

# FANDEMONIUM EVENT SUBMISSION FORM

Event Manager: \_\_\_\_\_  
*Last Name* *First Name*

E-Mail: \_\_\_\_\_  
*Print Legibly*

Phone #: \_\_\_\_\_  
*Area Code* *Number*

Address: \_\_\_\_\_  
*Street - City - State/Province - Postal/Zip Code - Country*



Title of Event: \_\_\_\_\_

- Type of Event?:  Contest     Demonstration     Major Event     Minor Event  
 Outdoor Event     Panel     Tournament     Workshop  
 Other: \_\_\_\_\_  
*(Please Describe Event Type)*

Event Room Location Requested (check all that may apply):			
Room Title	Room Name	Room Size	✓ if Desired
Chill Room	Union Pacific	20ft. x 30ft. (relax)	
Main Events	Brandt Auditorium	50ft. x 56ft. (stage)	
Outdoor Events	Calliope Garden	90ft. x 50ft.	
Horror Room & Random 2	Home Federal North	22.5ft. x 20ft.	
Random Events	Home Federal South	22.5ft. x 28ft.	
Random Games	Exhibit Hallway West	49ft. x 19ft.	
Special Events	North Banquet	60ft. x 40ft.	
Tabletop Gaming	South Banquet	60ft. x 39ft.	
Video Room 1 (Live Action)	North Casler	22.5ft. x 30ft.	
Video Room 2 (Animated)	South Casler	22.5ft. x 30ft.	
Video Gaming	Lobby	78ft. x 32ft.	

Event Description: <i>(50 words or less)</i>			

Event Genre <i>(Circle all that apply)</i>		
Anime	Fantasy	Horror
Performance Arts	Tabletop Roleplay	Sci-Fi
Video Games	Other: _____	

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Requested Event Day & Time: \_\_\_\_\_ Second Option: \_\_\_\_\_
(Both fields are REQUIRED. There is no guarantee that the first option will be available!)

Length of Event: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Teardown Time: \_\_\_\_\_
(Hours/Minutes) (Minutes) (Minutes)

List any and all volunteers that will be assisting you with this event:
(Name) (Phone #) (E-Mail)

(List any further participants on the back of this form; volunteers assisting your event are not guaranteed free access into Fandemonium!)

Are there any associated materials, or entry fees for your event? No [ ] Yes [ ]

If yes what is the fee per person/group (circle one): \$ \_\_\_\_\_
(Amount in .US Dollars)

Is your event AGE or GENDER restricted? No [ ] Yes [ ]

If yes please explain: \_\_\_\_\_

Requested room setup for event:

(These are BASIC items that you will need to run your event that Fandemonium will supply; Table, chairs, etc. Equipment is loaned on a first come, first served basis. Please specify if the room has any unique setup requirements or needs special modification.)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- Optional Items: [ ] DVD Player. [ ] Easel. [ ] Extension Cord.
[ ] Overhead Projector. [ ] PA System. [ ] Power Strip.
[ ] Tack Board. [ ] VCR. [ ] Video Projector. [ ] Whiteboard.
(Check all that apply)

Equipment Policies:

EVENT MANAGER as signed bellow assumes the entire responsibility and liability for any and all losses, demands, defense costs, liability, expense, or damages of any kind arising out of or in connection with EVENT MANAGER's actions and/or activities at FANDEMONIUM or while on the FANDEMONIUM event premises and will indemnify, defend and hold harmless FANDEMONIUM, the NAMPA CIVIC CENTER, and each of their respective owners, officials, management company(ies), parents, subsidiaries, agents, affiliates, operators, officers, volunteers, and employees (the "Indemnified Parties") from and against any all such losses, claims, demands, defense costs, liability, expense or damages of any kind of nature arising out of or in connection with FANDEMONIUM (including use of the leased premises) or arising out of any act or omission of the Indemnified Parties or any of Indemnified Parties' employees, agents, contractors, representatives, volunteers, patrons, guests, or invitees; excepting such claims, demands, defense costs, liability, expense, or damages arising out of the sole negligence of one or more of the Indemnified Parties.

**Submission Policies:**

*Submitted Events must be signed and presented in writing to "Fandemonium, ATTN: Events Submission, PO Box 701, Middleton, ID 83644" or as an email attachment [subject line: Fandemonium Events Submission] to the Fandemonium Events Coordinator at "events@fandemonium.org" no later than June 20<sup>th</sup> of the convention year. Late entries will not be accepted. By no later than July 1<sup>st</sup> of the convention year, you will receive final confirmation of your event, if it has been accepted, via electronic messaging system. Any further changes or alterations to an event must be presented to the Fandemonium Events Coordinator no later than July 15<sup>th</sup> of the convention year, or they will not be processed. Any changes to an event subsequent to this deadline will be considered requests for removal. Event changes may be submitted by email, or as a written request given in person. No other change requests will be accepted.*

*All volunteer assistants and any individuals needed to assist an event must be registered attendees of Fandemonium. Any special arrangements must be made by the time of the June 1<sup>st</sup> submission deadline, or they will not be considered. Only the Convention Chairman, the Vice Chairman, and the Director of Operations may make exceptions for this rule.*

*Event Managers are considered Guests of Fandemonium, unless otherwise noted, and are allowed One (1) badge to act as their entry into the convention area, upon verification of photo I.D. Any additional badges must be approved by the Convention Chairman, the Vice Chairman, or the Director of Operations before being dispensed. Only Two (2) free badges, with the inclusion of the Event Managers', may be dispensed for each Event Manager to be counted as Guest. Individuals acting as Event Managers may only be counted as a Guest One (1) time, even if selfsame individual is an Event Manager for more than One (1) event.*

*I, \_\_\_\_\_ (print name) have read and understood the above terms and conditions, and agree to abide by its provisions. I further understand that any failure to fulfill my obligations as set forth in this document may result in termination of my event and revocation of any Guest Pass(es) distributed to me as per this agreement.*

\_\_\_\_\_  
*Event Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Fandemonium Events Coordinator Signature*

\_\_\_\_\_  
*Date*

*(Please attach any additional comments to this form when submitting)*