



SPONSOR, EXHIBITOR, AND VENDOR AGREEMENT

*Sponsor, Exhibitor, and ND Marketplace opportunities are offered on a first-come, first-served basis.
We reserve the right to accept or reject any application upon review.*

1. PARTICIPATION

All potential Sponsors, Exhibitors, and ND Marketplace Vendors, hereafter referred to as Participants, must submit completed applications to the Neurodiverse Culture Festival organizers, hereafter referred to as NDCF, by listed deadlines.

1.1 — All exhibits must be related to the activities of the festival and its members, and must not detract from the general character of the festival. NDCF reserves the right, at its sole discretion, to:

- A. Reject any application which it feels is not appropriate for the festival.
- B. Request the removal of any displayed materials deemed inappropriate for a neurodiversity-affirming, family-friendly event.

1.2 — The inclusion of any Participant in the festival does not imply NDCF's endorsement or approval of the Participant's views, methods, products, or services.

2. ND MARKETPLACE CRITERIA

Participants who intend to sell, advertise, or promote their goods and/or services as part of the ND Marketplace must meet at least one of the following criteria. Exceptions may be made based on individual circumstances.

- A. Organization is owned and/or operated by a neurodivergent individual. This includes individual ND vendors.
- B. Organization is a neurodiversity-affirming small business with less than 10 staff.

Organizations who do not meet either of these criteria, but still wish to advertise at the festival, may purchase a Sponsor or Exhibitor Package.

2.1 — During the application process, ND Marketplace Participants will be prompted to choose between a Marketplace Booth or a Take One Table spot. This selection has no bearing on a Participant's approval.

3. BOOTH SPACES

Both ND Marketplace Booths and regular Exhibitor Booths will be located inside the Community Hall building and open to attendees from 1:00pm to 6:00pm on Sunday October 13, 2024. Each booth area will consist of a space approximately 10' wide by 10' deep and will contain one (1) 8' rectangle table and two (2) chairs. All booths will be listed on the Festival Map, subject to approval and printing timelines.

3.1 — All booths and displays must be set up between the hours of 10:30am and 12:30pm on Sunday October 13, 2024, and setup must be completed by the start of the festival at 1:00pm. Outside of extenuating circumstances, all booths must be staffed and fully operational for the entirety of the festival. Multiple booth attendants are permitted and may be swapped out at any time.

3.2 — Booth tear-down will begin immediately after the festival ends at approximately 6:00pm. No early dismantling will be allowed without prior approval from NDCF. Participants are required to remove all booth materials and personal belongings by 7:00pm and must ensure their booth space is cleaned and left in the same condition as it was found.

3.3 — Participants are required to supply their own decorative and promotional materials and must follow all safety regulations. No Participant will be permitted to erect any walls, partitions, or other types of obstructions which would interfere with the view of any other booth. Participants are encouraged to cover and secure their booths and any merchandise.

4. MARKETPLACE BOOTHS

ND Marketplace Participants who intend to sell goods, services, or other wares at a Marketplace Booth are solely responsible for managing all aspects of any financial transactions related to their sales. This includes providing necessary equipment and resources for processing payments, whether by cash, credit card, or any other method. NDCF will not provide, support, or be liable for any financial transaction facilitation or related equipment.

4.1 — As part of the application process, Participants will be asked to indicate the forms of payment they accept, and this information will be made available to ND Marketplace attendees.

4.2 — Participants are responsible for knowing and acquiring all necessary licensing that applies to them and/or their business, and must comply with all laws, ordinances, and regulations of the State of Ohio. Participants are encouraged to carry liability insurance.

5. TAKE ONE TABLE

A Take One Table will be set up inside the Community Hall building and available to attendees from 1:00pm to 6:00pm on Sunday October 13, 2024. The exact format and location of the Take One Table will be finalized closer to the festival but will be prominently displayed and well-marked. Each Participant will be allotted a tabletop space approximately 12” wide by 12” deep.

5.1 — Participants are responsible for obtaining and supplying the materials they wish to include on the Take One Table. Materials can be any format, style, or quantity, provided they fit within the allotted footprint.

5.2 — All materials must be supplied before the start of the festival and can be dropped off in-person or mailed to NDCF as outlined below. Pre-festival deliveries are subject to approval and availability. Participants may:

- A. Drop materials off in-person at the festival on Sunday October 13, 2024 (before 12:30pm).
- B. Deliver materials in-person to a designated NDCF representative before Thursday October 10, 2024.
- C. Mail or ship materials to a designated NDCF representative to arrive before Thursday October 10, 2024.

Materials delivered before October 13 will be set up by NDCF on behalf of the Participant.

5.3 — NDCF is not responsible for any lost or damaged materials, and excess materials not claimed by the end of the festival will be disposed of.

6. REFUNDS

No refund will be made to any Participant who cancels or withdraws after Friday September 13, 2024. Further, no refund will be made to any Participant who fails, for any reason, to occupy the space reserved. Payment, minus a 4% processing fee, will be refunded upon a written request for cancellation received by NDCF before 5:00pm EST on September 13, 2024. In the unlikely event that the festival is canceled, all monies will be promptly returned to Participants.

7. LIABILITY AND RELEASE

The Participant agrees to indemnify and hold harmless the Neurodiverse Culture Festival and Hiram House Camp, along with their respective employees, contractors, and volunteers, from any and all claims or lawsuits for losses, damages, liabilities, injuries, or other determinants caused by, arising out of, or in any way connected to the festival.

7.1 — NDCF may capture photos and videos during the festival for use on websites and in promotional materials both online and offline. By submitting this agreement, Participants consent to and authorize the use of such media without further notice or compensation.

8. AGREEMENT

All Sponsor, Exhibitor, and ND Marketplace applications must be submitted online along with a virtual signature indicating that the Participant has read and agreed to the conditions outlined in this document and understands that their application is subject to approval. **No signature is required on this document, only on the online application.**

ND Marketplace Application: Acknowledgement Text

Marketplace Booth: Acknowledgements

Check each box below to confirm you have read, understood, and agree to abide by the requirements outlined in each statement.

- I understand that I am responsible for facilitating all financial transactions associated with the sale of my products.
- I acknowledge that I am aware of and have obtained any necessary licensing or insurance related to the sale of my products.
- I understand that I am responsible for setting up and breaking down my booth within the required timeframes and that I must supply my own booth materials.
- I acknowledge that this application is subject to approval, and that I will be required to submit payment upon acceptance. Furthermore, I understand that all payments are NON-REFUNDABLE after September 13, 2024.

Take One Table: Acknowledgements

Check each box below to confirm you have read, understood, and agree to abide by the requirements outlined in each statement.

- I understand that I am responsible for supplying my own Take One Table materials in a style/quantity to fit the allotted space.
- I acknowledge that I must provide said materials before the start of the festival and that materials may be set up on my behalf.
- I understand that NDCF is not responsible for any lost/damaged materials and any excess materials will be disposed of.
- I acknowledge that this application is subject to approval, and that I will be required to submit payment upon acceptance. Furthermore, I understand that all payments are NON-REFUNDABLE after September 13, 2024.