

VENDOR AGREEMENT FORM

CONVENTION VENDOR RULES AND REGULATIONS

REPRESENTATIVE'S NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

DESCRIBE TYPE OF MERCHANDISE OFFERED: _____

1. BOOTH RENTAL. The Booth Rental Fee starts at \$75.00, "premium booths" available on a first come, first served basis. Payment in full can be made by mailing a check or money order to Brick Window LLC. ATTN: Teddy Alecos 927 Oregon Street, Oshkosh, WI 54902. Please make all checks to: Brick Window LLC.

Space must be reserved and paid for no later than Monday, April 22nd, 2019.

3. VENDOR BOOTH STAFFING. Authorized representatives must staff Vendor booth(s) during all hours. Vendors are asked to be at the event for the full day when the Convention is open to attendees. If you cannot attend the entire event, please make arrangements prior to the Convention. The requirement for everyday staffing will only be waived based on religious circumstances. A non-staffed booth is totally at the risk of the Vendor.

4. VENDOR SETUP AND TEAR DOWN POLICY. The 2019 Khaos-Kon event will be held at The Oshkosh Best Western Premier Waterfront Hotel and Convention Center located at 1 N Main St, Oshkosh, WI 54901. Vendors may only move in or move out during the designated time periods. For everyone's safety, vendors may not set up their booths after the convention has opened. Vendors may not pack their products or tear down their booth(s) before 3:00pm on Sunday. The setup/teardown schedule is as follows:

Saturday, May 4th, 2019	Move in: 7:00am-9:00am	Vendor Hours 9:00am – 6:00pm
Sunday, May 5 th , 2019	Vendor Hours 10:00am - 4:00pm	Move Out 4:00 - 6:00pm

Vendors who disregard this policy shall be excluded from future Khaos-Kon Conventions. If an early departure becomes necessary due to an emergency, we must be informed in advance prior to booth tear down and arrangements will be made to assist you without endangering the public if the Convention is open.

2. BOOTH CLEAN-UP. Please remember it is your responsibility to clean up any and all trash, debris, or boxes in your booth area after tearing down. Failure to do so will result in a \$50.00 clean-up fee being charged to your organization or business.

5. VENDOR DISPLAY POLICY. A booth consists of one six (6) foot table and two chairs. There will be a charge for additional tables. Vendors may not exceed the booth area reserved by the Vendor. Vendors will not be permitted to put on demonstrations unless Khaos-Kon is notified in advance and sufficient aisle space exists to support an audience. Vendors are strictly prohibited from making any requests to the convention center staff. All vendor requests will be made through the Khaos-Kon staff representative.

6. BOOTH DISPLAY INTERFERENCE. No Vendor may interfere with or block a neighboring Vendor. Display material exceeding three feet in height above a table may not extend more than four feet from the back of the booth

without permission from the neighboring Vendor. Vendors who have end or corner booths may not exceed the three-foot height limitation on the back or side rail without permission from the neighboring Vendor. Display materials at the back of the booth may not exceed eight feet. If you have any questions or concerns regarding this policy, please contact Teddy Alecos at teddy@khaoskon.com.

7. SAFETY PROVISIONS. Vendor must provide the necessary shielding or safety items to protect attendees, Vendors and all others from equipment that may cause bodily harm. Electrical wiring and equipment must meet the standard electrical codes. All costs for electrical equipment (cords, power strips, etc.) that are supplied by the convention center will be borne by the Vendor.

8. PROMOTIONS AND LITERATURE DISTRIBUTION. Booths are for the sales of merchandise only (no food items). Promotions and commercial literature distribution by a vendor is restricted to the confines of the vendor's booth area. Vendors are not permitted to use other persons to distribute materials at other locations on the convention premises.

9. MOVING SAFETY. Please note for safety reasons during the move in and move out periods, Khaos-Kon and the Convention Center do not permit children less than 18 years of age in the Convention Vendor area unattended by an adult.

10. INDEMNIFICATION. Vendor shall defend, indemnify and hold the Khaos-Kon harmless from any claim or lawsuit arising from any act or omission on the part of the Vendor, its agents, employees or assigns that may cause harm to others, including but limited to any and all claims or lawsuits arising from or concerning retail licensing and licensing, copyrights and patents of the merchandise sold by Vendor. In the event that Brick Window LLC takes legal action to enforce this provision and prevails, Vendor shall be responsible for the payment of all costs, expenses and attorney fees incurred in pursuit of such enforcement.

11. WISCONSIN SALES AND USE TAX. Each Vendor is responsible for collecting and paying tax to the State of Wisconsin as required by law. Vendors must be registered with the State of Wisconsin if making taxable sales during Khaos-Kon. For more information, please visit the Wisconsin Department of Revenue Website: <https://www.revenue.wi.gov/html/temevent.html> or contact them via phone: (608) 266-2776.

12. POINT OF CONTACT. If, after all that legal jargon, you are still interested in becoming a vendor at Khaos-Kon, please contact Charlene Alecos at (920)231-3473 or charlene@khaoskon.com.

Printed Name of Vendor Representative

Executive Director, Brick Window LLC

Signature of Vendor Representative

Signature of Executive Director

Date

Date