

Chapin Library's Big Dawgs FanCon

REGISTRATION INFO, REGULATIONS, TERMS, and CONDITIONS

By registering for an exhibitor booth or agreeing to be a vendor, exhibitor, guest, or speaker, you are agreeing to comply with the following terms, procedures, and regulations. For assistance outside of the scope of this document please contact bigdawgsfancon@gmail.com.

Chapin Library's Big Dawgs FanCON will be sensitive and responsive to complaints registered by spectators, neighboring exhibitors, or other personnel. Appointees will respond to all complaints. For all other questions, please contact: bigdawgsfancon@gmail.com.

Exhibitor Registration

Exhibitor Registration is located inside the Chapin High School main foyer from 2:30pm – 3:30pm on Thursday, April 13th. All visitors to the campus who are 18 years and older are required to get a guest pass from the main office. A visitor is anyone who does not work at Chapin High School. Valid state ID is required for a guest pass. Please check in with exhibitor registration before unloading.

General Exhibitor Guidelines

Exhibitors must comply with all local, state, and federal laws. Exhibitors will not hold management liable for any breaches, losses, or damage to themselves or their property. All exhibitors agree to hold blameless CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, EPISD, and all CHAPIN LIBRARY'S BIG DAWGS FanCON staff members and volunteers against any loss, damage, theft, expenses, claims, or actions arising from any personal or property damage, loss, or theft due to said exhibitors participation in BIG DAWGS FanCON.

In addition, all vendors/exhibitors/artists acknowledge that CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, EPISD, and all CHAPIN LIBRARY'S BIG DAWGS FanCON staff members and volunteers will NOT provide or maintain insurance coverage for vendors/exhibitors persons or property, and it is their sole responsibility to obtain insurance covering loss.

CHAPIN LIBRARY'S BIG DAWGS FanCON in no way endorses any artists/vendors/exhibitor's merchandise, exhibits, views, beliefs, or actions. All artists/vendors/exhibitors are deemed to be their own business/entity and in no way reflect the views, beliefs, intentions, and/or direction of that CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, or EPISD. Artists/vendors/exhibitors do not represent CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, or EPISD in any way.

Vendors/exhibitors/artists agree to remain in compliance with all State and local laws, regulations, statutes and rules. They certify they have the legal right to sell and offer for sale the products they sell at the Convention, and they shall indemnify, defend, and hold harmless the CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, EPISD, and all CHAPIN LIBRARY'S BIG DAWGS FanCON staff members and volunteers from claims in any way related to vendor/artist/exhibitor's violation of any term of this agreement.

Exhibitor Booths

Booths must remain intact and manned throughout the hours of the convention and may not be dismantled prior to the closing of the convention. CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH

SCHOOL, and the EL PASO INDEPENDENT SCHOOL DISTRICT (EPISD) will not be held responsible for any issues arising from an unmanned booth during show hours.

Booths include one (1) table. There are booth locations both inside and outside of the building. Please contact the Chapin HS Librarian (Megan Skipworth) at bigdawgsfancon@gmail.com to make arrangements for your booth's location. Locations will be assigned based on the needs and requirements of the Chapin HS facility, logistics, and the needs of the exhibitors. Locations may be subject to change.

Set Up and Take Down Deadlines

Any booth not occupied by Friday at 3:30pm will be presumed abandoned. If you need additional time to set up please notify us by email at bigdawgsfancon@gmail.com. Vendors with booths may not break down prior to Friday at 7:30 pm.

Should you (the exhibitor) find that you are not able to attend CHAPIN LIBRARY'S BIG DAWGS FanCON, please inform management as soon as possible.

Booth areas must be cleared out by 8:15pm. Please remove all trash from your area.

Abandoned Property: Any property not removed from Chapin High School that has not been claimed within forty-eight (48) hours following the end of the event will be considered abandoned by the Exhibitor.

Merchandise and Sales

All merchandise bought or sold at the CHAPIN LIBRARY'S BIG DAWGS FanCON is done strictly between artists/vendors/exhibitors and attendees/buyers. CHAPIN LIBRARY'S BIG DAWGS FanCON, CHAPIN HIGH SCHOOL, and EPISD are not party to or responsible in any way for any transactions made between said parties.

State tax is the responsibility of the artist/vendor to collect according to state laws.

Food sales may not begin until 4:30pm.

Fees and Donations

CHAPIN LIBRARY'S BIG DAWGS FanCON is a family event for our community. As such, we are trying to make the event as low cost as possible for our students and their families. Admission will not be charged, and fees will not be charged for activities.

There are no booth or exhibitor fees associated with CHAPIN LIBRARY'S BIG DAWGS FanCON. We are requesting a 10% donation of any proceeds you take as a vendor, artist, or exhibitor. Please complete the donation form in your registration packet and submit it to the Chapin Library between 7:30 and 8:00pm on Thursday, April 13th.

Bootleg Policy

The buying and selling of counterfeit, knock-off, and/or unlicensed materials will not be tolerated at Chapin Library's Big Dawgs FanCON. Bootlegs have no place at the show. Any violation of this rule will result in one and only one warning. On a repeat violation, you will be removed from the show and will not be invited back for subsequent shows!

Appropriate and Good Taste

Chapin Library's Big Dawgs FanCON is a school sponsored event for the Chapin High School community. Families with children will be the target audience. **All exhibits, displays, merchandise, and cosplay should be appropriate for the venue and audience.**

Artists/Exhibitors agree not to sell or display any adult material, including, but not limited to, nudity, lingerie, and suggestive materials. Violating this rule is cause for immediate dismissal from the show, and being banned from any future events hosted by the shows management.

Show Management may require any Exhibitor to make changes to his or her exhibit/cosplay if in Show Management's opinion the exhibit does not conform to prevailing standards or is not appropriate for the venue or audience.

Prohibited Items

Chapin Library's Big Dawgs FanCON is on the El Paso Independent School District campus of Chapin High School. As such, the event and all visitors to the campus are required to follow all state and federal laws applicable to school properties. The following items are absolutely prohibited on Chapin High School property. Violators will be removed from the premises and may be liable to criminal prosecution.

- drugs**
- drug paraphernalia**
- alcohol**
- tobacco**
- vaping products**
- weapons**
- adult materials and merchandise**

Demonstration Areas

Demonstration areas must be confined within your exhibit space so as not to interfere with any traffic in the aisles. Aisles may not be obstructed at any time. No signs or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageway, lobby, or exit leading to any fire extinguishing appliances.

No exhibit may block or interfere with other exhibits or with the aisle space. Any damage caused to the building or its furnishings by the Artist/Exhibitor are the sole responsibility of the Artist/Exhibitor.

Use of Music

Absolutely no unlicensed music will be allowed.

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all exhibitors and attendees. Excessive sound levels can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business without excess noise from other Exhibitors.