

## Peoria Riverfront Museum GeekFest | Saturday, June 29

### Vendor/Artist Information and Application

The 2<sup>nd</sup> annual GeekFest will take place at the Peoria Riverfront Museum in Peoria, Illinois on Saturday, June 29. The Peoria Riverfront Museum GeekFest is a convention-like experience celebrating the art, history, science, and achievement of the geek and comic book culture. This event will include STEAM activities, panels, planetarium shows, science demos, a costume contest, and more. Guests will gain admission to the Peoria Riverfront Museum GeekFest by purchasing an event-priced admission ticket. Any vendors interested in obtaining space for the Peoria Riverfront Museum GeekFest should fill out the Vendor Entry Application below and send it with requested images to Heather Placko, [hplacko@peoriariverfrontmuseum.org](mailto:hplacko@peoriariverfrontmuseum.org) or Peoria Riverfront Museum, 222 SW Washington St., Peoria, IL 61602. Questions? Call 309.863.3046.

- Saturday, June 29 | Noon-3 pm – Vendor Setup
- Saturday, June 29 | 4-10 pm – GeekFest
- Saturday, June 29 | 10-11 pm –Tear Down/Clean Up

Final Times of event, set up, and tear down may change and you'll be notified when times are finalized.

#### EXHIBITION SPACE AND FEES

*Vendors may purchase more than one space.*

Booth

\$25

2 chairs

1 table

Free Wi-Fi is available at the Peoria Riverfront Museum.

#### Special Museum Rules:

1. No food or drink may be brought into gallery spaces.
2. In order to protect the Museum's art and artworks:
  - a. Absolutely NO glitter may be brought into the Museum. It is impossible to remove glitter from art, artifacts or carpet. Thank you for understanding.
  - b. Please be cautious of cosplay weapons/outfits and their proximity to art/artifacts on display. It is very easy for large items (be they backpacks or wings) to accidentally scrape up against artwork.
3. The Peoria Riverfront Museum GeekFest values diversity and inclusion.
4. In order to protect the art and artifacts, the Museum reserves the right to issue further instructions both in writing and verbally as necessary.

## VENDOR REQUIREMENTS

1. Completed Entry Application needs to be accompanied by images of artwork/products (at least 2 images) and if possible prior exhibition displays by June 1, 2019. Early applying is encouraged as space is limited. Applications will be accepted on an on-going basis and until full.
2. Following acceptance of Vendor's application, Exhibition Space Fee must be paid in full by June 10, to reserve your space. This will be a "first come, first served" basis. There will be no refunds. A vendor space is not fully reserved until the Exhibition Space Fee is received.
3. Access to electricity is limited and available on a "first come, first served" basis. If a Vendor is granted electrical access, the Vendor is responsible for their own electrical cords that are safe, in good condition and rated for their electrical usage. Water features will not be allowed at the Museum.
4. All Vendors must sign the Hold Harmless Agreement on the application to relieve the Museum of any damages, loss or any type of negligence in regards to property and person.
5. Each Vendor will be responsible for all exhibition display materials, mobile walls and table coverings. There will not be any access to anchoring/attaching on the Museum's walls, so any exhibition displays must be free-standing.
6. All Vendors are responsible for the handling of their own artwork/products (incoming/outgoing), install, and cleanup of area.
7. In order to protect the Museum's art and artworks, absolutely no glitter or marshmallows (there was an incident).
8. No food or drink may be sold inside the Museum.
9. Each Vendor must be setup and ready for the opening of Peoria Riverfront Museum GeekFest at 4 pm Saturday.
10. All Vendors are responsible for all their own sales including pricing, monetary exchanges, safe keeping of any cash moneys and reporting taxable income.
11. No bootleg items may be sold. It is the Vendor's responsibility to know the legality and copyright status of all items they are selling.

# Vendor/Artist Entry Application

Participants Name(s): \_\_\_\_\_

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*All participants/vendors/artists must sign the agreement at the bottom.*

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How would you categorize your merchandise? You may circle more than one:

Anime/manga • Books • Comics • Cosplay • Diversity/Inclusion

Video Games • Tabletop Games • Superheroes • Movies • Fan Gear

Science/Science-Fiction • Fan Art • Original Art • Steampunk • Geek

Other: \_\_\_\_\_

**Describe the merchandise you (your group) will be offering for sale. Additional pages may be attached to application, if necessary:**

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**Number of Vendor Spaces (\$25 per space): \_\_\_\_\_ Electrical Access: Y / N**

1 Space: \$25 | up to 2 chairs | 1 table

2 Spaces: \$50 | up to 4 chairs | 2 tables

3 Spaces: \$75 | up to 6 chairs | 3 tables

**Total Cost: \_\_\_\_\_**

**Payments can be made via phone or mail: call Heather at 309.863.3046 or by mail. Please include the completed Application with your payment if paying via mail. Checks can be made out to Peoria Riverfront Museum.**

**ATTN: Programs Manager  
Peoria Riverfront Museum  
222 SW Washington St.  
Peoria IL, 61602**

I have read all the rules governing the Peoria Riverfront Museum GeekFest and agree to abide by them. I do hereby release and hold harmless the Peoria Riverfront Museum, any members of the staff, and volunteers of and from any and all manner of actions, suits, damages or claims whatsoever for damage to property, theft, loss, personal injury or death that may occur during the Peoria Riverfront Museum GeekFest Con or at any time participant's property or person is located at the Peoria Riverfront Museum.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_