FANDEMONIUM EVENT SUBMISSION FORM

Event Manager: _____
Last Name *First Name*

E-Mail: _____
Print Legibly

Phone #: _____
Area Code *Number*

Address: _____
Street – City/Town – State/Province – Postal/Zip Code – Country

Title of Event: _____

Type of Event?: ☐ **Contest** ☐ **Demonstration** ☐ **Dance** ☐ **Game** ☐ **Theatrical** ☐ **Music**
☐ **Interactive Athletic** ☐ **Panel** ☐ **Photography** ☐ **Workshop** ☐ **Tournament**
☐ **Performance Art** ☐ **Speaking** ☐ **Video Screening** ☐ **Other:** _____
(Please Describe)

Event Room Location Requested (check all that may apply):				
Room Title	*Room Name*	*Room Size (W,D,H)*	*Seating*	*√ if Desired*
Alternative Events	**Majors & Minors**	**24' x 24' x 9'**	**50**	
Hall Events	**Exhibit Hallway West**	**24' x 6' x 12' (stage)** **24' x 13' x 12' (floor)**	**N/A**	
Main Events	**Brandt Auditorium**	**50' x 18' x 24' (stage front)** **50' x 56' x 24' (full stage)**	**640**	
Outdoor Events	**Calliope Garden**	**18' x 9' x 9' (stage)** **90' x 50' x N/A (field)**	**375**	
Random Events	**Home Federal South**	**22.5' x 28' x 10'**	**60**	
Special Events	**North Banquet**	**24' x 8' x 12' (stage)** **60' x 40' x 12'**	**225**	
The Court Yard	**West Entrance**	**N/A**	**N/A**	
Video Room 1 (Live Action)	**North Casler**	**22.5' x 30' x 10'**	**50**	
Video Room 2 (Animated)	**South Casler**	**22.5' x 30' x 10'**	**50**	

Event Room Selection Suggestions

- **Alternative Events:** Good for events involving food or that require more seclusion or privacy.
- **Hall Events:** Good for announcements, raffles, auctions, small music performances, contests, mini-skits, public performance art.
- **Main Events:** Good for major speaking events, musical performances & concerts, theatrical plays & large skits, martial arts demonstrations, large discussion panels, karaoke, performance art.
- **Outdoor Events:** Good for athletic & sporting events, boffer events, martial arts demonstrations and workshops, music performances, medieval reenactment, performance art.
- **Random Events:** Good for discussion panels, interactive workshops.
- **Special Events:** Good for speaking events, large discussion panels, large interactive workshop, demonstrations, dances, karaoke.
- **The Court Yard:** Good for radio remotes, inflatable attention getters and fun zones.
- **Video Room 1:** Good for Video Panels related to live action films or series, special screenings of live action films or series.
- **Video Room 2**: Good for Video Panels related to animation, special screenings of animated films.

Event Description: *(50 words or less)*	
Event Genre *(Circle all that apply)*	_____
Anime / Fantasy / Horror	_____
Performance Arts / Tabletop Roleplay / Sci-Fi	_____
Video Games / Other: _____	_____

1. Requested Event Day & Time: _____ **Second Option:** _____
*(Both fields are **REQUIRED**. There is no guarantee that either option will be available!)*

2. Length of Event: _____ *(Hours/Minutes)* **Setup Time:** _____ *(Minutes)* **Teardown Time:** _____ *(Minutes)*

3. Do you need performance (non-technical) rehearsal time for your event? No ☐ Yes ☐
If "yes" please indicate duration in hours/minutes: _____

4. If your event is being held in "Main Events/Brandt Auditorium" do you need technical (lights/sound) rehearsal time for your event? No ☐ Yes ☐
A technical rehearsal is one that requires a test or adjustment of the lighting and sound systems.

If "yes" please select amount required: ☐ 30min ☐ 1hr ☐ 90min ☐ 2hr
If you need additional technical rehearsal time beyond 2 hours it is available at $18.00 per hour.

5. Do you need access to a dressing room? No ☐ Yes ☐
If "yes" please indicate duration in days/hours/minutes: _____
Dressing room access is on a first come first served basis as needed. The dressing room must be cleared out after the close of your event. We are not responsible for any property left or stored in the dressing room.

6. 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)

7. Is your event AGE or GENDER restricted? No ☐ Yes ☐
If "yes" please explain: _____
You must be at least 18 years of age to host an event containing adult content.

8. Is there any type of media capture you do NOT permit at your event? No ☐ Yes ☐
If "yes" please indicate any types that are not permitted:
☐ Flash photography ☐ Non-flash photography ☐ Filming ☐ Audio Recording

9. List any and all volunteers that will be assisting you with this event:

(Name First & Last)	*(Phone #)*	*(E-Mail)*
_____	_____	_____
_____	_____	_____

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

10. 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:
(Check all that apply)

☐ **DVD Player** ☐ **Easel** ☐ **Extension Cord** ☐ **Trash Can**
☐ **Overhead Projector** ☐ **PA System** ☐ **Power Strip**
☐ **Tack Board** ☐ **VCR** ☐ **Video Projector** ☐ **Whiteboard**

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, members, managers, 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.

Nampa Civic Center (NCC) Policies:

1. ***Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise attached to ceilings, walls, floors, painted surfaces, portable walls, columns or equipment in the NCC. The use of screws, nails, tacks, staples and duct tape are strictly forbidden on all NCC surfaces.***
2. ***No holes may be drilled, cored, or punched in the NCC.***
3. ***Adhesive Tapes; the NCC strictly prohibits the use of normal tape on their Walls, Windows, Floors and Equipment. No tape may be used on painted or portable walls. Absolutely No Duct Tape on any NCC surface. Approved adhesive tapes; Gaffer tape (also, Gaffer's tape, Gaffa tape, or Gaff tape) manufactured by "Permacel Gaffer Tape" and "Pro Gaffer". Clear Packing Tape manufactured by 3M. Masking Tape (also, Painters tape) manufactured by Scotch. NCC staff must approve all adhesive products prior to use. It is the Event Runner's responsibility to remove any and all tape applied to any surface and pay any damages resulting from the application or removal to the NCC.***
4. ***All fire, safety, and building regulations and codes must be strictly followed.***
5. ***Event Managers are responsible for the removal of all materials at the conclusion of their event. The event area must be cleaned.***
6. ***No overnight parking is permitted on the NCC property.***
7. ***The distribution of literature or materials in the NCC parking area is prohibited.***
8. ***Absolutely no stakes, spikes, tent pegs or poles may be inserted into the grounds of the NCC.***
9. ***The FCC has prohibited the use of wireless microphones that operate between the ranges of 698mhz to 806mhz effective June 12th, 2009. Pursuant to the FCC regulation, wireless microphones in these ranges are not permitted within the NCC.***
10. ***With the exception of the "Alternative Events; Majors & Minors" room, all outside food is prohibited within the NCC. Only food purchased from SODEXO, Inc. catering is permitted.***

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 Programming Manager at "events@fandemonium.org" or as an online event submission on www.fandemonium.org no later than June 20th of the convention year. Late entries will not be accepted. By no later than July 10th 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 Programming Manager no later than July 15th 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 20th 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 as such are required to follow all rules, guidelines and terms of service as set forth by Fandemonium and the Nampa Civic Center. Event Managers 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. Only the Convention Chairman, the Vice Chairman, and the Director of Operations may make exceptions for this rule. 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, the undersigned 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***

(Please attach any additional comments to this document before submitting)

For Office Use Only: (Do Not Write In)				
Date Received	Approved	Scheduled	EIM	Confirmation Sent