

Cure-a-Con Vendor Kit

Vendor Information, Rules and Guidelines

1. Vendor Set Up: Friday, November 10 from 9:00 am until 3:00 pm. (Subject to change.)
2. Vendor Hours: Friday, November 10 from 4:30 pm until 10:00 pm; Saturday, November 11 from 9:30 am until 10:00 pm; and Sunday, November 12 from 11:30 am until 5:00 pm. (Subject to change.)
3. Vendor Tear Down: Sunday, November 12 from 5:00 pm until 9:00 pm. (Subject to change.)
4. Vendor agrees to be open for the entirety of the established vendor hours and not to break down his/her table and/or display before the conclusion of the show.
5. Booth fee includes two vendor badges per booth. Extra vendor badges can be purchased for \$45 each. Contact kevin.kuykendoll@cancer.org.
6. All vendor spaces are 10'x10', piped and draped, and include one 8'x2.5' table and two chairs.
7. 220v electrical outlet, wireless and hard lined internet service provided.
8. Vendor's display will not extend beyond the boundaries of the space that is paid for and provided.
9. Vendor agrees to keep his/her area clean and is responsible for any damage he/she and his/her employees or agents may cause to Kellogg Arena.
10. No acts or performances utilizing fire, flame, or other potentially hazardous substances or props are allowed.
11. Vendor will not sublet space to another vendor.
12. The American Cancer Society and Kellogg Arena/Cereal City Development Corporation accept no responsibility for any merchandise sold at the show. Responsibility for the merchandise and the legalities of selling, and/or necessary rights required to sell any merchandise rests solely in the hands of the vendor.
13. Vendor is responsible for all taxes and licenses required by the state of Michigan.
14. The American Cancer Society and Kellogg Arena/Cereal City Development Corporation will not be held responsible for any injury to any vendors, or any loss or damage to any vendor's property from any cause while that property is at the event or in transit to or from it.
15. The American Cancer Society and Kellogg Arena/Cereal City Development Corporation are not to be held responsible for theft, damage, or destruction of any kind by attendees or other vendors. Vendors are required to insure their own property.
16. Vendor agrees to adhere to all rules of conduct established by the American Cancer Society and Kellogg Arena/Cereal City Development Corporation.
17. No materials shall be displayed or sold that contain x-rated, misogynistic, or racist images or themes, nor shall any other images or expressions of hate be tolerated.
18. Specific vendor space may be requested, but all booths will be assigned on a first paid, first placed basis. Every reasonable effort will be made to honor requests.
19. Vendor space reservations will be confirmed upon return of this form and payment in full.
20. Parking and associated costs are vendor's responsibility.
21. No balloons or crepe paper of any kind are allowed.
22. Live animals, with the exception of service animals, are not permitted.

Merchandise to be sold: Original Artwork Crafted Items Third-party Items

Preferred placement: Artist Alley Exhibitor Hall

I hereby agree to the terms stipulated herein:

Signature of vendor

Date

Printed name

Phone number

Business name

Mailing address

Web address

Email

Vendors may send in their payment in the form of a check or money order made payable to “American Cancer Society” to 1755 Abbey Road East Lansing, MI 48823. Vendors may also request to be invoiced. Please mail completed application with payment or send by email in the form of a pdf file to kevin.kuykendoll@cancer.org. Please keep a copy of this contract and payment for your own records and bring a copy to the event.

- Yes, I would like to be a Sword of Hope Exhibitor and donate 10% of my gross Cure-a-Con onsite sales to the American Cancer Society. I understand that I will be required to pay this amount to the American Cancer Society within 30 days of the close of the event. Sword of Hope Exhibitors will receive special recognition in the event program, and will have their exhibit space clearly marked with the Sword of Hope logo.

Special requests (booth numbers, etc.):

Qty:	Type:	Fee:
___	Premium corner booth	\$300 \$240
___	Interior corner booth	\$250 \$200
___	Wall booth	\$250 \$200
___	In-line booth	\$200 \$160
___	Additional adjacent booths	Regular rate less \$50.

*Example: One premium corner booth plus one inline booth = ~~\$450~~. **\$350***
Each additional adjacent booth includes one additional 3-Day vendor pass.

Total fees: _____

Discounted rates for Sword of Hope Vendors only; form must be submitted by 5:00pm, 09/27/2017.