



August 17th – 19th

Shreveport Convention Center 501c3 VENDOR APPLICATION

READ CAREFULLY:

ALL BLANKS MUST BE FILLED IN AND CONTRACT SIGNED. YOUR BOOTH WILL NOT BE RESERVED UNTIL SHREVEPORT GEEK'D CONVENTION EVENTS, RECEIVES THIS COMPLETED AGREEMENT AND FULL PAYMENT.

Fax application to 318-688-9839, call 318-688-1130 for more info

**Return completed for by Emailing GEEKDCON@GMAIL.COM
Visit Geekdcon.com for details & updates**

BOOTH INCLUDES:

- 10' backdrop curtain (per 8x8)
- 8' covered and skirted table with 2 chairs (per 10x10)

Additional chairs and/or tables will be the exhibitor's expense and can be paid for with booth fee. Each additional table is \$45.00

- 3' dividing curtain

Electricity/Wi-Fi: Please contact Shreveport Convention Center at 318-841-4000 to order electricity and/or Wi-Fi. This is an additional fee and paid by the vendor to venue.

- TWO (2) Vendor Passes (per 8x8)

PAYMENT:

- We accept check, money order, cash, MasterCard/VISA, American Express, Discover (fill out form below)

- **We cannot secure space without a 50% deposit.**

- **Space must be paid in full prior to show date.**

NO REFUND ON DEPOSITS UNLESS WRITTEN NOTICE OF CANCELLATION IS RECEIVED AT OUR OFFICE AT LEAST 60 DAYS PRIOR TO SHOW DATE.

SET-UP TIME:

- Larger displays, in some cases, may be set up Wednesday. Call Townsquare Live Events LLC office for details – (318) 688-1130

- Move-in Thursday from 8:00 a.m. to 5:00 p.m. and Friday at 8:00 a.m. until 4:00 p.m. DRIVE-IN WITH VEHICLES will not be permitted after 11:00 a.m. on Friday. (We do not furnish handcarts, nor does the decorator. Bring your own.(Convention Center Security will make all load in decisions on-site)

- Booths must be set up by 4:00 p.m. on Friday—**NO EXCEPTIONS!**

- After 4:00 p.m., booths may be sold to exhibitor on waiting list. No refunds.

- **Forklift usage will be at an additional cost.**

- **Vendors can enter through the loading dock before and after show hours but MUST enter through the main entrance during show hours.**

TABLES:

- One (1) table per 10'x10' booth is provided. **Additional table/chairs are available for rent by vendor and with payment made by vendor. See below to order additional tables.**

TEAR-DOWN TIME:

- Booth must remain set up until 5:00 p.m. Sunday—**NO EXCEPTIONS!**
- Booth must be vacated by midnight Sunday.

RULES AND REGULATIONS:

- **No alcoholic beverages may be brought into any show**
- All drawings for prizes and giveaways must be registered and approved in advance by show management and drawing held before close of show.
- **DVD/TV monitor must be placed 6' inside exhibit area.**

- **No walk-in solicitors.** No signs or handouts are permitted by any person or company on SCC property unless they are a paid exhibitor.

- No food or drinks may be sold without approval. The sale of some packaged foods and drinks may be approved under certain restrictions. Those approved food products being sold, or samples on any product being given away, TLE accepts no responsibility for necessary permits or city/state taxes, or obtaining these for exhibitors at show. **No refunds for booths will be given should exhibitor be cited for food permit violations.**

- Offensive content, scents, or inconsiderate, excessive noises interfering with neighboring booths are not allowed. Merchandise must meet event & venues rules

SECURITY:

- Security is provided by show management from opening of show at 6:00 p.m. Friday until close of show at 5:00 p.m. Sunday.

- Show management is not responsible for any theft by public or other exhibitors.

SHOW HOURS:

***VIP Access will be 30 minutes before start times on Sat. & Sun.**

Open to the Public:	Friday	6:00 p.m. – 9:00 p.m.
	Saturday	10:00 a.m. – 7:00 p.m.
	Sunday	11:00 a.m. – 5:00 p.m.

Booth Space: \$150

Company Name: _____

Telephone: _____

Contact Person Name: _____

FAX: _____

Address: _____

City: _____

State: _____

Zip: _____

E-mail Address: _____

Website: _____

Description of all products to be sold: _____

Payment: Check Enclosed

MasterCard

VISA

American Express

Discover

Card # _____

Exp. Date: _____

Sec. Code: _____

Signature* _____

The following "rules and regulations" are in addition to the conditions and costs set forth on the reverse side, constitutes an agreement with Townsquare Live Events LLC ("TLE") to the following terms and conditions:

1. TLE reserves the right to prohibit any Exhibitor, Exhibit or proposed Exhibit, which in TLE's opinion is not suitable for Geek'dCon. This express reservation concerns persons, items, printed matter, conduct, and all other things which affect the character of Geek'dCon.
2. TLE reserves the right to adjust or make changes in booth assignments, up to and including the date of move in, to ensure an even flow of traffic or to maintain the theme of Geek'dCon.
3. No Exhibit shall be allowed to project into the aisle beyond the assigned space, and Exhibitors are not allowed to take contents of the booth out of the assigned space, including the distribution of literature or materials.
4. Non-Exhibitor solicitation is expressly prohibited; any paid Exhibitor observing such activity shall promptly report it to the management of TLE.
5. Exhibits which include the operation of audio/visual or lighting equipment must be arranged so that the noise/light from said equipment will not annoy or disturb any contiguous or adjacent Exhibitors or attendees.
6. All material or decoration used in the booth shall be approved by TLE and/or flame-retardant. Exhibitors using flammable material must contact the Fire Department and be in compliance with existing fire codes.
8. No fund-raising activities will be allowed in the booths without express written consent of TLE.
9. All Exhibitors, their agents or employees shall be responsible for any injury or defacing to the ceiling, walls or floors of the building or the booths or equipment of other Exhibitors.
10. In the event of fire, strikes, rioting, hurricanes, civil disorder, or other circumstances making it impossible to operate the Exhibit hall to be determined within the discretion of TLE, this Agreement shall become null and void . A full refund of deposit will be made or at the option of the Exhibitor will be transferred towards the cost of future exhibits.
11. This Agreement shall not be assigned and no rights granted to the Exhibitor in this Agreement shall be subcontracted without the written consent of TLE.
12. The exhibitor agrees to indemnify and hold harmless TLE and its subcontractors, agents, and employees by reason of any claim or liability imposed by law on account of property damage or bodily injuries, including death, resulting therefrom, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of TLE, or other Exhibitors occurring at or in connection with the presentation or presentations of Geek'dCon, resulting from the negligence of the Exhibitor, its agents, employees, or persons performing services for it, or resulting from any equipment, machinery or items displayed by the Exhibitor.
13. Notwithstanding any remedies available to the Exhibitor at law, the Exhibitor expressly releases and waives any and all claims against TLE, its agents, officers, directors, shareholders or employees, in consideration of the mutual agreement of the parties and the opportunity of Exhibitor to exhibit at Geek'dCon.
14. This Agreement contains all of the agreements of the parties, and may only be amended in writing by separate document duly executed by both parties.
15. This Agreement is entered into and performable in Shreveport, Louisiana. The appropriate courts of Shreveport, Louisiana shall have exclusive venue over any claims arising out of or related to enforcements or interpretation of this Agreement, or attendance at Geek'dCon.

Read and understood and signed this _____ day of _____ of 20_____

Exhibitor _____