

EGX 2020
VENDOR INFORMATION
Updated 4.16.2020

● **HOURS:**

EGX begins Saturday August 15 at 10 am and concludes Sunday August 16 at 6 pm. Vendor hours are 10 am - 6 pm Saturday and 12-6 pm on Sunday. EGX events and panels will last until midnight on Saturday, so, vendors must remove or secure their items and set them up prior to the start of the event Sunday unless their space is in Artist Alley or they are sponsoring a room.

● **SETUP AND TEARDOWN:**

- Booths may be set up Saturday August 15 from 8-10 am. Artists and vendors who sponsor a room may set up Friday August 14 from 4-8 pm.
- Official tear-down is Sunday August 16 from 6-8 pm.
- Loading/unloading vehicles will only be permitted in the loading zone during the designated setup and teardown times (see map provided with check-in materials).

● **PRICING:**

BOOTH TYPE	# AVAILABLE	EARLY BIRD (PRIOR TO 1/31)	REGULAR (PRIOR TO 5/1)	LATE
ARTIST ALLEY (LIMITED TO ILLUSTRATORS, ORIGINAL ART, DIGITAL DESIGN)	15-20 (PREMIUM SPACE FOR DOJO PARTICIPANTS)	\$60	\$75	\$90
INDOOR SPACE		\$85	\$100	\$120
OUTDOOR SPACE	22 COVERED; 10 UNCOVERED	\$50	\$75	\$100
EXCLUSIVE DEALER SPACE	3	\$250	\$400	NOT AVAILABLE
FOOD VENDORS	12	\$100	\$150	\$150

Discounts are available but must be requested in advance, including a 10% discount for returning vendors through January 31, 2020; a 10% discount for CTC students and employees (can NOT be combined with returning vendor discount); a \$10 discount for vendors who host at least two panels/programs or assist with a contest during the event (can be combined with returning vendor OR CTC Student/Employee discount). Vendors who run a minimum of 12 programs or committee members who also run a program/contest may be eligible for a complimentary booth. Email ctc.geek@ctcd.edu for more info about how to obtain discounts.

● **WHAT'S INCLUDED WITH VENDOR REGISTRATION:**

- Vendor booths will include one 6' or 8' table and two chairs. Space dimensions vary by location: Outside uncovered 10'x10;' Outside covered, artist alley and indoor vendor spaces are approximately 8'x6.' Dealer spaces include electricity, up to three tables and the ability to display promotional materials and sell merchandise.
- Electricity is available in some areas for a \$10 fee, based on availability (first come, first served). Electricity is included for dealer rooms. No electricity is available outside.
- Vendor registration includes two 2-day wristbands for entry to EGX and two Vendor Parking Passes. Additional 2-day wristbands can be purchased at a reduced rate of \$15 each during registration or at check-in.

● **PAYMENT:**

- Payment is due at the time of registration. Booths are not guaranteed without a completed registration form and payment.
- Vendor cancellations must be in writing and received by EGX within 30 days of payment to receive a full refund. After this time, refunds will not be given but vendors can transfer their registration to another vendor.

- **VENDOR GUIDELINES**

- EGX makes no guarantees of exclusivity for vendors. While staff will make every attempt not to place similar vendors near each other, EGX reserves the right, in order to maintain safety & integrity of the show, to make final booth placement of exhibitors. Exclusivity may be obtained through event sponsorship. Some sponsorship levels include category exclusivity.
- Vendors may bring additional tables or shelves for their booth as long as they do not extend beyond their designated space boundary. Setup may not exceed 10' in height.
- Exhibitors' displays for the event must be freestanding. Nailing, stapling, pinning and/or taping to walls, fixtures and/or floors is strictly prohibited.
- Exhibitors will not share booths with any other exhibitors and/or display promotional literature and/or products of another firm, company, individual or organization.
- Exhibitors are required to have a Texas State Tax Permit if products are being sold.
- Exhibitors will only be permitted to display, exhibit, promote and/or sell within their designated booth. EGX staff reserves the right to remove any items which were not approved in advance.
- Demonstrations are to be operated within assigned booths and may not interfere with traffic. A limited number of out-of-booth demos and performances may be planned. Those must be scheduled in advance and details arranged with EGX organizers.
- Any advance questions or concerns about noise, booth location or other issues should be addressed with the EGX staff at least two weeks before the event. Complaints during the show should be directed to the event staff. Exhibitors producing excessive noise which interferes with adjacent booths may be asked to cease the activity or turn down the volume of any electronic device.
- Exhibitors will dress in appropriate attire (family-friendly) and conduct themselves in a courteous and professional manner at all times. Exhibitors must also follow the Simulated Weapons Policy (listed on egx.ctcd.edu) during the event. No items that violate this policy may be sold or used as a prop or costume during the event.
- Vendors will be required to sign a CTC release and waiver form prior to setting up at the event.