



November 13 & 14, 2021

At the Roswell Clarion Sally Port

Roswell, New Mexico

New Location & Host Hotel

Website: www.roswellgalacticon.com

Contract for Vendors

Space Cost – Vendor Booth:

Check here: _____

Vendor space is \$150 for each booth with a \$25 late fee if reserved after 5:00 pm, **Monday, November 1, 2021**. Each unit is approximately 10' x 9' and additional space can be purchased in those increments. If available, vendor space after this deadline will be on a first come, first serve basis. No refunds after November 1st. Space is limited in the Hotel facility with only 25 booths available so reserve early! Payment must accompany reservation.

Space Cost – Writers' Row:

Check here: _____

The fee for Table Space will be \$50 with a \$25 late fee if reserved after 5:00 pm, **Monday, November 1, 2021**. This will be space at communal tables with no backdrop. Space will be limited to 6' in length. If available, vendor space after this deadline will be on a first come, first serve basis. No refunds after November 1st.

Terms of Contract:

This contract shall be an agreement between the 2021 Roswell Galacticon Committee (RGC) and the undersigned Vendor for the 2021 Roswell Galacticon according to the terms as follows:

- Vendor shall abide by all Rules and Regulations set forth by the RGC. The Vendor agrees to hold harmless the committee, the Clarion Sally Port Hotel and their employees, agents and volunteers, from any damages or stolen property during the Galacticon.
- Spaces will be assigned by the Committee according to type, availability and date of receipt.
- **Vendor times:** set-up will be on **Friday, November 12th**, from 2:00 pm to 6:00 pm and **Saturday, November 13th** from 8:00 am to be open by **10:00 am**. The Vendor Hall will be open to the public as follows: **Saturday, November 13th – 10:00 am to 6:00 pm and Sunday, November 14th – 10:00 am to 4:00 pm. Vendor is required to be open until 4:00 pm, Sunday, November 14th, 2021.** Take down time will be from 4:00 pm to 7:00 pm on Sunday. Any other time arrangements must be made with the RGC Representative. Agreement to these terms is shown by vendor signature below or receipt of payment.

Vendor Information:

Business Name: _____

Owner's Name: _____

Address: Street or Box _____

City, State and Zip _____

Phone - Best: _____

Email Address: _____

Brief Product Description: _____

Signature of Vendor: _____ **Date:** _____

Signature of RGC Representative: _____ **Date:** _____

This contract is valid only with the signature of both the Vendor and the RGC Representative.

Send to: Roswell Galacticon

Or:

Elaine Mayfield

P. O. Box 3262

Roswell, NM 88202

Email: condor@dfn.com

Phone: 575-626-2640

Date Received: _____ **by:** _____ **Deposit \$** _____ **Paid in Full \$** _____