

CODCON XXV

Artist/Author Agreement Form

Thanks for agreeing to participate in the College of DuPage Sci-Fi/Fantasy & Gaming Club's **CODCON XXV**, scheduled for **Friday, April 3, 2020, from 6:00 – 11:00 PM, Saturday, April 4, 2020, from 9:00 AM to 11:00 PM, and Sunday, April 5, 2020, from 9 AM to 6 PM.** Listed below are the specific details regarding your participation in this event:

Participant's Information:

Name: _____ Phone _____

Address: _____

E-mail: _____

Days and Times Participant Will Display/Vend:

Friday: 6:00 – 10:00 PM

Saturday: 10:00 AM – 10:00 PM

Sunday: 10:00 AM – 4:00 PM

The COD Sci-Fi/Fantasy & Gaming Club Will Provide: One 3' x 6' table, two chairs, and up to two complimentary weekend badges.

Participant Will Provide: _____

Special Needs of Artist*: _____

Fee: \$25 per table (fee waived for student artists; must provide a valid student ID)

Artist's/Author's Signature: _____

Club Advisor's Signature: _____

Date: _____

In the event you cannot participate, or if you have any questions, please contact the club advisor, Dr. James Allen, at (630) 942-3421 or allenj@cod.edu.

Please see second page for disclaimers and other important information.

* The COD Sci-Fi/Fantasy & Gaming Club will strive to fulfill specific vendor requests to the best of its ability and in compliance with college policies and regulations. Not all requests may be fulfilled, due to lack of materials, space, or other resources, or if the requests violate college policies.

CODCON XXV

Artist/Author Terms and Conditions

- The con staff will do their best to help secure all materials used/provided by the participant; however, the participant assumes full responsibility for any and all personal materials brought to and/or used at this event.
- **Artists/authors assume any and all liability for any damage done by them and/or their agents to any and all College facilities (particularly SRC 2000). Artists/authors should avoid setting up too close to walls, pinning anything to walls, dragging heavy merchandise across the carpeting, or any other actions that could be potentially harmful to the facilities.**
- Artists/authors are expected to be at the con for the full duration of the times that the Artist/Author Alley is open (6 – 10 PM on Friday, 10 AM – 10 PM on Saturday, and 10 AM – 4 PM on Sunday), unless specific arrangements are made with the Club Advisor. Failure to do so may result in being restricted from future con appearances.
- Artists/authors should plan to set up on Friday between 3 – 6 PM; they may pull their vehicles near the entry door but must not block traffic flow. Artists/authors are not allowed to park in the bus lane; they will be ticketed at their own risk. Artists/authors may start breaking down and loading on Sunday at 3 PM (unless other arrangements are made); they must vacate the room by no later than 7 PM.
- Payment of all table fees is due by at least one week in advance of the con, unless otherwise arranged with the Club Advisor. Failure to meet this deadline may result in the forfeiture of the reserved tables.
- The club has the right to restrict an artist from displaying, selling, and/or soliciting any merchandise or services that are in violation of College policies or might otherwise pose a hazard to con guests. CODCON is also open to families; artists should exercise discretion in displaying works that may be inappropriate for children.
- The Sci-Fi/Fantasy & Gaming Club and/or the Club Advisor reserves the final right to determine which vendors will be accepted to vend at the con, how many tables he/she/they will be permitted to reserve, and all other factors that may affect the overall function of the con.
- No artist will have the right to attempt to restrict, by any means, any competing artist/author approved by the Club or Club Advisor from exhibiting at the con. Any attempt to do so will result in that artist/author being barred from the con (artist will be entitled to a full refund of any table fees paid at that time).
- All Artists are subject to College and Board policies as appropriate.
- Mail your check (made out to “College of DuPage”) and a signed copy of this form to:

CODCON
c/o James Allen
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599