

CONVO'S COLOSSAL CLEAN SWEEP
April 20-21, 2012
VENDOR/RENTER PRE-REGISTRATION FORM
Please Print

*Name _____ *Day time Phone _____

Address _____ City, State, Zip _____

Email _____ (Required)

Type of Vendor/Renter:

Individual—Personally used merchandise to sell: Clothes Furniture Small Household Misc. Items

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

I wish to sell consumable food and will provide a copy of Certificate of Insurance for liability.

Business Name _____

Merchandise to sell _____

Type	How Many	Space/Item (Note: 10x10 fits no more than two 8' tables)	Pre-Event Cost*	Total
Individual-personally used		10' x 10'	\$20.00	\$
		10' x 20'	\$30.00	\$
		10' x 30'	\$40.00	\$
Commercial (Check desired size)		10' x 10'	\$50.00	\$
		10' x 20'	\$80.00	\$
		10' x 30'	\$100.00	\$
Food Selling Permit	-----	-----	\$50.00	\$
Tables (first come, first serve)		Each	\$5.00	\$
Chairs		Each	\$1.00	\$
Power	-----	110 volt 20 amp	\$10.00	\$

*An additional \$10.00 will be added for space rented April 20 or 21

Total due \$ _____

Payment Options:

Check made payable to NIU

Cash payable at Convocation Center only

Credit Card # _____ Exp Date _____ Security Code _____

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 is allotted up to (4) 2-day admission passes. Additional 2-day passes can also be purchased by Vendor/Renter at check-in the first day of the event.

Fax your registration to 815-752-6801 or mail to:

**Convocation Center, Attn: Clean Sweep,
1525 West Lincoln Highway, DeKalb, IL 60115**

For questions, call 815-752-6800.



I prefer to begin my assigned Load In time at:	
Thursday _____	4:00 pm
_____	5:00 pm
_____	6:00 pm
_____	7:00 pm
Friday _____	7:00 am
_____	4:00 pm
_____	5:00 pm
_____	6:00 pm

CONVO'S COLOSSAL CLEAN SWEEP

Terms & Conditions

1. All Vendors/Renters shall park in Lot C1 on the west side of the Convocation Center unless directed otherwise by Convo staff and register for booth location at Registration Booth inside/near West Overhead Door of the building before unloading.
2. Load in will begin Thursday, April 19, 2012 from 4:00 pm to 8:00 pm. Additional load in opportunities will be Friday, April 20 from 7:00 am - 9:00 am or 4:00 pm - 6:00 pm and Saturday, April 21 beginning at 7:00 am. Suggested load in times for your booth will be provided prior to April 19 by email.
3. Motorized load in assistance will only be available during the evening load in hours on Thursday and Friday during your load in time. Several staff and volunteer workers with hand carts will be available during Friday and Saturday morning load in times for assistance.
4. Hours of operation will be Friday, April 20, 2012 from 9:00 am to 3:00 pm and Saturday, April 21, 2012 from 9:00 am to 3:00 pm.
5. Motorized assisted load out will only be available after event is closed and all public has exited.
6. No refunds will be given due to weather conditions.
7. Soliciting outside of assigned vendor space is strictly prohibited and may be cause for removal from facility.
8. If your company policy is to have one vendor at a show, it is your responsibility to ask if anyone else is registered. The Convocation Center will not be held responsible if there are multiple booths that are offering similar or same products.
9. The Convocation Center reserves the right to inspect all merchandise and refuse admission to any Vendors/Renters.
10. Only small coolers with outside food or beverage can be brought in during **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.
11. The Convocation Center will not be responsible for providing cash banks or change to Vendors/Renters.
12. 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 5, 2012. No refunds will be given after that date.
13. No games of chance, skill or raffles are allowed by vendors. 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.
14. Vendors'/Renters' children must be supervised by an adult at all times. Rudeness to customers will not be tolerated.
15. 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.
16. Vendors/Renters shall abide by and observe all laws, rules and regulations of the state of Illinois and Northern Illinois University.
17. 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 and paint stores and or we will have it available for sale during set-up for \$20.00 per roll.
18. Use of helium balloons is prohibited in the Convocation Center.
19. 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.
20. **FLAMMABLE MATERIALS:** Storing of gasoline, kerosene or other flammable liquids is prohibited. Re-fueling is only allowed outside the Convocation Center.
21. The Convocation Center does not allow the use of ***ArmorAll or any petroleum based spray products*** within the facility; wipes are okay.
22. 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.
23. Vendors/Renters are responsible for the disposal of all items at the end of the day on Saturday, April 21, 2012.
24. If Convocation Center needs to cancel for any reason, notification will be made by email and/or phone to Vendors/Renters by April 16, 2012.
25. Business/Company vendor is responsible for sales tax. You must collect and pay sales taxes to the State of Illinois. NIU and/or Convocation Center bears no responsibility of payment of sales tax and you agree to indemnify NIU and/or Convocation Center for any failure by you to pay the required sales taxes to the State of Illinois.