

2024 SUNRISE COMIC CON VENDOR RULES & REGULATIONS

Saturday, March 2, 2024 | 10610 W. Oakland Park Boulevard

APPLICATION PROCESS

Submission of an application does not imply or guarantee acceptance into the Sunrise Comic Con. Vendor applications must be complete and include a link to a website representing the items sold, services provided, or organization served. A brochure or photos of your display from a prior, comparable convention are also accepted. Applications are reviewed in the order they are received and applicants informed of their status via email. Vendors are selected based on the variety and appropriateness of the items/services provided. Substitutions are prohibited. To be considered, completed online applications must be received no later than Friday, February 16th. Application submissions are disabled off once all available spaces are filled.

Approved vendors will receive a letter of agreement confirming the reservation and all requested items. Registration is not final until the signed agreement and full payment are received. Please note that the vendor fee is non-refundable. Detailed logistical information is provided prior to the event.

DISPLAY AND PRESENTATION

Indoor & Rotunda Vendors will be provided a space (10-feet wide by 8-feet deep), one 6-foot table and two chairs. All other display needs are the responsibility of the vendor. Vendors are approved to supply up to one additional 6-foot table at their discretion.

Outdoor Vendors will be provided a 10ft x 10ft space but must provide their own tent, tables and chairs. Tents must be properly anchored with a minimum 20-pound weight securely attached to each leg pole (4 total). Tent stakes are **NOT** acceptable substitutions for weights. *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.)*

- 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. Contiguous spaces are available.
- Sales spaces with electrical access are limited, therefore, access is not guaranteed. Access is granted if available and noted in the letter of agreement.
- Vendors are responsible for creating a professional and visually attractive sales space, including professional signage identifying their business name (a framed, computer-generated sign is acceptable). Signage and vendor activities must remain within the limits of the allotted space. Vendors may not block or impede other vendors or emergency signage/exits. The City reserves the right to request improvements to displays if necessary, or to relocate booths.
- All tables **MUST** be covered. Coverings are the sole responsibility of the vendor.
- The sharing or subletting of a booth is not allowed. If you feel your situation warrants special consideration, please discuss with City staff prior to committing to the event.
- Vendors are solely responsible for their booth and any items within it.
- Outdoor vendors using generators are required to provide a secure perimeter around it by using traffic cones, reflective or caution tape, or other equipment, to prevent burns or other injuries. They are responsible for maintaining 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.)*
- Vendors will receive two event passes per booth. Additional passes may be **REQUESTED** in the appropriate section of the application below, but **WILL NOT** be approved without proper justification.

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 single-use plastic bags with reusable bags.
- Use alternates to polystyrene, commonly known as Styrofoam™.
- 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 INFORMATION

- 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.

CANCELLATION POLICY

The Sunrise Comic Con will be held rain or shine. No refunds will be issued.

VENDOR ATTENDANCE

All vendors who have reserved space but are unable to attend the event must inform the City of Sunrise by 5:00 p.m. on Wednesday, February 28, 2024.

Please call **Sean Todd** at **(954) 747-4290** or email stodd@sunrisefl.gov for more information about Sunrise Comic Con.