

## GeekGirlCon Exhibitor Agreement

**THIS AGREEMENT:** is entered into between GeekGirlCon (hereinafter referred to as "GeekGirlCon") and the undersigned Exhibitor/Artist/Sponsor (hereinafter referred to as "Exhibitor.") GeekGirlCon and the Exhibitor are mutually entering into a ShortTerm Agreement to promote, advertise, and/or sell products or services of the Exhibitor at the GeekGirlCon Convention on September 30th and October 1st. In consideration of the mutual covenants contained herein, the undersigned representatives of the parties hereby agree to the following terms.

GeekGirlCon agrees as follows:

- GeekGirlCon provides booth/table space for Exhibitors to promote, advertise, and/or sell products or services.
- GeekGirlCon allows Exhibitors to distribute coupons or other promotional material or products.
- GeekGirlCon makes reasonable good faith efforts to promote the convention in a manner that will be beneficial to marketing the Exhibitor/Exhibitor's product at the convention.

Exhibitors agree as follows:

- Exhibitor is prohibited from using the GeekGirlCon name, logo, and mascots on any Exhibitor products or related merchandise at the GeekGirlCon Convention as well as outside the GeekGirlCon Convention, unless given permission in writing to do so by a GeekGirlCon authorized representative. This includes, but is not limited to: handmade crafts, works of art, clothing, edibles, printed materials, and signage. All official GeekGirlCon merchandise will be sold from the GeekGirlCon "Merch" table. Any products represented as "official" GeekGirlCon merchandise or bearing the GeekGirlCon name and logo sold from other locations may be confiscated by GeekGirlCon staff.
- Exhibitor ensures there is a minimum of one Exhibitor representative present at each booth at any given time. Badges must be worn at all times during setup and breakdown, and for the duration of the GeekGirlCon Convention.
- Exhibitor understands the booth location is assigned at the sole discretion of GeekGirlCon.
- Exhibitor agrees to accept relocation to another space of comparable area should such relocation become necessary as determined by GeekGirlCon.
- Exhibitor is solely responsible for arranging furniture, audio-visual rental, or other services with the appropriate contractor and for payment of all fees due these contractors for services rendered.
- GeekGirlCon is not responsible for any lost or stolen merchandise.
- No illegal activity may be conducted at the GeekGirlCon Convention by the Exhibitor or Exhibitor's employees/agents/representatives. This includes but is not limited to: sale of

bootleg items, illegal services, substances, or any other item or service prohibited by the State of Washington or the City of Seattle. It is the responsibility of the Exhibitors to determine the legality of their wares and services.

- Any material deemed inappropriate to the GeekGirlCon community and/or contrary to the stated mission of GeekGirlCon is not to be displayed openly and must be kept behind the table, or bagged. GeekGirlCon reserves the right to deny the sale of any items by the exhibitor.
- Table-shares are allowed. If more than one Exhibitor is sharing a table, both parties must sign an Exhibitor's Contract and must have a UBI Number or Temporary Tax Registration Number. Both contracts must be submitted together stating the booth is being shared. Subletting is NOT permitted.
- Smoking and alcohol consumption are prohibited within the building.
- Exhibitor provides Exhibitor's own signage or banners for the booth. No signage or banners are permitted to be attached to the walls or permanent fixtures of the building.
- Exhibitor will clean up and dispose of all garbage at the Exhibitor's booth in the appropriate garbage or recycling receptacles, as well as maintain a clean and orderly area that does not encroach on the aisles, obstruct fire extinguishers, hose cabinets, or fire exits or alarms.
- All items must be in place by 9:00 A.M. on Saturday, September 30, 2017. Dismantling may not begin before 5:00 P.M. on Sunday, October 1, 2017.
- In the event that the Conference Center or any part of the exhibit area is unavailable, whether for the entire GeekGirlCon Convention or a portion thereof, as a result of fire, flood, government intervention, or any other cause outside of GeekGirlCon's control, or should GeekGirlCon decide it necessary, as a result of these causes, to cancel, postpone, move the event, reduce set-up, breakdown, or Exhibitor/Exhibit time, GeekGirlCon shall not be liable to indemnify or reimburse Exhibitor for any resulting damage or loss.
- Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless GeekGirlCon and its respective staff, volunteers, contractors, and representatives against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of, or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit area or a part thereof.
- Exhibitor is permitted to conduct food and beverage sampling at the GeekGirlCon Convention. This permission is granted subject to the following:
  - Any Exhibitor who manufactures, processes, or distributes food as a normal course of their business may distribute samples, provided their food samples are no larger than bite size and beverages no larger than 3 ounces.
  - Any Exhibitor who does not manufacture, process, or distribute food as a normal course of business, may purchase product from Conference Center food service

division with no limits on the quantity or size of portions. Exhibitors must comply with the terms of the Food Service Division contract.

- If Exhibitor fails to meet their obligations as specified in the Conference Center's Rules and Regulations, all resulting fees and fines must be paid by the Exhibitor.
- Exhibitors at GeekGirlCon are responsible for collection and payment of Washington State Retail Sales Tax.
- Exhibitor must provide the GeekGirlCon Exhibitor Coordinator with either a UBI Number or Tax Registration Number. If Exhibitor participates without a valid number, any fines incurred will be passed on to the Exhibitor.
  - To receive a Washington State Temporary Tax Registration Number, Exhibitor must apply 3 weeks in advance of EACH show in which Exhibitor takes part. Log onto [www.dor.wa.gov](http://www.dor.wa.gov) to download forms.
  - Email a copy of all License numbers to [ExhibitorServices@GeekGirlCon.com](mailto:ExhibitorServices@GeekGirlCon.com) least 2 weeks prior to the convention. For more information call: 800.647.7706 (follow prompts to speak with Tax Representative).
- Unless mutually agreed with GeekGirlCon, all payments must be received by August 15, 2017 in order to guarantee space. If payment is not received, space is subject to cancellation.
- All requests for refunds must be in writing, and must be received by GeekGirlCon 60 days prior to the event. Cancellations within 31-60 days of the event will be eligible for a refund of 50% the amount paid. No refunds will be issued for cancellations made on or after 30 days prior to the even

I hereby acknowledge that I am an official representative of the Exhibitor and I have read, understood, and agree to the above GeekGirlCon Terms and Conditions and application. I further acknowledge that failure to abide by any of the Terms and Conditions will result in a forfeiture of privileges without recourse or refund. This agreement is effective as of the date signed below and shall remain effective until the GeekGirlCon Convention ends on Sunday, October 1, 2017 at 10:00 P.M.

**Exhibitor Name (Please Print)**

**Signature**

**Date**

For questions, please contact [ExhibitorServices@GeekGirlCon.com](mailto:ExhibitorServices@GeekGirlCon.com)