



SUNRISE COMIC CON (Vendor)

Saturday, August 14, 2021

11:00 am – 6:00 pm

\$30 Application Fee (For applications received on or before July 1, 2021.)

\$50 Application Fee (For applications received on or after July 2, 2021.)

Application Deadline:

All applications must be received by Monday, July 26, 2021 to be considered; space permitting.

The **Sunrise Comic Con** is scheduled to take place on **Saturday, August 14, 2021 from 11:00 am - 6:00 pm** at the Sunrise Civic Center, (10610 W Oakland Park Blvd, Sunrise). This family-friendly event provides a cost-effective means of promoting your business to residents of western Broward County. Vendors are expected to decorate their booths and offer products and services that are in keeping with the event's theme. Each Vendor booth includes **two** vendor passes. Additional passes can be purchased online or at the box office. For more information, please call the box office at (954)747-4646.

APPLICATION PROCESS: Submission of an application does not imply or guarantee acceptance into the **Sunrise Comic Con**. Vendor applications will be reviewed once received and applicants will be contacted shortly thereafter regarding their status. Vendors will be selected based on the variety and appropriateness of the items/services to be provided. Substitutions are prohibited. In order to be considered, applications must be completed, signed, and accompanied by:

1) appropriate vendor fee and 2) a brochure or a link to a website representing the items to be sold; or pictures of a previous and comparable convention display. Fees will not be processed and deposited until your application has been accepted. Once accepted by the City, the vendor fee is non-refundable. Detailed logistical information will be provided prior to the event.

SET UP, BREAK DOWN, AND CLEAN UP: Set up begins at 8:00 am on **Saturday, August 14, 2021** and must be completed by 10:30 am. Break down **begins** at 6:00 pm. **Early set up and/or breakdown is not permitted.** Vendors are responsible for all trash removal from their space(s). Trash must be disposed of in the designated dumpster(s). Vehicles are permitted near booth space only to unload supplies and equipment. Thereafter, vehicles must be moved to the designated vendor parking area. Please be courteous to your fellow vendors when loading and unloading your vehicle(s).

DISPLAY AND PRESENTATION: *Vendors will be provided a 10ft width x 10ft depth space, 1-6ft table and 2 chairs. All other displays needed are held at the responsibility of the vendor. Vendors are approved to supply up to (1) additional 6-foot table at their discretion for vendor set up.* The City of Sunrise reserves the right to control the look and visual impact of the festival site. Vendors may not block or impede other vendors or emergency signage/exits. Vendors are responsible for creating a professional and visually attractive sales space. The City reserves the right to request improvements to displays if necessary, or to relocate booths. Vendors must provide their own table covering. All booth tables **must** be covered. Vendors must display professional signage identifying the business name; the signage must remain within the limits of the sales space. All vendor activities must be confined to their allotted space(s). Contiguous spaces are available.

CANCELLATION POLICY: The **Sunrise Comic Con** will be held rain or shine. There will be no refunds.

VENDOR ATTENDANCE: All vendors who have reserved space and are unable to attend the event must advise the City of Sunrise by 5:00 p.m. on Wednesday, August 11, 2021.



2021 SUNRISE COMIC CON

RETAIL VENDOR APPLICATION

Saturday, August 14, 2021 from 11:00 am - 6:00 pm

Company Name: _____ Contact Name: _____

Phone Number: _____ Contact's Cell Number: _____

Address: _____

Email: _____

Website: _____

Please provide a description below (be specific) of the products you will be selling. If you do not have a website, please attach a brochure or flyer depicting goods:

Does your booth require electricity? Yes No

If you answer "yes" to electricity, please provide the size/requirements needed. There is **no guarantee** for power to your booth.

Please describe the type and size of vehicle you will be using (e.g., car, pick-up truck, van, car with trailer, etc...):

RELEASE: VENDORS FOR THE SUNRISE COMIC CON

The undersigned, in consideration of the City of Sunrise providing us with space for the display and sale of our various products, goods, and other valuable wares, do hereby release and forever discharge the City of Sunrise, and any of their members, employees, agents and volunteers (collectively "Releases") from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Releases arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused by the active or passive negligence of Releases otherwise.

I hereby permit the City of Sunrise to use or distribute any or all still and/or moving images in which I or my child appear for any use including, but not limited to: video, Web, print and multimedia applications; training or other instructional materials; advertising, commercials or other promotional materials; and other forms of media, without compensation. Any image (s) created shall be the property of the City of Sunrise.

Further, I hereby agree to release, indemnify and hold harmless the City of Sunrise and any official or volunteer of the City of Sunrise against all claims resulting from participation in this program. I have attached a signed copy of the **Sunrise Comic Con** Regulations indicating that I agree to abide by the Rules & Regulations. Furthermore, I understand that any violation of these rules or hazards to the public will cause immediate revocation of my ability to be a vendor at the **Sunrise Comic Con**. I agree to sell only those products approved by the City of Sunrise staff.

Print Name: _____

Signature: _____ Date: _____

If you will be charging your non-refundable application fee, please complete the information below:

(Master Card, Visa, Amex or Discover only)

Name Printed on Card: _____ Card Type: _____

Credit Card Number: _____ CVV: _____

Authorized Amount: _____ Expiration: _____

Authorization Signature: _____

Please mail to: City of Sunrise ▪ Leisure Services Department ▪ 10610 W. Oakland Park Blvd. ▪ Sunrise, FL 33351, Attention: Theresa Stanish. Completed application can also be emailed to tstanish@sunrisefl.gov or faxed to 954-572-2476.



2021 SUNRISE COMIC CON

Saturday, August 14, 2021 from 11:00 am - 6:00 pm

VENDOR/EXHIBITOR RULES AND REGULATIONS, TERMS AND CONDITIONS

1. Vendors are expected to decorate their booths in keeping with the event's theme and are responsible for bringing and providing any other equipment and/or supplies necessary to conduct business. The City of Sunrise does not loan, rent, or in any way supply vendors with additional equipment.
2. Vendor slots will be assigned on a first-come, first-served basis. No substitutions allowed.
3. Vendors must provide their own table covering. All booth tables must be covered.
4. All vendor activities must be confined to the allotted 10' x 10' space. Contiguous slots are available.
5. Games of chance are prohibited.
6. The sale, use or possession of alcohol is not allowed.
7. Livestock sales or displays are prohibited.
8. Vendors are responsible for the collection of their own sales tax.
9. Each vendor is responsible for his/her booth and all items in it.
10. No set-up will be allowed prior to **8:00 am on August 14, 2021**. No material may be left at the Sunrise Civic Center the night before or after the event.
11. Booths must be ready to open by 10:30 am and **must** remain open until 6:00 pm. Willing vendors may stay open until end of Cosplay competition.
12. Food items and beverages cannot be sold or given away by a non-food vendor unless written permission is provided by the City of Sunrise.
13. Vendor recycling is expected and containers will be provided.
14. Smoking is not permitted in vendor booths or in any city facility or activity areas.
15. Vendors must comply with the rules and regulations of the City of Sunrise.
16. Rules may be subject to change without advance notice.
17. The City of Sunrise staff reserves the right to assign, limit the quantity of, or relocate space(s) rented by a vendor. The sharing or subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with City staff prior to committing to the **Sunrise Comic Con**.
18. All fees are non-refundable.
19. Vendors must provide a sample, photograph and/or link to a website representing the items they intend to sell.
20. All vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space.

I have read and received a copy of the vendor information sheet containing the rules and regulations, terms and conditions regarding participation in the City of Sunrise's Comic Con.

Vendor Signature

Date