



EMPLOYERS, HEALTH FAIR AND NON-PROFIT PARTICIPANTS

Event Exhibitor Guidelines, Release, and Indemnification Agreement

Clovis Community College reserves the right to judge the appropriateness of the display, products, services, and literature promoted by Exhibitor and to prohibit the sale or display of any product deemed inappropriate by Clovis Community College. Exhibitor agrees not to claim or represent, either orally or in writing, that any product or service exhibited at or during the Event is endorsed or approved by Clovis Community College. Once approved, Exhibitor will receive a map of the event and further instructions. Special requests may be considered, however, there is no guarantee that requests will be granted.

BOOTH INFORMATION: Each space will measure approximately 8 x 8 feet. Exhibitors assume all risk of theft and loss. Participants will be held liable in the event their display causes damage to the displays or work of other participants, event site, or property, or if any person is injured due to participant negligence.

- Agencies/businesses must provide their own equipment and supplies for their display area, excluding the table and 2 chairs, which are provided by Clovis Community College. If a generator is being used, it must be a "quiet type". No loud (loud will be determined by the coordinating committee) generators will be allowed.
- This is a family friendly event. NO DRUGS, TOBACCO/VAPE, GANG RELATED MATERIAL, EXPLICIT ITEMS, PORNOGRAPHIC MATERIALS or AEROSOL PRODUCTS of any kind may be sold or shown at any time during the set-up of, duration of, or taking down of the event.
- Electrical cords must be in good condition or new and not frayed, taped, spliced or daisy chained.
- Damage to buildings or grounds of the College will be paid for by the vendor in full as determined by the College.
- No alcohol beverages, smoking, vaping, or drugs are allowed in the booths or event area.
- Participants are to share information from their booth; NO roaming with advertising brochures/flyers or yelling will be permitted.
- **If your booth will have food or tangible items for sale, insurance and permits (where necessary) will be required. For guidance with food or sales, contact Administrative Services.**

AUTOMOBILE INSURANCE: Automobile insurance is required if a vehicle is approved to be on campus grounds. (Prior Authorization is required)

SET UP: Booth must be set up by _____ (time) on _____ (date)

TAKE DOWN: All participants agree to participate for the entire length of the event. Take down may NOT occur until after _____ (am/pm) on _____ (date).

HOLD HARMLESS/LIABILITY RELEASE: In consideration for participation, State Center Community College District/Clovis Community College shall not be liable for loss or damage to the property of the Exhibitor or their representatives or employees from theft, fire, accident, or any other cause.

Exhibitor agrees to indemnify and hold harmless State Center Community College District and its Board, Officers, employees, agents and volunteers against all liability, loss, damage, expense, costs (including without limitation attorney fees, costs and other fees of litigation) of every nature, including but not limited to any third party claim, arising out of any alleged negligent act or omission of the Exhibitor, its agents, officers, employees, representatives, invitees, patrons or guests. Exhibitor further agrees to hold State Center Community College District, its Board, Officers, employees, agents and volunteers free and harmless of and from any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of any alleged loss or damage of any and all exhibit materials supplied by Exhibitor.

I attest that I, my employees, staff, partners, or anyone representing me, or my business/organization carries appropriate workers compensation and liability insurance.

I agree that I, my employees, staff, partners, or anyone representing me or my business/organization or assisting within my designated booth space will cooperate with the event officials and other participants. Clovis Community College and the Administrative Services Department reserve the right to remove or exclude any participant whose conduct violates the purpose or policies of the event, and no refund will be given.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ABOVE AND AGREE TO ABIDE BY THEM.

Print Name: _____ Signature: _____

Representing (Business, agency, organization, or self): _____

Date: _____

Clovis Community College complies with all federal and state regulations and does not discriminate based on race, color, national origin, gender, disability, sexual orientation, religion, or age. This holds true for all students who are interested in participating in educational programs and /or extracurricular school activities. Harassment of any employee/student regarding race, color, national origin, gender, disability, sexual orientation, religion, or age is strictly prohibited. Limited English speaking skills will not be a barrier at Clovis Community College to participating in Vocational Education programs, inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Office and/or the Section 504/ADA Coordinator.