

Guidelines for Exhibitors/ Sponsors Arkansas Student Comic Exposition

Artchurch Studio 501C3

Space Assignments: Assignments will be based on the order in which they are received. While every effort will be made to honor your request, there are no guarantees. Artchurch Studio reserves the right to locate exhibits as necessary.

Exhibit Space: A space agreement must be executed by each exhibitor for the right to use the allotted space. No space shall be sublet for any reason. Artchurch Studio reserves the right to decline any exhibit or part thereof which it considers unsuitable, and to amend these conditions and restrictions when it deems necessary to the proper operation of the exhibition. (This is a k-college exhibit please maintain appropriate material)

Liability: The exhibitor will be responsible for loss or damage to goods or property in his/ her ownership and the exhibitor agrees that he/ she will indemnify and save harmless Artchurch Studio or Menefee Originals for all injuries or damages to persons or property through the fault, in whole or in part, of the exhibitor, his/ her employees, licensees, invitees, or guests. All safety regulations and restrictions of the city of Hot Springs and the state of Arkansas must be followed.

Shipping And Additional Booth Equipment: send to 301 Whittington Ave. Hot Springs Arkansas 71901

Booth Equipment: Each vendor booth size is an 8' x8 ' space. Each booth will be furnished with a 4' skirted table and two chairs. If you need equipment other than what is included in your booth space, please contact the *Artchurch studio*. Terri Menefee 501-282-8343 or artchurchorg@gmail.com

Telephone Connections: If you have any telephone installation requirements for your exhibit booth, please contact the *Artchurch studio*. Wi-Fi will be provided free of charge.

Electricity: If you have any electricity installation requirements for your exhibit booth, please notify us as soon as possible.

Security: 24 hour security will be provided for the exhibit area.

Hours of Exhibition: Exhibitors may begin setting up booths beginning at Wednesday 31st 1:00-6:00pm 2010. All exhibitors must be set up and prepared for the Opening on Thursday evening at 5:00. The exhibit hall opens at 3:00 on Friday and closes at 9:00 the exhibit hall will also be open on Saturday from 9:00 to 5:00. Teardown will occur immediately following the 5:00 you should be out by 7:00.

Exhibit Booth Sponsorship: The cost of one booth is \$500.00. Payment received prior Feb. 6th assure all print material, Vendors are listed on programs, posters, and t-shirts (final print run March 1ST, 2010. Artchurch Studio is a non-profit 501C3.

Cancellation: No refunds on booth space cancellation will be made after Feb. 15th, 2010

Contact information: Terri Menefee, 501-624-5286 or email artchurchorg@gmail.com or Stony Evans, 501-624-5286 or email evanss@hssd.net