

# Artist/Vendor Application

**Event Organizer: Gator Anime**  
**Event Name: SwampCon**  
**Event Date: March 29 – 30, 2025**

For booth/exhibit space, please fill out the following information completely and email the application along with all requested supporting materials to [exhibits@swampcon.org](mailto:exhibits@swampcon.org), no later than 1/12/25.

Applications will be reviewed on a rolling basis as they are received (first-come, first-served). You will be notified of your status as soon as possible. Once you have been notified of your acceptance or waitlist status (if applicable), you will be asked to provide additional documentation and/or payment to confirm your participation no later than 2/12/25.

Booth/Business Name										
Primary Contact Name										
Email Address										
Phone Number										
Mailing Address										
Website, if applicable										
Detailed Description of Merchandise										
Please indicate the number and type of tables requested.	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Vendor:</td> <td style="width: 33%;">Artist:</td> <td style="width: 33%;"></td> </tr> <tr> <td><input type="checkbox"/> 1 table</td> <td><input type="checkbox"/> 3 tables</td> <td><input type="checkbox"/> 1 table</td> </tr> <tr> <td><input type="checkbox"/> 2 tables</td> <td><input type="checkbox"/> 4 tables</td> <td></td> </tr> </table>	Vendor:	Artist:		<input type="checkbox"/> 1 table	<input type="checkbox"/> 3 tables	<input type="checkbox"/> 1 table	<input type="checkbox"/> 2 tables	<input type="checkbox"/> 4 tables	
Vendor:	Artist:									
<input type="checkbox"/> 1 table	<input type="checkbox"/> 3 tables	<input type="checkbox"/> 1 table								
<input type="checkbox"/> 2 tables	<input type="checkbox"/> 4 tables									
Will you need access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Please list any other special requirements										

What kind of merchandise do you plan to sell? (Check all that apply.)

- Original Merchandise
- 3<sup>rd</sup> Party Merchandise (Commercially available resale items)
- Audio or Video (DVDs, CDs, etc.)
- Books (***Please note individual vendors may not sell books. All book sales must be coordinated through the University of Florida Bookstore.***)

***\*\*Please provide clear photos of the merchandise you plan to sell. Alternatively, or additionally, you may provide a link to your website showing clear and comprehensive images of the merchandise to be sold.***

The event coordinators, in conjunction with staff from Student Activities and Involvement (for student organization events only) and the Office of Event Services, will review all complete applications and identify vendors for participation in the event. Once selected, you will be notified and you will have until 2/12/25 to submit:

- A copy of your business license/vendor ID number, if required by the county you reside in
- The applicable booth fee based on the rates listed below:
  - Vendors: 1 table = \$200, 2 tables = \$300, 3 tables = \$400, 4 tables = \$500
  - Artists: 1 table = \$120
  - NOTE: Partial tables are not available for purchase at a discounted rate.

## Artist/Vendor Guidelines

1. Vendors will be assigned a space in the vendor area and will not be permitted to relocate their booth. Each vendor booth will include one (1) 6'x 30" table and two (2) chairs. Vendor agrees to do business only during posted hours and not to engage in any disruptive activities including, but not limited to, unloading and/or movement of merchandise into or through the vendor area during operating hours; packing/unpacking of merchandise outside of areas assigned to the exhibitor; excessive noise; or any activity deemed to be disruptive to other vendors or not in the best interest of the event and/or any of its participants. In the event of emergency or extenuating circumstance (serious injury, family emergency, etc.), the vendor's booth may be taken down early, provided that the booth is taken down within a reasonable amount of time.
2. Vendor will adhere to the J. Wayne Reitz Union (JWRU) amplified sound policy at all times. Vendor may display a video at their booth, but the sound may not exceed normal conversation level and should not be heard more than 3' from the table. Playing of music is prohibited at the booth.
3. If the event is multi-day, booth materials (including merchandise) may need to be taken down and removed at the end of each day. If so, onsite storage will not be provided. The JWRU will not be responsible for any merchandise, banners, and/or other materials left onsite, lost, or stolen during the event.
4. All vendor booths and displays should be set in a safe way. If a display is determined to be unsafe by the venue staff, it must be taken down immediately and not put up again during the course of the event.
5. Vendor is responsible for trash and recycling at their booth and must properly dispose of such waste at the end of vendor area operating hours each day of the event. Vendor agrees to maintain a clean booth and is responsible to pay any fines or fees for services if vendor area is damaged. Vendor shall promptly pay for any damages to the vendor area or associated facilities or equipment or the property of others caused by vendor.
6. Vendors are not permitted to sell nor provide free samples of foods or beverages.
7. Vendors are not permitted to sell drug/alcohol products or paraphernalia, tobacco products, illegal items, weapons, knives, fireworks, poppers, silly string, and/or items promoting any of the prohibited items.
8. Vendor agrees to display and/or sell merchandise, which is consistent with International and US copyright and trademark agreements, as well as all laws of the City of Gainesville and the State of Florida. Grey Market Goods, bootleg merchandise, and plagiarized materials are strictly prohibited. Violators shall lose vending privileges in the JWRU and are subject to applicable laws and may face prosecution.
9. Vendor shall obtain at its sole expense all required licenses, permits, approvals, and comply with any other requirements under federal, state, or local law applicable to its activities at the event. Vendor shall contact the County Tax Collector in the county he/she resides for specific requirements. Vendor shall be responsible for paying all taxes, license fees, use fees, or other fees, charges, levies, or penalties that become due to any governmental authority in connection with its activities at the event.
10. The rights granted to Vendor may not be sold, sublet, given or otherwise transferred to any third party.
11. Vendor expressly assumes all risks associated with, resulting from, or arising in connection with Vendor's participation or presence at the event, including without limitation, all risks of theft, harm, damage or injury to person (including death), property, business or profits of Vendor, whether caused by negligence, intentional act, accident, terrorism, freak occurrence or otherwise. Under no circumstance shall the University of Florida and/or its staff/representatives be liable for lost profits or incidental, special, indirect, punitive, or consequential

damages whatsoever for acts of omissions whether or not apprised of the possibility of any such lost profits or damages.

12. Payments for vendor booth are refundable only in the event that the Vendor does not receive the total amount of tables requested and paid for, in which case the Vendor will be refunded the price of that table.

13. After Vendor confirmations and payments have been finalized, no new Vendors will be accepted.

I hereby acknowledge that I have read and understand the herein contained Artist/Vendor Guidelines and hereby agree to be bound by and comply with these guidelines as well as the policies and regulations of the University of Florida and all federal, state, and local laws. I further acknowledge that failure to abide by these guidelines may result in the loss of my vendor privileges without recourse or refund. Completing and submitting this application is not a guarantee of space or placement. No verbal agreements will be honored. Until expressly accepted by the Event Sponsor, no contractual rights to display products are granted to the vendor hereunder.

Business/Organization \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_