

VENDOR BOOTH GUIDELINES

- 1) Special Events staff reserves the right to revise event layout and relocate vendors to ensure full use of available booth spaces.
- 2) Vendors must have a Comic Con theme and/or be selling items related to Comic Con, **NO EXCEPTIONS.**
- 3) If a booth does not meet the requirements upon inspection during set-up, the vendor will not be able to participate and will not receive any form of refund.
- 4) No two activities can occupy one booth space; Example: food and comic books.
- 5) If a vendor desires two activities; a second booth must be purchased.
- 6) Food vendors will be located in the outside venue; all other vendors will be located inside the Foster Fieldhouse or as assigned.
- 7) Indoor booth fee includes: a 10x10 space, 2 tables, 2 chairs and access to power.
- 8) Outside booth fee includes: a 12'x24' canopy, access to power outlets, area for trash disposal, oil disposal and on-site water source.
- 9) All vendors and exhibitors must keep a professional demeanor throughout the event.
- 10) All vendor items **MUST NOT** contain any form of nudity or other blatantly adult-oriented material, **NO EXCEPTION.** This is a family event and as such we must conduct our event appropriately. If these items are detected, **ONE** warning will be given for removal or correction. Should the items continue to be displayed or sold you will be escorted out of the event and your booth forfeited.
- 11) No anti-American or offensive propaganda, commentary or displays will be allowed; you will be immediately escorted out of the event and your booth forfeited.
- 12) Distribution of samples and/or marketing material of any kind is restricted to the vendor booth area only.
- 13) All vendor booths must be open and ready for business one hour before the event begins. Do not dismantle the booth area until the event is officially closed.
- 14) The use of devices for sound or music is permitted, but must be controlled within the vendor booth space.
- 15) Most importantly, have a safe, fun and successful MCCA Comic Con Okinawa 2017.

RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned concessionaire agrees to the following:

Indemnify, save harmless, and defend (defend?) MCCA, its successors in interest and the U.S. Government from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the concessionaire, its agents, or employees while in, upon, or about the military installation where the concession is located, or while going to or departing from the same, and to indemnify and save harmless MCCA, its successors in interest and the U.S. Government from any liability that MCCA or the U.S. Government may suffer as the result of acts of negligence, fraud, or misconduct of any of Concessionaire's agents or employees on or about the military installation.

Release the U.S. Government and MCCA from any and all liability for loss or damage to property and merchandise used by the Concessionaire in the operation of the concession due to theft, fire, storm, flood, and damage or destruction through any force of nature or otherwise.

I, the undersigned, have carefully read this contract and all terms attached, and I fully understand its contents and acknowledge them by signing below.

Print Name:

Signature:

Date:
