



SEND APPLICATION TO KERRI HOLLYDAY AT **KERRI.HOLLYDAY@LIB.DE.US**

EXHIBITOR INFORMATION

Exhibitor Name: _____

Name to appear in press materials

Contact Person: _____

Address: _____

Street

City

State

Zip

Phone: _____ Email: _____

Best contact for event day

Website: _____ Social Media: _____

- Artist Author Vendor Artisan Small Press Fan Group Non-Profit Cosplayer Media
- Info Booth Costume Club Other Convention Gaming Other _____ *PLEASE CHOOSE ONLY ONE*
- Electric Requested Set-up with/next to _____

BIO/PRESS SUMMARY

May be used for publicity & print materials. If sending photos or logos, contact Kerri Hollyday for image requirements.

EVENT SPACE DETAILS

The Dover Comic Con is an indoor/outdoor, rain or shine festival with different activities and events in Dover, Delaware on 8/19/17. **ALL EXHIBITORS WILL BE OUTSIDE.** Outdoor Exhibitor Spaces are available for Saturday, August 19, 2017 from 10:00am - 5:00pm. Set-up and check-in will begin at 7:00am and streets must be cleared of exhibitor vehicles by 9:30am. Breakdown is not to begin until 4pm. Exhibitor vehicles will be allowed back on the closed streets at 5:00pm. Each exhibitor will receive a **12x10 outdoor space** on a closed, blacktopped street. (Loockerman St. (electrical access), Federal St. & North St. Spaces with electricity are extremely limited. Please note if you will need electric or wish to be next to another exhibitor. We will do our best to accommodate everyone, but it is not guaranteed. **All exhibitors MUST provide own tables, chairs, and canopies or pop-up tents.** Your 12x10 space is yours to set-up however you like. Sidewalk chalk decoration and/or displays are permitted and welcomed in front of your booth space. Displays/Set-up must be family friendly and appropriate for all ages.

FEES

- Standard Space \$50.00
- Space w/ Electric (limited) \$55.00
- Non-profit, Fan Group, Info Booth \$0.00
(NO SALES) or Panelist

PAYMENT INFORMATION

Once your exhibitor application has been accepted and approved, you will receive a confirmation email and instructions on how to send your payment to the **Dover Library Foundation** from Karen DeMarco (karen.demarco@lib.de.us).

Please do not send payment UNTIL your Exhibitor Space is confirmed. If you are applying to host a panel, send your Panel Application along with the Exhibitor Application, this will expedite the process to determine if your fee will be waived.

DISCLAIMER & SIGNATURE

- Dover Comic Con will be held rain or shine on Saturday, August 19, 2017 from 10am - 5:00pm.
- Set-up and check-in is from 7am until 9:30am. Exhibitor vehicles must be off the closed streets by 9:30am. Event begins officially at 10:00am.
- Breakdown may begin at 4pm. Exhibitor vehicles will be allowed on closed streets at 5:00pm.
- Dover Comic Con is not responsible for items lost, stolen, damaged or destroyed during festival.
- Dover Comic Con agrees to provide space to accepted exhibitors barring any unforeseen events prior to or during Dover Comic Con. **Event is rain or shine.**

Signature: _____

Date: _____

Library Staff use only.

Received ___/___/___ Accepted ___/___/___
 Reviewed ___/___/___ Declined ___/___/___

Foundation use only.

Contacted ___/___/___ Payment Received ___/___/___
 Confirmed ___/___/___ Check/Money Order # _____