



2023 SUNRISE COMIC CON

Sunrise Civic Center • 10610 W. Oakland Park Boulevard
Saturday, March 4, 2023 • 11:00 a.m. - 6:00 p.m.

Application Deadline: Applications must be received by Monday, February 13th to be considered (space permitting).

The Sunrise Comic Con takes place on March 4, 2023 from 11:00 a.m. to 6:00 p.m. at Sunrise Civic Center, located at 10610 West Oakland Park Boulevard, Sunrise. This popular, family-friendly event, provides a cost-effective means of promoting your business to residents of western Broward County.

APPLICATION PROCESS

Applications for the 2023 Comic Con are now being accepted. However, the submission of an application does not imply or guarantee acceptance. Notification of acceptance is made in writing. Both indoor and outdoor vendor spaces are available and placements are assigned on a first come, first served basis. Vendors are expected to offer products and services that are in keeping with the event's theme. To be considered, please complete and **sign the 3-page application** and return it to mbennett@sunrisefl.gov along with:

1) Appropriate vendor fee:

OUTDOOR BOOTH <i>vendor provides 10' x 10' canopy, four 20-lb. weights, tables, chairs</i>	INDOOR BOOTH <i>10' x 8' space with one 6' table and two chairs included</i>
Regular Registration Period (applications <u>received</u> on or before 02/02/23) <ul style="list-style-type: none"> \$30 nonrefundable fee per vendor space or \$15 nonrefundable fee per vendor space with copy of valid Sunrise Business Tax Receipt 	Regular Registration Period (applications <u>received</u> on or before 02/02/23) <ul style="list-style-type: none"> \$85 nonrefundable fee per vendor space or \$42.50 nonrefundable fee per vendor space with copy of valid Sunrise Business Tax Receipt
Late Registration Period (applications <u>received</u> on or after 02/03/23) <ul style="list-style-type: none"> \$50 nonrefundable fee per vendor space or \$25 nonrefundable fee per vendor space with copy of valid Sunrise Business Tax Receipt 	Late Registration Period (applications <u>received</u> on or after 02/03/23) <ul style="list-style-type: none"> \$100 nonrefundable fee per vendor space or \$50 nonrefundable fee per vendor space with copy of valid Sunrise Business Tax Receipt

2) A brochure or link to a website representing the items to be sold, services provided or organization served. Pictures of your display from a prior, comparable convention will also be accepted.

IMPORTANT VENDOR INFORMATION

- The City of Sunrise reserves the right to control the look and visual impact of the festival site, including requesting modifications to displays and/or relocating booths. Spaces are assigned on a first come, first served basis.
- Sales spaces with electrical access are limited, therefore, access is not guaranteed. Access will be granted if available and noted in the letter of acceptance.**
- Vendors must display professional signage identifying their business name (a framed, computer-generated sign is acceptable). All signs must remain within the limits of the sales space. Contiguous spaces are available.
- Event will be held rain or shine.
- Vendors receive two event passes per booth. Additional passes may be purchased online or at the box office. For more information, please call the box office at (954) 747-4646.

Outdoor Vendors: Outdoor vendors are responsible for providing their own booths designated by a 10' x 10' canopy/tent. Vendors must also provide their own table(s) and chair(s). All tents must be properly anchored with a minimum 20-pound weight securely attached to each side leg pole (4 total). Tent stakes are not acceptable substitutions for weights. Vendors with unweighted or inadequately weighted tents will be asked to correct the issue before the event opens.

Indoor Vendors: Indoor vendors are provided with a 10' x 8' space, comprised of one 6' table and two chairs. Vendors are free to bring one additional 6' table at their discretion.

Signature: _____

Today's Date: _____



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Business Name: _____

Mailing Address/City/State/Zip Code: _____

Contact Person: _____

Cell Phone No: _____

Email Address: _____

Website: _____

Description of Goods/Services:

Do you require access to a City of Sunrise generator or electrical outlet in order to participate in this event? Yes No

Waiver, Release of Liability and Covenant Not to Sue

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 indemnify, defend, save, hold harmless, waive release, agree not to sue and forever discharge the City of Sunrise, its officials, employees, agents and volunteers (collectively "Released Parties") from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Released Parties arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused in whole or in part by the negligence of Released Parties or otherwise. I acknowledge (a) that I have read (or have had read to me) each of the provisions in this waiver, release of liability and indemnification, (b) that I understand each of the provisions and (c) that I have voluntarily signed below, agreeing to abide by them.

Signature _____ **Date** _____

FEES AND CREDIT CARD AUTHORIZATION

OUTDOOR BOOTH <i>vendor provides 10' x 10' canopy, four 20-lb. weights, tables, chairs</i>	INDOOR BOOTH <i>10' x 8' space with one 6' table and two chairs included</i>
Regular Registration Period <i>(applications received on or before 02/02/23)</i>	Regular Registration Period <i>(applications received on or before 02/02/23)</i>
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Name on Card: _____ Expiration: _____

Credit Card No: _____ Security Code: _____

Signature: _____ **Today's Date:** _____

Submit completed application to: mbennett@sunrisefl.gov or
City of Sunrise ■ 10610 West Oakland Park Blvd. ■ Sunrise, FL 33351 ■ ATTN: Marisa Bennett

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VENDOR/EXHIBITOR RULES AND REGULATIONS, TERMS AND CONDITIONS

PRESENTATION

- Spaces are assigned on first come basis. The City of Sunrise reserves the right to control the look and visual impact of the festival site, assign and/or limit the number of spaces, request improvements to displays and relocate vendor spaces.
- Exhibit sites measure 10'x10' for outdoor booths and 10' x 8' for indoor booths. Measurements are strictly monitored and do not allow for encroachment onto neighboring sites. Contiguous spaces are available.
- The sharing or subletting of a booth is not allowed. If you feel your situation warrants special consideration, please discuss it with City staff prior to committing to the event.
- All tables must be covered.
- Vendors are expected to create a professional and visually attractive sales space and decorate booths in keeping with the event's theme. Professional signage identifying the business name is required at each booth. (A computer-generated sign encased in a picture frame is acceptable.) Larger signs must remain within the limits of the vendor's sales space.
- Each vendor is responsible for their booth and all items within it.
- Vendor setup begins on Saturday, March 4th at 8:00 a.m., and must be completed in time for a 10:30 a.m. event walk-through. Breakdown begins at 6:00 p.m.; early breakdown is not permitted. All supplies and materials must be removed at the conclusion of the event.

EQUIPMENT

- The following equipment is **required** and must be supplied by **outdoor vendors**:
 - **10'x10' Tent**
 - **Tent Weights** All tents must be properly anchored with a minimum 20-pound weight securely attached to each leg pole (4 total). **This is a public safety matter and must be addressed immediately after erecting the canopy. (The issue of unweighted or inadequately weighted tents must be corrected before the event opens.)**
 - **Tables and Chairs** Display equipment and any other equipment and/or supplies necessary to conduct business. Vendors using external generators are required to use **traffic cones, reflective- or caution-tape** around them to prevent burns/injuries and maintain a safe environment for the public. **This is a public safety matter and must be addressed before powering the unit. (The issue of unbaricaded generators must be corrected before the event opens or vendor will not be permitted to operate the unit.)**

GOOD AND GREEN STANDARD

Please join us in our continuing effort to reduce greenhouse gas emissions, protect water and air resources and promote an ethic of sustainability throughout the city by adhering to the following:

- Whenever possible, replace the use of single-use plastic bags with reusable bags.
- Use alternates to polystyrene, commonly known as Styrofoam.TM
- **The use of balloons for distribution or as decorations is prohibited (this includes all latex and Mylar balloons).**
- Recycle and dispose of trash in marked receptacles throughout the event site.
- Whenever possible, refrain from distributing single-use plastic straws.
- Operate generators that either do not emit excessive visible smoke, or operate with alternative fuel. **The use of quiet generators is appreciated.**

MISCELLANEOUS

- The City of Sunrise is not responsible for any loss or damage to products or equipment.
- Raffles and games of chance are prohibited.
- Livestock sales or displays are prohibited.
- Vendors are responsible for the collection of their own sales tax.
- Food items and beverages cannot be sold or given away by a non-food vendor unless written permission is provided in writing by the City of Sunrise.
- Smoking is not permitted in vendor booths or activity areas.
- Vendors must comply with the rules and regulations of the City of Sunrise.

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

Signature: _____

Date: _____

Business Name: _____