



VEGAS VALLEY
COMIC BOOK FESTIVAL

Saturday, November 4, 2017

Clark County Library

1401 E. Flamingo Road

9:30 a.m. – 4:30 p.m.

Artist Alley Table Application

Business Name: _____

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Brief description of items being sold: _____

Website: _____

The following will be provided:

One (1) 6' table, linens (including skirt) with approximately 3 feet of space behind the table

Two (2) chairs

One (1) booth sign

Two (2) exhibitor badges

NOTE: due to space restraints, Artist Alley table can accommodate only two participants.

Table location preference: Large Conference Room (LgCR) LgCR Courtyard LgCR ONLY EITHER

A booth sign will be provided. Copy for sign (print clearly): _____

REGISTRATION FEE IS \$65 - PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO: LVCCLD

Table space is assigned on a first come, first service basis according to the arrival of paperwork in the CC/SPS office. Unless noted tables will be assigned in the LgCR and, once filled, then placement will be in the the LgCR courtyard. **Once all tables are filled, no additional applications will be accepted.** Please note that submission of paperwork and payment does not guarantee a place in the Artist Alley until confirmation from VVCBF staff.

Please remit this form and deposit to:

Suzanne Scott
Clark County Library – PVS Department
1401 E. Flamingo Road
Las Vegas, NV 89119

For office use only:

Postmark: _____ Received in Office: _____ Check/MO #: _____ Receipt: _____

Deposit Date: _____ Bank Deposit: _____ Refund Date: _____



Artist Alley

Terms & Conditions

Section 1 – Location

The Vegas Valley Comic Book Festival (VVCBF) will be held at the Clark County Library (1401 E. Flamingo Road) and take place in the theater wing of the library which includes the large conference room, Jewel Box Theater, main theater and theater courtyard.

Section 2 -- Exhibitor Space

Artist Alley space includes one (1) 6' table, two (2) chairs and table linens (including skirt). There will be approximately 3 feet behind the table. A booth sign will be provided. Exhibitors agree to remain "open" during the hours of the festival. No early breakdown is allowed without the prior consent of VVCBF management.

Due to space limitations, there can only be two people seated behind the table. All items must be kept on the table and must not "spill" onto the table/area next to your space. Due to safety issues, standing displays are not allowed in front of tables. Boxes and additional supplies and/or merchandise should be stored under the table.

Subletting of booth space is not allowed without the written permission of VVCBF management.

Section 3 -- Hours

The VVCBF takes place from 9:30 a.m. to 4:30 p.m. Table set up is from 8 a.m. to 9:15 a.m. with the event beginning at 9:30 a.m. Load out will take place after the close of the event at 4:30 p.m.

All vendors must be in place and checked in with VVCBF staff by 9:00 a.m. If the exhibit area is not claimed by 9:00 a.m., it will be considered abandoned and will be available for purchase and set up by another vendor.

Section 4 – Payment

Exhibitors understand the payment policy and agree to pay the fees listed on the Artist Alley table agreement. The full fee is due at the time of the paperwork's submission to the CC/PVS office.

Section 5 – Cancellation/Refund

All cancellations must be submitted in writing. If you cancel by September 16, 2017, you are eligible for a full refund of your payment. Should you cancel after September 16, 2017, you will forfeit the entire fee and will not be eligible for a refund.

Section 6 – Display and Fire Marshall Regulations

Do not staple, nail, pushpin or tape (with anything other than cellophane tape) materials to walls or curtains behind table. Do not encroach on aisles that border your table. Do not block or place extension cords across walkways. Decorations must be flame retardant or FR rated.

Smoking is not allowed anywhere in the building.

Section 7 - Noises and Damages

Vendors must police their own tables to be sure that noise levels from sound systems are kept to a minimum and do not interfere with others. VVCBF reserves the right to determine at what point sounds constitutes interference with others and must be discontinued.

Section 8 – Liability and Security Policy

The VVCBF, Clark County Library (CC) and Las Vegas-Clark County Library District (LVCCLD) are not responsible for any theft or loss. Exhibitors are responsible their own property and security at the event. Under no circumstances will the VVCBF, the CC or LVCCLD or its personnel be held liable for any loss or damage including but not limited to merchandise, equipment, and/or revenue. As a precaution against theft, we ask that exhibitors take extra care in placement of merchandise and cash boxes.

The exhibitor is fully responsible for any and all damages to property owned by the CC and LVCCLD, its owners or managers that may result from any act or omission of the exhibitor. Exhibitor agrees to defend, compensate, and hold harmless the VVCBF, CC and LVCCLD, its owners, managers, officers or director, and employees, from any damages, losses, costs, or expenses arising from or out of or by reasons of any accident or bodily injury to employees and exhibitor invitees which arises from or out of the exhibitor's occupancy and use of the vendor booth, the venue or any part thereof. The exhibitor invitee is anyone who enters the exhibition space of sales or show within the CC venues.

Section 9 – Anti-Harassment Policy

The VVCBF has a ZERO TOLERANCE POLICY for harassment of any kind. If a person engages in harassing behavior, VVCBF Staff will take prompt action in any form they deem appropriate, including expulsion from VVCBF. Our policy applies to EVERYONE at the festival. Exhibitors, fans (attendees), speakers, guests, professionals, press, staff, volunteers, and security are all subject to our Anti-Harassment Policy.