is October 6, 2018. Any applications received after that date will be taken***

***into consideration for any remaining space or held in case any openings arise.***

***Additional tickets are $7 each***

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 sold starting at $25 per standard booth. An additional space is $25 and based on availability.
* Prices are not negotiable for Exhibitors.
* Exhibitors that do not arrive for set up by 9am on November 3rd may be in danger of forfeiting their space.
* No-show spaces are not subject to a refund. No refunds of extra spaces purchased if they are not being used.

***Note: If PhantomFest is cancelled because of an Act of God or other event beyond the control of PhantomFest, and the event cannot be rescheduled, PhantomFest will make good faith attempts to refund 50% of the amount paid. Any breach of the provisions of this paragraph due to communication failures will be handled in a best faith matter.***

**Exhibitor Liability Release Agreement**

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

It is understood and agreed that the exhibitor and all its agents/staff shall bide by all rules and regulations of PhantomFest and the Russell County Conference Center; and

That the PhantomFest, the Russell County Conference Center, Black Diamond Paranormal Society, Sisters of Salem Paranormal Research, Within the Chaos and Paranormal Party 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 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 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 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.

Exhibitor understands and agrees to the above information.

Seen and Agreed:

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Signature of Exhibitor/Responsible Party Date