



**The Roswell Galacticon Committee**  
*Db a The Roswell Galacticon and The Roswell SciFi Film Fest*  
Email: [condor@dfn.com](mailto:condor@dfn.com)  
P. O. Box 3262  
Roswell, NM 88202  
Phone: 575-626-2640

## **vendor terms of Agreement**

Vendor shall abide by these Vendor Terms of Agreement and all Rules, Disclaimers, and Terms & Conditions of Service set forth by the 2020 Roswell Galacticon Committee (RGC - Hereafter referred to as the **Convention**). The Vendor agrees to hold harmless the committee, the City of Roswell and their employees, agents and volunteers, from any damages or stolen property during The Convention.

Exhibitors/Vendors are subject to all of the Rules, Policies, and Terms & Conditions (hereafter referred to as the **Terms**) as detailed on the website <https://www.roswellfilmcon.com/terms>. This contract shall be an agreement between **The Convention** and the undersigned **Vendor** for the 2020 Roswell Galacticon and Roswell SciFi Film Fest according to the terms as follows:

**Vendor times:** Vendor times: set-up will be on Thursday, July 2nd, from noon to 6:00 pm and Friday, July 3rd from 8:00 am to be open by noon. The Vendor Hall will be open to the public as follows: Friday – Noon to 7:00 pm, Saturday – 10:00 am to 7:00 pm and Sunday – 10:00 am to 4:00 pm.

**Vendor is required to be open until 4:00 pm, Sunday, July 5th, 2020 or may face future deposit requirements.** Take down time will be from 4:00 pm to 7:00 pm on Sunday. Any other time arrangements must be made with the Convention Representative. Agreement to these terms is shown by vendor signature below or receipt of payment. Vendors will receive IDs and be required to display them on their person at all times during Convention hours.

All signage, displays, pamphlets, and products must be family appropriate. Items depicting weapons, drugs, gangs, nudity, or other illicit behaviors or items are prohibited. Fireworks or popping items are not allowed. Religious and political displays must be non-offensive. Roaming or soliciting outside of contracted booth space is prohibited.

New Mexico gross receipts tax forms will be provided by Convention. Booths and/or Vendors are subject to any license, permits, or inspections as required by any governing agency pertaining to their sales. Vendor should be aware EID, Fire Marshall, and other inspectors may inspect booths, trailers, and displays for compliance. It is the vendor's responsibility to know and follow all requirements. Refunds shall not be issued due to non-compliance. The sale of food and beverages is prohibited.

**No refunds after June 30, 2020.** The Convention may relocate Vendor booth if necessary, without prior notice or approval by the Vendor. Refunds will not be granted due to location changes. Any vendor not in place by the close of opening day will forfeit all money paid and space will be leased to new vendor. If available, vendor space after this deadline will be on a first come, first serve basis. The Convention is not responsible for vendor missing deadlines due to mail service.

**Vendor Booth Cost:** Vendor space is \$175 for each booth with a \$25 late fee if reserved after 5:00 pm, May 31, 2020. Each unit is approximately 10' wide and 9' deep and additional space can be purchased in those increments.

**Artist Alley Table Cost:** The fee for an Artist Table will be \$75 with a \$25 late fee if reserved after 5:00 pm, May 31, 2020. This will be a single 6' table with no backdrop and two chairs.

This Agreement, together with any attachments, constitutes the entire Agreement between the parties and may not be assigned by Exhibitor/Vendor without The Convention's prior written consent.



## vendor information

Vendor Name:		
Owner Full Name:		
Email:		
Address:		
City:	State:	Zip:
Cell:	Other Phone:	
Product/Service Description		

Vendor contact information may be shared with agencies related to the operations of the fair. Examples of this include but are not limited to government agencies, other fairs and festivals, etc. My signature below signifies that I have read, understand, agree, and will comply with the Vendor Terms of Agreement, and to all Rules, Disclaimers, and Terms & Conditions of Service for The Convention.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Convention Representative: \_\_\_\_\_ Date: \_\_\_\_\_

This contract is valid only with the signature of both the Vendor and The Convention Representative.

***Return this Page with Payment***

Send to: **The Roswell Galacticon**

[Condor@dfn.com](mailto:Condor@dfn.com)

P. O. Box 3262

Roswell, NM 88202

Phone: 575-626-2640

Date Received: \_\_\_\_\_ by: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Paid in Full \$ \_\_\_\_\_

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