CONVO’S COLOSSAL CLEAN SWEEP
VENDOR/RENTER PRE-REGISTRATION FORM
Deadline to register is April 16, 2010

Name ____________________________________________________________ Phone ____________________

Address ____________________________________________________________________________________

City __________________________________________________ State ________ Zip _________________

Email _______________________________________________________________________________________

Type of Vendor/Renter:
(Food Vendors need to use Food Vendor Registration Form.)

☐ Individual—Merchandise to sell: ☐ Clothes ☐ Furniture ☐ Small Household ☐ Misc. Items

☐ Commercial or Home-Based Business (i.e. Avon, Pampered Chef, etc.)

Business Name ____________________________________________________________________________________________

Merchandise to sell _______________________________________________________________________________________

<table>
<thead>
<tr>
<th>Type</th>
<th>Select/No.</th>
<th>Space/Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>10’ x 10’</td>
<td>(Note: 10x10 fits no more than two 8’ tables)</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>(Check desired size)</td>
<td>10’ x 20’</td>
<td></td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’</td>
<td></td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Commercial/Home Based Business</td>
<td>10’ x 10’</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>(Check desired size)</td>
<td>10’ x 20’</td>
<td></td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>Each</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>Each</td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>110 volt 20 amp</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
</tbody>
</table>

Discount $5.00 if rec'd by 4/1 $__________________

Total due $__________________

Payment Options:
☐ Check made payable to NIU
☐ Cash payable at Convocation Center only
☐ Credit Card #______________________________ Exp Date________________
   Type of Card  ____Visa  ____MasterCard  ____Discover  ____American Express

Print Card Name ___________________________ Signature ___________________________

The undersigned has received, read and agreed to the Convo’s Colossal Clean Sweep Terms & Conditions. Furthermore, the above statements are certified to be correct to the best knowledge and belief of the undersigned.

Signature of Vendor/Renter ___________________________ Date ___________________________

Note: Each rented space will receive (4) 2-day admission passes. Additional 2-day passes can be purchased by Vendor/Renter for $1 at check-in the first day of the event.

Fax your registration by April 16, 2010 to 815-752-6801 or mail to: Convocation Center, 1525 West Lincoln Highway, DeKalb, IL 60115. For questions, call 815-752-6800.
CONVO’S COLOSSAL CLEAN SWEEP
Terms & Conditions

1. All Vendors/Renters shall check-in at the west side of the Convocation Center, Entrance 1 and park in Lot C1.

2. Set-up will be Friday, April 23, 2010 from 4:00 pm to 8:00 pm and Saturday & Sunday, April 24 & 25, 2010 from 7:00 am to 9:00 am.

3. Hours of operation will be Saturday, April 24, 2010 from 9:00 am to 3:00 pm and Sunday, April 25 from 9:00 am to 2:00 pm.

4. No refunds will be given due to weather conditions.

5. The Convocation Center reserves the right to inspect all merchandise and refuse admission to any Vendors/Renters.

6. Only small coolers with outside food or beverage can be brought in during Saturday and Sunday load in hours only and must be concealed and consumed at your booth. Concessions will be available as well as order service from your booth.

7. The Convocation Center will not be responsible for providing cash banks or change to Vendors/Renters.

8. Cancellations will be accepted with full refund up to two weeks prior to the event with a written notification by the Vendors/Renters. Notification must be received by April 9, 2010. No refunds will be given after that date.

9. No games of chance, skill or raffles are allowed. No fireworks, handguns, knives, or other dangerous items may be sold. Vendors/Renters are responsible for making sure that any pictures, books, music albums, etc. on display are acceptable for children of all ages. No pornography. Vendors/Renters may not sell counterfeit items. No on-site tattooing or body piercing allowed.

10. Vendors'/Renters’ children must be supervised by an adult at all times. Rudeness to customers will not be tolerated.

11. NIU or the Convocation Center shall not be responsible or liable to Vendors/Renters for any loss or damage that may result to Vendors/Renters or his property from water, fire explosion, theft, willful or negligent act of NIU, Convocation Center or it’s employees, or agents, or from any other source or cause whatsoever.

12. Vendors/Renters shall abide by and observe all laws, rules and regulations of the state of Illinois and Northern Illinois University.

13. The Convocation Center does not allow the use of duct, masking, scotch, or double-sided tape for any application. We require that only wrestling mat tape be used in the facility. This may be purchased at sporting goods stores or we will have it available for sale during set-up for $15.00 per roll.

14. Use of helium balloons is prohibited in the Convocation Center.

15. No motorized vehicles are allowed inside the Convocation Center for sale. Any small power equipment displayed inside the Convocation Center must have the battery cables disconnected, the gas tank either taped shut or locked and may contain no more than one-half of a tank of fuel and the keys may not be in the ignition.

16. FLAMMABLE MATERIALS: Storing of gasoline, kerosene or other flammable liquids is prohibited. Re-fueling is only allowed outside the Convocation Center.

17. The Convocation Center does not allow the use of ArmorAll or any petroleum based spray products within the facility; wipes are okay.

18. Consumption, possession or sale of any alcoholic beverages and all controlled substances is forbidden. Smoking is restricted inside the building or within 20 feet of the building.

19. Vendors/Renters are responsible for the disposal of all items at the end of the day on Sunday, April 25, 2010.

20. If Convocation Center needs to cancel for any reason, notification will be made by email and/or phone to Vendors/Renters by April 19, 2010.