



I hereby certify that I have read the Exhibitor Policies and Procedures Manual, that I understand said policies and that my employees, members, and/or agents will be informed of the policies and procedures and that they will observe and comply with the policies and procedures.

Authorized Signature: _____

Title: _____ **Date:** _____

Booth Rental Agreement

Name of Company: _____

(Business name will be used in all advertising)

Mailing Address: _____

City / State / Zip: _____

Phone: () _____ **Fax:** () _____

Contact Person: _____ **Title:** _____

Website: _____

Email Address: _____

1) List products or services made available in your booth space

Immersed In Ink Booth Fees

Each 10x10 Booth Space - \$ 450.00

Sponsorship Booth (10x30 or 20x20 booth space) - \$3,000.00 (only 3 available)

Wristband Sponsorship (includes 10x10 booth) - \$1,500 (only 1 available)

Booth Fee Includes: 10x10 Booth space, 2 tables, 4 chairs, wastebasket and 110v Electrical Outlet. Sharps Container will be provided for Artists only

- () I will or () I will not require sharps container
- () I will not require 110 volt outlet
- () I will not require tables and/or chairs

Total Payment Included \$ _____ **() check () money order () credit card**

Please make all checks payable to Immersed In Ink

Credit Card # _____ Exp: _____ CVV: _____

Name _____ Billing Address: _____

Signature _____

Sponsorship Booth Includes:

10x30 or 20x20 Booth Space
Inclusion of logos in all print marketing
Sponsorship Mention in radio and TV promotion
Sponsor may hang banners near stage area or near admission.

Wristband Sponsorship Includes:

10x10 Booth Space
Company name, logo or website to be printed on all the wristbands sold at the door.

PLEASE COPY THIS AGREEMENT FOR YOUR RECORDS!

RETURN AGREEMENT TO:

Immersed In Ink
ATTENTION: Event Registration
PO Box 18591
Austin, TX 78760

UNOCCUPIED BOOTH SPACE AND REFUNDS:

If Exhibitor fails to occupy rented space the first day of the show by 11:30 am or fails to comply in any other respect with the terms of this agreement, Immersed In Ink shall have the right to use such space. No refunds will be made if space or portion of space is not used.

POSTPONEMENT OR CANCELLATION:

Immersed In Ink shall not be liable for any damages or expenses incurred by Exhibitors in the event rented space cannot be occupied, the festival is delayed, interrupted, or not held as scheduled for any reason beyond the reasonable control of Immersed In Ink. Immersed In Ink may retain so much of the amount paid by Exhibitors as is deemed necessary to defray expenses already incurred by Immersed In Ink. The balance, if any, will be equitably refunded to the exhibitor.

FACILITY RESTRICTIONS:

1. Parking in loading areas is permitted for loading and unloading only. Violators will be towed at their expense.
2. Holes may not be drilled, cored, or punched in the building.
3. No adhesive backed items may be affixed in any way to walls, windows, columns, ceiling, or furniture on property. Decorations, sign, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, furniture or columns. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building floors, walls or to standard booth equipment. No paint or tape residue shall remain on the floor after move-out is completed.
4. Exhibitors are liable for damage caused by them, their employees, agents, or representatives, to the building, standard booth equipment, and other Exhibitor's property.
5. Helium balloons are permitted only if they are securely tethered. Exhibitors will be responsible for all expenses for retrieval of balloons, should it become necessary.
6. No animals are permitted into the building with the exception of those approved by Immersed In Ink for exhibits and those providing aid to handicapped persons.
7. Combustion engines, propane tanks and any other flammable items, such as decorative materials, are subject to Venue and Fire Marshal restrictions.

EXCLUSIONS FROM IMMERSED IN INK:

Immersed In Ink retains the sole right to determine if Exhibitor meets the criteria for inclusion in the event. Immersed In Ink shall have the right to exclude Artists or Products and Services which it, in its sole discretion, considers unsuitable or not in keeping with the character of our event. Immersed In Ink reserves the right to restrict the operation of or evict completely any Artist who is determined by Immersed In Ink to be objectionable. Exhibits using sound systems must be arranged so as not to disturb adjacent exhibitors and their patrons nor cause the aisles to be blocked. Distribution of circulars, flyers, advertisements, coupons, etc. must be done within the confines of the Exhibitor's rented space.

POLICIES AND PROCEDURES

All **Booth renters** will herein be referred to as "**Exhibitor**" and will hereby agree to be bound by the policies and procedures of the Immersed In Ink. Exhibitor further agrees to adhere to and be bound by all applicable fire, utility, and building codes and regulations of the Venue. This agreement contains terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or to bind any of the parties hereto. If any Exhibitor is ejected for violation of these policies or procedures, no return of rent shall be made.

DEADLINE:

Complete payment, signed contract shall be received no later than 2 weeks prior to the event. Failure to make payment constitutes breach of contract and shall result in termination of the agreement.

REQUIREMENTS:

1. During show hours, all exhibit spaces must be staffed. Exhibitors may not move out until Immersed In Ink closes at 8:00 pm. **ALL BOOTH ITEMS MUST BE REMOVED FROM THE VENUE BY 11PM ON SUNDAY.**
3. It is the responsibility of Exhibitors to abide by Texas Health requirements and to obtain all city, county, state or federal licenses, inspections, or permits required by law that are necessary for the operation of their exhibits.
4. Exhibitor is required to bring insurance certificate to the event. Such certificate is to include public liability coverage of \$1,000,000 minimum as will protect Exhibitor and Immersed In Ink from claims which could arise out of or result from the Exhibitor's malpractice. Neither Immersed In Ink nor the Event Venue shall be responsible for the loss or damage occurring to or sustained by the exhibitor or Artist from any cause.

CANCELLATION AND REFUND:

If an exhibitor notifies Immersed In Ink in writing of cancellation of agreement after he has been assigned space, and such notification is received 3 weeks before the event, Immersed In Ink shall retain half of the booth fee and return the remaining half. Within 3 weeks of the event start date, the Exhibitor forfeits any refund whatsoever. Monies retained by Immersed In Ink in the event of cancellation are liquidated damages by Exhibitor.

Cancellation letter can be sent to:

Immersed In Ink
Attn: Event Cancellation
PO Box 18591
Austin, TX 78760

SPACE SHARING AND DISPLAY POLICIES:

Exhibitors may assign or share their allotted spaces with other Exhibitors with the consent of Immersed In Ink. **ALL ARTISTS/VENDORS MUST BE APPROVED.**

VENDOR BADGES:

Vendors may come and go as they please but they are required at all times to wear the Vendor Lanyard AND Wristband provided to them upon registration. **NO SHARING ALLOWED.** Any Artist or vendor not wearing badge may be required to pay the entrance fee for each day they do not have their lanyard.

Signature

Date