

Sponsorships:

As a vendor, you may be mentioned in printed materials, socials, photo, video and other promotional materials. Sponsorship packages are open to vendors, individuals, and business owners. We hope to get the event low cost for attendees. All sponsorship money goes towards event shirts, marketing, security, space rental, speakers, discounted food, and SWAG.

1. _____ \$100 T-Shirt Sponsor (10 spots available)– Your business name will be printed on the event shirts that premium and VIP passes receive and all other guests can purchase.
2. _____ \$ 500 Speaker Sponsor (15 spots available) – These funds will be used to hire speakers and presenters for the event. Sponsors will be announced at the beginning of the speaker’s session and at the end, sponsor names will appear on the event T-Shirts and promotional materials.

Available Vendor Categories: This is a PG-13 event and vendors are expected to display items, dress, and speak accordingly. You will be placed in a section that applies to your primary category. We will advertise you for your primary category.

Categories: 1. Collectible Card Games 2. Fan Art 3. Fantasy Art 4. Sports Cards and Collectibles
5. Toys 6. Comic Books 7. Sci-Fi 8. Fantasy Apparel Cosplay/Larp 9. Crafts 10.
Weapons/Movie Props 11. LEGOs 12. Arms and Armor

Send Photos and descriptions of the items you plan to sell to team@shiretowntgaming.com so that we can promote you and your items. You will need to bring any tables/chairs/decorative items that you need for your space. There is no electricity or running water available for vendors during this event.

Vendors requirements:

1. You have paid for the booth you are providing services and/or products for prior to the setup day/time.
2. Booth reservations made prior to July 1st, 2024 require a 50% deposit, with payment in full by July 1st, 2024. Booth reservations after July 1st, must be paid in full at time of reservation. Payment will be submitted to Shiretown Gaming LLC in cash, check, or credit card.
3. Event setup begins at 5pm on Friday October 25 and ends at 10pm that same day, exceptions may be made for outdoor vendors/demonstrators.
4. Teardown begins at 7pm on October 26th and ends at 10pm that same day, you may not tear down during the event.
5. Vendors must agree to the Event Rules outlined by the event organizers.
6. Vendors must include the documents/items outlined below.
 - All Vendors - Proof of ability to operate in the state of Maine, town of Houlton and collect applicable state and federal taxes
 - “Sold” tags for your sales items – this is not required, but recommended as our security and event organizers will not be able to help with monitoring for theft without clearly seeing which items have been sold. If you are using “sold” tags, please provide a copy to the event organizer so that we can share what it looks like with our security team.
 - All Vendors - Submit a copy of a valid Certificate of Insurance (COI). COI must include the complete facility access dates of October 25 – 26, 2024.
 - Demonstrators and Some Vendors - Additional Insureds to the General Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this event. Ask if this applies to the products you wish to sell.
 - Retailers who wish to sell Arms and Armor or any other combat related items - Carry a commercial general liability policy. Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general

aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.

- Retailers who wish to sell Arms and Armor or any other combat related items – tag out tags to show that weapons have been inspected and are safe for carry during the event.

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Rules and additional information:

- The Show Organizer is the ultimate arbiter and enforcer of show rules.
- Don't be a jerk, be a good human being. Respect your fellow vendors, the event participants, security, and the event organizers. Audio/video is allowed in individual booths, but it must be respectful of those around you and fall in the safe PG-13 or PG range (NO explicit audio or video allowed).
- During setup and teardown, you will be required to have someone with your vehicle whenever you are in the loading/unloading zones. The town of Houlton has several free parking lots available for you to use during the event, we would like to see the parking at the event site used for shoppers.
- The show isles are public spaces and must be kept clear. The space you paid for is the space you are allowed to set up in and all of your signage, tables, chairs, equipment, etc. must fit in that area.
- Your booth must be clearly identified with your name or business name and what types of payment you can accept.
- NO SALE of items which require special licensing without express permission from the event organizers including but not limited to: Firearms, Foods, non-prop weapons, etc. All visible weapons on your person during this event should be LARP/Cosplay safe weapons.
- Guests expect to walk up to the front of booths, front and back will be marked on your event map and noted in your space during setup.
- We will have several non-profit organizations set up during this event, there is no fundraising allowed outside of what the event organizers have coordinated. If you wish to collect donations for a non-profit organization, it will need to be approved by the event organizers and they will provide you with an approved collection device to use during this event. All non-approved donation collection items will be removed by security.
- Vendors must be wearing their event badge at all times during the event including setup and teardown, you will only be provided with 2 badges for the event. These event badges do not cover costs for any of the paid portions of this event.
- Your sales space is the space you rented. Do not stand in the isles or walk from booth to booth trying to sell your items without express permission of the event organizer. If this occurs, you may be asked to leave by security or the event organizer.
- This event does not allow for sales of live plants or animals, and pets are not allowed in the building. If you have a service animal, it must remain with you in the booth and stay out of the isles and other vendors booths (with few exceptions).
- Weapons of any kind may be inspected by event security and be tagged out at the discretion of the event organizers. This is to help maintain safety and ensure that cosplay weapons are clearly identified as different from live weapons.
 - Any arms/armor for sale must be kept out of the hands of children and the general public unless under direct control of the vendor.
- Arms and Armor should be secured in the vendors space so that it does not easily allow event attendees to pick up items and cause problems.
- If you are showing up in Cosplay/LARP attire (which we love), you will need to provide us with a photo of yourself in and out of dress, so that we can identify each of our vendors to our security team.
- Security is provided by the show organizer for the safety of the attendees, vendors are responsible for the security of their own products/services.

- o The event organizers have no responsibility whatsoever for any property at the event or any financial obligations of the vendors.
- o The Show Organizers will do their best to promote this event to the general public in and around the event location, but we make no promise of promotion or sales for this event for any individual vendor. Promotion promised to sponsors will be provided up to and potentially beyond what has been listed.
- o As a Vendor, you expressly waive and release any claim or demand that you may have against any of the organizers for reason of any damage to or loss of any property leading up to, during and after this event.
- o It is recommended that all vendors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

Event Cancellation and refunds

We do not anticipate canceling the event! If there is a cancellation by the event organizers (natural disaster or emergency), you will be offered to participate in the rescheduled event or a future event at no additional cost. All booth fees must be paid in full no later than July 1st, 2024. If you cancel your booth rental prior to July 1st, 2024, you will be refunded in full for your reservation. If you cancel your booth rental after July 1st, 2024, but before October 1st, 2024 you will only be refunded 50% of the booth cost. If you cancel your booth reservation after October 1st, 2024 you will not receive any refund. If you fail to show up to the event after renting a booth, you will most likely be banned from participating in future events.