

Guidelines and Rules
Vendor Release and Indemnification Agreement

**Must sign and return with your reservation form to scan to email,
mail or fax**

2711 N. Haskell Suite 550 Dallas Texas 75204

**Email: info@inthespiritcompetition.com Fax Number : 214-716-3010
877-775-8725 Phone number**

Guidelines and Rules

- **Registration:** Vendors are to complete a **registration form & Indemnification agreement** and submit it, along with all fees are due as soon as you sign the form. Booths are available in the NON-REFUNDABLE fee of \$100.
- **Booth space** is limited and will be assigned on first come first serve basis. You will be notified if space is unavailable in any area. Booth areas will be taped off and vendors are asked to stay within their designated space.
- **Electrical:** Requests for electrical outlets are limited, so please check this option, if needed, on the registration form.
- **Placement.** Vendors will receive an email confirmation once their forms have processed. Vendors without placement will be notified via e-mail.
- **Step and Repeat Banner:** Anyone interested in purchasing a spot on the banner for advertisement is \$100 fee NON- REFUNDABLE (Banner for photos at red carpet and for the entire event) can have their business name and logo on the banner. Please email your info business name or logo and submitted in .jpg format. To info@inthespiritcompetition.com by February 1, 2016. The Step and Repeat Banner is in color.
- **Vendors:** Each vendor will receive vendor ID tags. Complimentary water, team & coffee will be available throughout the day. Vendors may decorate their booth to suit their merchandise. The vendor table will be provided. We will provide one chair for each booth, but you are welcome to bring your own.
- **In the Spirit Entertainment, LLC and The Marietta Performing Arts Center** is not responsible for any lost or stolen merchandise.
- **Booth Supplies:** Each booth will be supplied with 1 trash bag to help with clean up. All vendor space and the room must be left in the same condition as you found it before set

up.

- **Set up:** Friday, February 26th, 2016 at 4:00pm all vendors must check-in and complete set -up during this time frame.
- **Arrival/Departure:** Vendors may enter the building at 6:30am on Saturday, February 27th, 2016. Vendors need to be there no later than 7:00am also must be completely moved out by 11:30pm on Saturday, February 27th, 2016

Vendor Release and Indemnification Agreement

In consideration for being able to participate in any ITSE (In the Spirit Entertainment, LLC events hosted by ITSE. I, the undersigned, agree to abide by guidelines set forth in the document entitled “Guidelines and Rules “Vendor Release and Indemnification” that has been provided to me.

I further agree not to hold ITSE or Marietta Performing Arts Center with all other persons acting in concert with them or under their control, whether directly or indirectly (referred to as “BL”), liable for any personal injury or any loss or damage sustained to any person or property, including but not limited to equipment or merchandise, during the operation, set-up or dismantling of the In the Spirit Entertainment Health Clinic and National Talent Competition Marietta Performing Arts Center 1171 Whitlock Ave Marietta GA 30064 on February 26th and February 27th, 2016.

I FURTHER AGREE TO INDEMNIFY, PROVIDE THE COST OF DEFENSE, INCLUDING REASONABLE ATTORNEY’S FEE, AND HOLD ITSE FOR ANY LOSS, INJURY, EXPENSE, COST, OR DAMAGE OF WHATEVER KIND OR NATURE, WHETHER TO ANY PERSON OR PROPERTY, WHICH MY OWN NEGLIGENCE, ACTIONS OR CONDUCT PRODUCES, WHETHER AS THE SOLE CAUSE OR CONTRIBUTING CAUSE, FOR WHICH BL IS HELD RESPONSIBLE EITHER THROUGH A CLAIM, DEMAND, OR LAWSUIT. PROVIDED HOWEVER, THE FOREGOING SHALL NOT APPLY TO ANY LOSS, INJURY, EXPENSE, COST OR DAMAGE CAUSED SOLELY BY THE NEGLIGENCE, ACTIONS OR CONDUCT OF ITSE.

Company Name: _____
 Contact: _____
 Address: _____
 E-mail: _____ Telephone _____
 Fax: _____ Event name _____

Overview

Vendor space \$100 each Quantity _____ Amt due _____
(High Visible Area includes table/2chairs additional announcements at the event)
Step/Repeat Banner \$100each Quantity _____ Amt due _____

/Website Link- Add link onto our website for your email/website for only \$100 for a whole year.

Ad Sizes

1/3 Ad Business card size

1/2 Ad (5 x3.75)