



# LONG BEACH COMIC EXPO

February 17-18, 2018

## EXHIBITOR REGISTRATION FORM

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please describe what you will be selling or promoting (adult material cannot be displayed) \_\_\_\_\_

\_\_\_\_\_

PREMIER EXHIBITOR*	RETAILER*	SMALL PRESS**†
Consists of a 10' x 10' pipe & drape booth, an eight foot table, two chairs and four exhibitor badges (limited to employees only - no attendees allowed to use exhibitor badges) and one (1) badge for each additional booth. <b>\$850</b> x _____ Qty = \$ _____	Consists of a 10' x 10' pipe & drape booth, an eight foot table, two chairs and four exhibitor badges (limited to employees only - no attendees allowed to use exhibitor badges) and one (1) badge for each additional booth. <b>\$650</b> x _____ Qty = \$ _____	Consists of a 10' x 10' booth, one eight foot table, two chairs, and two exhibitor badges  <input type="checkbox"/> <b>\$550</b> one booth minimum per exhibiting company

**Additional Badges - limited to 4 extra \$20 ea.** x \_\_\_\_\_ = \$ \_\_\_\_\_

\*No Displays higher than eight feet allowed.

†To qualify you may only sell or promote items that are published by your company. Resale of merchandise is not permitted. Apparel companies do not qualify.

By checking this box, I acknowledge that I have read and fully understand the attached Exhibiting Rules & Regulations form, including the insurance requirements. (If you have not seen a copy of this form please request one).

**PROGRAM BOOK ADS** - Allow your customers to find out about your special offers \$600 full and \$250 fractional. Materials are due forty (40) days before the show date.

### Payment in full must be received with your fully completed registration form

We accept credit cards (VISA /Master Card/AmEx) -OR- make checks payable to <b>MAD EVENT MANAGEMENT</b> and mail to <b>9 West Street, Warwick, NY 10990</b> If billing address is different than mailing address, please add it here:  _____	<b>TOTAL CHARGES</b> <b>\$</b>
Credit Card # _____ Exp. Date _____ Security Number _____	I hereby acknowledge that I have read, understood and agreed to the LBCE Terms & Conditions and application portions of this contract. I further acknowledge that failure to abide by the LBCE Terms & Conditions may result in the loss of my exhibitor privileges without recourse or refund. I acknowledge that I am the person authorized to sign for this credit card charge.  <b>845-544-2478 (phone)</b>
Name of Card _____ Date _____	
Signature _____ Print _____	
<small>I hereby acknowledge that I have read, understood and agreed to the LBCC Terms &amp; Conditions and application portions of this contract. I further acknowledge that failure to abide by the LBCC Terms &amp; Conditions may result in the loss of my exhibitor privileges without recourse or refund. I acknowledge that I am the person authorized to sign for this credit card charge.</small>	
For office only Approval Code _____ Date Approved _____ Amount Approved _____	

**CANCELLATION POLICY:** Reservations will be confirmed upon receipt of a completed form and full payment. Refunds are available minus a **\$200 processing fee before December 31, 2017**. No refunds will be made after **January 1, 2018**. All booth space reservations are based on availability at the time of receipt of the signed contract and payment in full. **Payment in full is required at the time of registration.** Booth spaces are assigned on a first come, first served basis according to date of payment.



# LONG BEACH COMIC EXPO

## Exhibiting Rules & Regulations

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### SECTION 1 – EXHIBITOR SPACE

- Badges must be worn throughout the show and are limited to use by exhibitors and their staff only.
- Exhibitor agrees to remain “open” during all show hours of the convention. No early breakdown is allowed without the prior consent of Show Management.
- Electrical, telephone and internet services are additional charges and are provided by the Long Beach Convention Center. Exhibitor agrees to keep their area clean throughout the event.

### SECTION 2 – DISPLAY AND LONG BEACH FIRE MARSHAL REGULATIONS

- Do not encroach on aisles that border your booth. Fire extinguishers, hose cabinets, fire exits or fire alarms cannot be blocked or covered.
- All decorations must be flame retardant or FR rated. They are subject to a random flame test by the fire marshal.
- All extension cords must be a minimum of 14 gauge, 3 wire and grounded. Lightweight extension cords or zip cords are strictly not allowed.

### SECTION 3 – NOISES AND DAMAGES

- Exhibitors must police their own tables to be sure that noise levels from sounds systems are kept to a minimum and do not interfere with others. LBCE reserves the right to determine at what point sounds constitutes interference with others and must be discontinued.

### SECTION 4 – PAYMENT

- Exhibitor understands the payment policy and agrees to pay the fees listed on the Registration form.
- Subletting of table space or sharing of table space is not allowed without the written permission of Show Management.

### SECTION 5 – CANCELLATIONS/REFUNDS

- If you cancel before December 31, 2017 you are eligible for refund minus \$200.00 processing fee.

After January 1, 2018, if you cancel you will forfeit your entire payment and will not be eligible for a refund.

### SECTION 6 – ADULT AND BOOTLEG MERCHANDISE

- Exhibitor agrees not to sell or distribute any adult material to minors. “Adult Only” material must not be displayed to the public including inappropriate clothing or costumes that are not appropriate for all ages.
- Long Beach Comic Expo does not allow any bootleg or counterfeit materials to be sold. Possession or sales of these materials is prohibited.

### SECTION 7 – CALIFORNIA SELLERS PERMIT

- Exhibitors are responsible for collection and payment of California State retail taxes and must obtain a California Sellers permit and a City of Long Beach Temporary Sellers Permit.

### SECTION 8 – LIABILITY AND SECURITY

- Long Beach Comic Expo and the Long Beach Convention Center are not responsible for any theft or loss. Exhibitor is responsible for his or her own security during the event.
- The Exhibitor agrees to protect, keep and save Long Beach Comic Expo and MAD Event Management, LLC, 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.
- Further, Exhibitors shall at all times protect, indemnify, save and keep harmless Long Beach Comic Expo and MAD Event Management, LLC. 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.
- In the event that the Long Beach Convention Center 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 Long Beach Comic Expo and MAD Event Management, LLC have no control, or should the Long Beach Comic Expo decide that because of such cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time or move out time, the Long Beach Comic Expo and MAD Event Management, LLC shall not be liable to indemnify or reimburse the Exhibitor in respect to any damage or loss, direct or indirect, arising as a result thereof.

### SECTION 8a – Liability Insurance Coverage and Limits.

- a. Exhibitor shall maintain Commercial General Liability insurance against claims for bodily injury and property damage. The limits of liability of all such insurance shall be not less than One Million Dollars (\$1,000,000) each occurrence.
- b. Insurance maintained by Exhibitor shall be written by insurance companies rated by A.M. Best as “A” or better and admitted to do business in Exhibitor’s home jurisdiction.
- c. Exhibitor will add MAD Event Management LLC and Long Beach Comic Expo as additional insureds under its Commercial General Liability Policy.
- d. Exhibitor shall furnish a Certificate of Insurance showing the requested insurance and Additional Insured status prior to commencement of the show. Deadline to furnish certificate: January 17, 2018
- e. Exhibitor shall promptly notify show management of any asserted claim with respect to which MAD Event Management LLC and Long Beach Comic Expo is or may be indemnified and shall deliver to MAD Event Management LLC copies of all applicable process and pleadings.