

Wake the Dead Horror Paracon 2015 Vendor Contract

****By purchasing your vendor space, you are agreeing to the WTDHP Vendor Agreement below:****

Vendor Space:

Exhibit space (\$135) consists of an 8' X 8' space including a 4' X 6' skirted table, 2 Chairs, 2 Exhibitor passes and business listing/logo on the official website. Due to Galveston Convention Center Fire Marshal Code, each single vendor space CANNOT extend more than 10' (two feet past table ends on both sides); Purchase of a second vendor table (\$100) is required for additional room (i.e. display cases, walls, etc.).

You may request wall space but there is no guarantee. Wall space is given on a when paid basis **so the earlier you purchase, the better your location.**

Schedule:

Set up hours are on Saturday October 10 from 7:00AM – 10:00AM

- All vendors are committed to being present for our two day event (Sat/Sun, Oct. 10-11) – No exceptions; tables left unoccupied for longer than one hour will be asked to leave the Event without a refund.
- All vendors MUST be checked in and set up no later than 10:00AM on Saturday, October 10th.
- Vendors will not be allowed to set up after doors open for Early Bird Admission at 10:00AM.
- Event hours are 10:00AM – 6PM on Saturday Oct 10 & Sunday Oct 11.
- Vendors are allowed back into the facility at 9AM on Sunday Oct 11 to re-stock for the day.
- Vendors are NOT allowed to dismantle/leave prior to 3 p.m. on Sunday Oct 11 unless verbal permission is given by WTDHP management.

Security will be provided during the hours of the convention, beginning at 7 am on Oct 10th. Galveston Convention Center will remain locked and secure until a member of WTDHP arrives the next morning at 9 am on Sunday, Oct 11 in which a security guard will be present.

Texas Sales and Use Tax Application

Vendors **must** obtain a Texas sale and use tax permit to engage in business in the state of Texas. The requirement to obtain Texas sales and use tax permit applies to individuals as well as corporations, firms, partnerships, and all other legal entities. Apply for a sales tax permit using the Texas Online Sales Tax Registration System. An application can also be downloaded from the Tax Forms Online page - <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>. Vendors can also obtain an application by calling 1-800-252-5555. There is **no fee** for the Texas Sales and Use tax permit. Vendors must obtain a sale and use tax permit prior to the start of the show. Vendors should expect to receive the permits 4-6 weeks after submitting the application.

Cancellation Policy (Vendor):

Cancellation by vendor, partial cancellation of booth space is not permitted, any partial cancellation must have the prior written consent of WTSHP, which consent shall be WTDHP's absolute discretion. Cancellations requested from vendor 60 days (Aug 9th) or more from the Event will receive a full refund. Any cancellations less than 60 days of the Event will receive only a partial (50%) refund. There will be no refunds for cancellations made less than 30 days (Sept 10th) prior to the opening day of the Event.

Cancellation Policy (Event)

If WTDHP cancels the Event due to circumstances beyond the reasonable control (i.e. weather, acts of war, governmental emergency, etc.), WTDHP shall issue a refund to each vendor its exhibit space rental payment previously paid, not including vendors' personal expenses incurred.

Care of Exhibit

Vendor shall promptly pay for any and all damages to the Exhibit Facility or associated facilities, booth equipment or the property of others caused by vendor.

Material Restriction:

WTSHP reserves the right to restrict or remove any exhibit that WTDHP, in its sole discretion, believes is objectionable or inappropriate. This is a family-oriented event. Graphic and disturbing material is not allowed as the vendor will be asked to remove such items, pictures, etc. **No adult materials may be displayed or sold.**

****WTDHP reserves the right to rearrange, change, and move the vendor table configuration depending upon the number of tables purchased – we will not, however, reduce the vendor area size as originally agreed upon****