



APPLICATION FOR EXHIBIT SPACE

SUNDAY, JULY 30, 2017: 12 PM - 6 PM • KOELBEL LIBRARY

5955 S Holly Street, Centennial, CO 80121

Return this completed form to Kara Seal at kseal@arapahoelibraries.org.

Forms must be received by July 1, 2017.

Visit the exhibitor portal at arapahoelibraries.org/koebel-con

LISTING INFORMATION

Company Name

Parent Company Name (if different)

Preshow Contact Name

Onsite Contact Name (if different)

Address

City State Zip/Postal Code

Phone Onsite Contact Phone (if different)

Email

Website

PRODUCTS & SERVICES (CHECK ALL THAT APPLY)

Artist Distributor Manufacturer

Movie/TV Non-Profit Publisher

Retailer Videogame Publisher

Description

Price-Range of Goods (if selling):

I understand that I am solely responsible for collecting cash and paying any and all taxes due from the sale of products (i.e. books, music, crafts, food, etc.) at programs sponsored by the Arapahoe Libraries and that I agree to all terms and conditions outlined herein.

Name Date

Signature

GENERAL TERMS AND CONDITIONS

1. Defined Terms

The term "Event" refers to Koebel Con, currently scheduled for Sunday, July 30, 2017. The Event is owned, produced, and managed by the Arapahoe Libraries. As used hereinafter, the term "Organizer" means, collectively, Arapahoe Libraries, and each of its/their respective representatives. The term "Exhibitor" means, collectively, (i) the company, and any other business entity, or person that applied for exhibit space rental and (ii) each of its officers, directors, shareholders, employees, contractors, agents, representatives, and/or invitees as applicable. The term "Exhibit Facility" refers to the Koebel Library.

2. Assumption of Risks; Indemnification

Exhibitor expressly assumes all risks associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including without limitation all risks of theft, loss, harm, damage or injury to the person, property, business or profits of Exhibitor or Exhibitor's employees, contractors, representatives, patrons, guests or invitees. Exhibitor shall indemnify, defend and hold Organizer and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, and costs resulting from participation in the Event. Under no circumstances shall Organizer or Exhibit Facility be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever. Organizer makes no representations or warranties, express or implied, regarding the number of persons attending the Event or any other matters.

3. Qualifications of Exhibitor

The Organizer, in its sole discretion, shall have the right to determine whether a prospective exhibitor is eligible to participate in the Event. Only exhibitors that are displaying or selling products or services that are, in the sole discretion of the Organizer, in direct relation with the theme and intended audience demographic shall be considered. No adult/mature materials may be displayed or sold. Applicants may be required to submit a description of the nature of their business and the items intended to be exhibited at the Organizer's discretion. Employees of Arapahoe Libraries and their immediate families are ineligible to participate as exhibitors. Exhibitors who are accepted to the event and do not relay any necessary correspondence, including taxing information for sold goods, will forfeit their assigned space.

4. Assignment of Space; Occupancy

Exhibitors shall be assigned one table (apx. 6') to display or sell all wares. Requests for additional tables may be made on a per case basis. Assignment of table location is at the discretion of the Organizer and will be communicated to the Exhibitor on the day of the Event. Exhibitors may request (but are not guaranteed) premium placement on the outside deck near the main Exhibit Facility entrance. Exhibitors not agreeing to this location in advance will be placed inside the Exhibit Facility at the Organizer's discretion. Exhibitors will be granted up to 120 minutes of setup time before the start of the Event and must be present at a minimum of 30 minutes before the start of the Event. All exhibits must remain open and available during the entirety of the Event. Exhibitor shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, booth equipment or the property of others caused by the Exhibitor. Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payments.

5. Listings and Promotional Materials

By Exhibitor's participation in the Event, Exhibitor expressly grants Organizer a fully paid, perpetual non-exclusive license to use, display and reproduce the name, trade names and product names of Exhibitor and Exhibitor wares in any directory (print, electronic or other media) and to use such names in Organizer's promotional materials. Organizer shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from any lists or materials. Exhibitor agrees that Organizer may also take photographs of Exhibitor's booth space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any ALD promotional or informational purposes.

6. Taxes and Licenses

Exhibitor shall obtain any licenses, permits or approval under federal, state or local law applicable to its activities at the Event at its sole expense. Exhibitor shall obtain any necessary tax identification numbers and permits and is responsible for paying all taxes, license fees, use fees, or other fees, charges, levies, or penalties that become due to any governmental authority in connecting with any activities at the Event.

7. Laws and Patron Code of Conduct

Federal, State and city laws must be strictly observed. Exhibitor shall be responsible for compliance with all applicable laws. Exhibitor shall be responsible for following all rules and regulations outlined in the Organizer's Code of Conduct.