

# Ottawa Geek Market 2020

## Exhibitor Terms and Conditions

The terms and conditions found herein apply to all exhibitors selected for our March 2020 event.

Our application process will open on October 18<sup>th</sup>, 2019. The deadline to apply is November 17<sup>th</sup>, 2019 at 11:59 pm. Please note that any applications submitted without the required 1 booth set up photo and 3 product photos will be rejected.

All applicants will be contacted with the results of our application review process by November 30<sup>th</sup>, 2019.

### Hours of Operation

The event will be taking place in the Curling Rink and Rink 3 of the Nepean Sportsplex and will be open to the public at the following times:

- Friday March 27, 2020 from 5:00 pm to 9:00 pm
- Saturday March 28, 2020 from 10:00 am to 6:00 pm
- Sunday March 29, 2020 from 10:00 am to 5:00 pm

### Set Up and Tear Down

Set up/re-stock times:

- Friday March 27, 2020 from 9:00 am to 4:45 pm
- Saturday March 28, 2020 from 8:00 am to 9:45 am
- Sunday March 29, 2020 from 9:00 am to 9:45 am

### Set Up Information

- Exhibitors must have their tables/booths set up **prior** to the doors opening as per the times listed above.
- Should an exhibitor be running late, they must notify management by calling Stacey Young at 613-862-3556. If the rented space is unoccupied or not set up by 4:30pm on Friday the exhibitor accepts that the organizers may use or redistribute the space at their discretion without obligation or reimbursement toward the exhibitor.

## Closing/Re-Stock Information

- Exhibitors may **not** begin closing down their tables/booths before 9:00 pm on Friday or 6:00 pm on Saturday. Tables/booths must be closed down within 30 minutes of closing (i.e. 9:30 pm on Friday and 6:30 pm on Saturday). Tear down on Sunday may **not** begin before 5:00 pm but must be completed by 8:00 pm.
- **Note:** Any exhibitor who is seen tearing down before the times listed above will be considered in poor standing and will not be able to apply for the next two events until after the regular application process has been completed, should any spaces be available. In other words, they will only be able to apply approximately a month after applications open, and only if spaces are still available. If no spaces are available, they will be placed on our waiting list.

Logistical details about where to load in/move out will be provided leading up to the event.

No individuals under the age of 16 may be in the Curling Rink or Rink 3 during set up and tear down or after 9:00 pm on Friday and 6:00 pm on Saturday.

A limited number of volunteers may be available to help exhibitors unload/load their vehicles during set up and tear down, however neither they, nor the organizers, are liable for any damage to materials, goods, or equipment or injuries to staff that may occur as a result of their assistance. We can not guarantee that a volunteer will be available when an exhibitor arrives or is ready to load their vehicle, so please plan to do the work on your own.

## Booth Spaces

Each booth space comes with:

- Two exhibitor passes
- One 6 feet x 2.5 feet unskirted table
- Two chairs

Power is available for all of these booth spaces for an additional \$25.00 (plus tax).

Extra exhibitor passes can be purchased for \$25 each.

Extra tables can be rented for \$8.85 each (plus tax). NOTE that if an exhibitor is looking to add a second table in a 6' x 8' or 8' x 8' booth to create an L-shape the second table must measure 4' or shorter.

Exhibitors must stay within their allocated space and ensure that their set up does not infringe upon the space of any neighbouring exhibitors. Exhibitors must set up their booth in a way that

allows space for them/their staff being inside their booth (i.e. booth staff may not stand in the aisle as this disrupts the flow of traffic to neighbouring exhibitors). No booth may be set up that has a height higher than 8' without express permission from the organizer, in writing. If your set up needs to be higher than 8' please contact Stacey Young at [ottawa@geekmarket.ca](mailto:ottawa@geekmarket.ca) to seek approval.

All exhibitors are responsible for bringing their own tablecloths. The use of tablecloths is mandatory, and must go down to the floor unless stock is set up under the table.

Please note that no table spaces are available which are located directly up against a wall and that no draping will be provided (with the exception of all 10' x 10' booths). Draping may be ordered for the back of each booth for \$30 (plus tax) per booth.

Tables and booths must be staffed at all times during the opening hours.

We encourage vendors to secure their merchandise at the end of the day Friday and Saturday by putting items under their table and/or placing a tarp or tablecloth over their display. While the Curling Rink will be locked overnight on Friday and Saturday, we are not responsible for any missing or damaged items.

## **Merchandise**

At least 90% of all exhibitors' merchandise must relate to: comic books, sci-fi, fantasy, anime, steampunk, horror, gaming, or cosplaying.

In order to ensure that the event has a good mix of products for our patrons, the organizers limit how many exhibitors they have per category. Exhibitor categories are: jewellery, accessories, handmade toys, art, clothing, comic books, toys and collectibles, video gaming, board gaming, geeky food/drink, and stores.

Unless accepted as a "jewellery" exhibitor, for example, exhibitors may only devote a maximum of 10% of their table/booth space to the sale of jewellery.

Exhibitors may only sell works of art that they have permission to sell, are self-made handicraft items, or legal commercial items. No bootlegged items are permitted nor are any works of art that are copies of other artist's works (e.g. copying an image off of Google and printing it, adding a splatter effect to an image created by another artist, etc.). Artists may be asked to show proof of concept to demonstrate that the art they are selling is their own.

Please note that no sexually explicit material or any fragranced products (e.g. soaps, perfumes, colognes, candles, etc.) may be sold at this event.

For food vendors, as per the facility's rules, only those vendors who sell homemade foods will be eligible to apply. No restaurants or food trucks will be represented at the event.

In our effort to provide a safe space for patrons, no vendor may display, sell, or offer for sale any items that promotes or may be reasonably interpreted to promote racism, sexism, religious discrimination, discrimination based on sexual orientation or identity, or violence against any identifiable group based on such characteristics. This could include, but is not limited to the confederate flag, nazi symbol, anti-LGBTQ+ rhetoric, KKK-themed products, etc.

The organizers reserve the right to inspect any and all spaces during set up and throughout the weekend. If any forbidden material is found, the exhibitor must remove the items immediately. If this is not done, the exhibitor will be expelled from the event and will not be reimbursed for rental fees, loss of revenue or any other damages that may occur.

Any use of equipment or displaying of merchandise that makes noise or plays music must be discussed and approved by the organizers prior to the event.

Any artist wishing to create art at the event must have prior approval from the event organizers to do so. Note: we do not allow any live spray painting at our event.

## Payment

Payment may be made in the following ways:

1. By email money transfer or Paypal payment to [OttawaGeekMarket@gmail.com](mailto:OttawaGeekMarket@gmail.com).
2. By credit card.
3. By cheque or money order (please make payment out to the "Ottawa Geek Market") mailed to:  
Ottawa Geek Market  
PO Box 85042  
Stittsville, ON  
K2S 1S0

A 50% deposit will be due on December 31<sup>st</sup>, 2019 after written notification that the exhibitor's application was approved. Full payment can also be made on that date (this is preferred). The final payment is due no later than February 15<sup>th</sup>, 2020.

If payments are not received by these due dates, the exhibitor will forfeit their space and be placed on a waiting list. Refunds will only be provided for cancellations that have been made by February 28<sup>th</sup>, 2020.

## Miscellaneous

Free parking is available on site.

We are going green this event and are encouraging all exhibitors to consider how their products/services can be more environmentally friendly. With this in mind we are instituting a new rule regarding plastic shopping bags. This will be the last year exhibitors can use plastic bags at our event. If an exhibitor needs to purchase new bags going forward we will be requiring them to be canvas or paper.

Any exhibitor who donates an item to our prize basket that is valued at \$50 or more will be offered two free weekend passes to the event. These passes can either be exhibitor passes or admission passes, but it is the exhibitor's responsibility to specify which type of passes they are requesting. To receive this offer, exhibitors are to bring their donated item to the Exhibitor Registration booth on Friday March 27th, by 4:30 pm.

We encourage a fragrance-free environment and ask that all exhibitors and their staff refrain from wearing any fragranced products (perfume, aftershave, body spray, etc.) on the days of the event (including during set up and tear down) out of respect for employees and patrons who are allergic or sensitive to fragrance.

## **Legal Information**

Geek Market Inc. (hereafter the Convener and speaking on behalf of the Ottawa Geek Market) hereby agrees to sublicense and deliver to you (hereafter the Exhibitor) the temporary use of the space, equipment and services (all preceding items hereafter termed the "Services") identified in the application form, at the times and for the sole purpose of the event, on the terms and conditions set out herein and in the application form. The Exhibitor agrees to pay for the Services at the prices set out in the application form and to abide by the payment schedule herein.

The Convener agrees to exercise all reasonable care to ensure that the event will proceed uninterrupted on the dates and times specified in the Application Form, and that all facilities (inclusive of parking) will be provided as indicated. The Convener cannot accept responsibility if circumstances outside its reasonable control cause the event to be cancelled, delayed, or postponed, or if the location or other facilities (inclusive of parking) are changed. In such event, the Convener shall give the Exhibitor as much notice as reasonably possible by posting notices to its website, via e-mail, and through any reasonable, additional means at its disposal.

Under no circumstances shall the Convener, its organizers, any of its agents, or volunteers be liable to the Exhibitor for any loss or damages of any nature whatsoever, howsoever caused (including negligence), whether direct or indirect, for loss of business, lost profits, damage to property, injury or death, or for any indirect, special, or consequential damages, even in the case that the Conveners are aware of special circumstances that might give rise thereto. The Convener's maximum liability (and that of its organizers, agents, and volunteers) to the Exhibitor for any cause whatsoever shall be limited to direct damages only, not exceeding the price paid by the Exhibitor for the services hereunder.

## Contact Information

If you have any questions, please contact Stacey at (613) 862-3556 or by email at [ottawa@geekmarket.ca](mailto:ottawa@geekmarket.ca).