

# 1st Annual Duke City Comic Con



**May 12th - 14th 2017**  
**Embassy Suites Hotel**

**Albuquerque, New Mexico**

## Company Information

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address (Line 2)

\_\_\_\_\_  
 City State/Province

\_\_\_\_\_  
 Zip/Postal Code Country

\_\_\_\_\_  
 Phone Fax

\_\_\_\_\_  
 E-mail

\_\_\_\_\_  
 Website

## Exhibitor Type

Retailer/Dealer  Publisher/Manufacturer  Artist/Creator

Describe your products and/or services \_\_\_\_\_

I hereby acknowledge that I have read, understood and agreed to the Duke City Comic Con and Tall Tales Comics LLC (TTCLLC) Terms & Conditions (see page 2) and application portions of this contract. I further acknowledge that failure to abide by TTCLLC Terms & Conditions may result in the loss of my exhibitor privileges without recourse or refund.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Print Name

## Exhibitor Space (Select One)

### Premium Booth

\* 10' x 10' Pipe & Drape Booth Postmarked by: Apr 15

\* One (1) 8' x 2.5' Tables

\* Three (3) Chairs

\* Three (3) Badges

**\$500**

Each Premium Booth is located After Apr 15

**\$550**

Qty.	\$

### Preferred Booth

\* 10' x 10' Pipe & Drape Booth Postmarked by Apr 15

\* One (1) 8' x 2.5' Tables

\* Two (2) Chairs

\* Two (2) Badges

**\$400**

After Apr 15

**\$450**

Qty.	\$

### Standard Booth

\* 10' x 10' Pipe & Drape Booth Postmarked by Apr 15

\* One (1) 8' x 2.5' Tables

\* Two (2) Chairs

\* Two (2) Badges

**\$300**

After Apr 15

**\$350**

Qty.	\$

### Artist Alley Table

\* One (1) 8' x 2.5' Table

\* Two (2) Chairs

\* Two (2) Badges

Only available to those who

select "Artist/Creator." Limit

two (2) AA Tables per Exhibitor

Postmarked by Apr 15

**\$200**

After Apr 15

**\$250**

Qty.	\$

### Additional Exhibitor Badges

Additional badges are \$20 each (+2 max per booth)

### Total

Make checks payable to "Tall Tales Comics LLC"

Qty.	\$
\$	

For office use only:

## Credit Card Information

VISA  MasterCard 3 digit VCode \_\_\_\_\_

Card No. Exp.

Name (print)

Signature Date

I hereby authorize TTLLC to charge fees to this account.

### Mail completed form (with payment) to:

Tall Tales Comics LLC PO Box 1580 Socorro, NM 87801

Fax completed form to: 575-838-0760 Paypal: acomiccon@gmail.com

Application will not be processed without payment in full. Exhibit space is not guaranteed until you receive an e-mail confirmation from TTCLLC.

## Duke City Comic Con May 12-14 2017

### Section 1 \* Exhibitor Space

- 1.1** – Badges must be worn during set-up and for the duration of the show.
- 1.2** – Exhibitor agrees to remain set up during all open hours of the convention. No early breakdown is allowed without the prior consent of Duke City Comic Con and Tall Tales Comics LLC. (TTCLLC).
- 1.3** – Electrical, telephone, and internet services are extra and can be provided by the convention center for an additional charge. Please inquire if needed.

### Section 2 \* Display & Albq. Fire Marshal Regulations

- 2.1** – Do not encroach on aisles that border your booth. Fire Extinguishers, Hose Cabinets, Fire Exits or Fire Alarms cannot be blocked or covered.
- 2.2** – All decorations must be flame retardant or FR rated. They are subject to a random flame test by the Fire Marshal.
- 2.3** – Acceptable materials will not hold a flame. Materials can be manufacturer certified or may be treated with a flame retardant. Wood less than one-quarter inch thick must be treated. In most cases, floor coverings are the exception.
- 2.4** – Table coverings are accepted if they do not overhang the table more than six inches.
- 2.5** – Booth storage is allowed as follows:
- Cardboard boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show.
  - All areas are inspected periodically.
  - Boxed brochures, product and sales material storage may be allowed if kept tight, orderly and not stored behind the back of your booth.
- 2.6** – No smoking or alcohol permitted within the Convention Hall
- 2.7** – Extension Cords, Plugs & Lighting
- All extension cords must be a minimum of 14 gauge, 3 wire and grounded.
  - Ties or cable clamps must be used when running cord.
  - Lightweight extension cords or “zip cords” are strictly not allowed.
  - Power strips are approved for additional outlet plugs (Cube tabs are not allowed and power strips cannot be “daisy chained”).
  - Cords, plugs, and strips must have UL labeling
  - Lighting must be UL labeled and used consistent with design.

### Section 3 \* Noise & Damages

- 3.1** - Exhibitors must police their own tables to be sure that noise levels from sound systems is kept to a minimum and does not interfere with others.
- 3.2** – The TTLLC reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
- 3.3** – Any damage caused to the building or furnishings by the Exhibitor is the sole responsibility of the Exhibitor.

### Section 4 \* Setup

Setup and move-in / move-out instructions will be provided in advance of convention. Set up 8 am - 4 pm May 12th.

### Section 5 \* Payments & Subletting

- 5.1** – Exhibitor understands the payment policy and agrees to pay the fees as listed on the Exhibitor Application Form.
- 5.2** – Subletting of table space or sharing of exhibit space is not allowed without the express written permission of the TTCLLC.
- 5.3** – In the case of multiple parties sharing one exhibit space, the person whose name appears on this contract assumes full responsibility for that space as specified here. The TTCLLC must be notified, at the time of table reservation, of exhibitors intending to share space.

### Section 6 \* Cancellation / Refunds

- 6.1** – If you cancel 30 days or more before the date of the show, you are eligible for a full refund of your total payment.
- 6.2** – If you cancel within 29-15 days of the date of the show, you are eligible for a refund amounting to one-half of your total payment.
- 6.3** – Set up needs to be done by 4pm May 12th or forfeit dealer fee or deposit. This is non refundable.

### Section 7 \* Adult & Bootleg Merchandise

**7.1** – Exhibitor agrees not to sell or distribute any adult material to minors. All “Adults Only” material must be either behind the table or, if displayed on a table or display rack, bagged and covered so that minors may not open it. Any adult material depicting nudity must be “blinded” (i.e. the nudity or sexual conduct must be covered). Adult videos and magazines are not to be displayed openly. A sign may be posted to let customers know that you carry that merchandise.

**7.2** – TTCLLC does not allow bootleg or counterfeit materials of any kind. Possession or sale of these materials is at your own risk.

### Section 8 \* Sales Tax

Exhibitors are responsible for collection and payment of New Mexico State Retail Sales Tax. To obtain a free temporary tax number visit [www.tax.newmexico.gov/Businesses/Register-your-Business](http://www.tax.newmexico.gov/Businesses/Register-your-Business).

### Section 9 \* Liability & Security

- 9.1** – The TTLLC and Embassy Suites Hotel is not responsible for any theft or loss. Exhibitor is responsible for his or her own security.
- 9.2** – Exhibitor agrees to protect, keep, and save TTLLC. (the promoter of the event) forever harmless from any damage(s) or charge(s) imposed for violations of any ordinance or regulation by the Exhibitor, his employees or agents, as well as failure to comply with the terms and agreements of this contract.
- 9.3** – Further, Exhibitor shall at all times protect, indemnify, save, and keep harmless Embassy Suites Hotel. against and from any loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his employees, or agents.
- 9.4** – In the event that Embassy Suites Hotel or any part of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, or another such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, labor disputes, riot, or agency which the TTLLC has no control, or should TTLLC decide that because of any such cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time, or move-out time, TTLLC shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof."

By signing this you are agreeing to the terms and conditions laid out herein.

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Authorized Dealer Signature    Date