



Rules and Regulations for the Intergalactic Bazar 2018 (Commercial Stands)

1- OBJECTIVES AND THEME

1.1 The Sci-Fi Lx Team organizes, on a yearly basis, the International Science Fiction Convention of Lisbon. It's mission is to build bridges between all people, institutions, and fields of knowledge, who have Science Fiction as an object of study or work theme, promoting the genre's comprehensiveness, and the transversality of its public, and fostering critical thought.

1.2 - This document aims to regulate the concession and attribution of commercial stands, during the two days of the event, in a constricted area, designated by the Sci-Fi Lx Team, henceforth referred as the Galactic Bazar.

2 - INTENDED TARGETS

2.1 - The document pertains to all vendors, who have intentions of selling and/or promoting and demonstrating their materials, products, and services relevant to Science Fiction, at the Galactic Bazar, generally classified in the following terms:

a) Artisans/Artists: all vendors that promote and sell self-made/handmade materials and products.

b) Merchants: all vendors, be they individuals or business companies, that promote and sell materials or products produced by a third party.

3 - LOCATION

3.1 The event will take place at Instituto Superior Técnico, Avenida Rovisco Pais, nº1, 1049-001 Lisboa.

3.2 - Specifically, the event will take place at the Central Building of the referred institution, being that the Sci-Fi Lx Team will be responsible for designating the exact location of the Galactic Bazar.

4 - SCHEDULE HOURS

4.1 - All stands should be able to provide the following "open to the public" hours:

July 14- 10am to midnight

July 15- 10am to 8pm

5 – LOCATION AND DIMENSION CRITERIA

5.1 All vendors classified as Artisans/Artists will be located in a special area designated as “Artists ‘Alley”

5.2 - All “Artists ‘Alley” stands will have the following features:

- a) Area of approximately 1,50m x 1,50m (approx. 5ft x 5ft);
- b) One table;
- c) Two chairs;
- d) One power outlet, to which only one triple extension outlet can be connected, which will not be provided by the Sci-Fi Lx Team.
- e) There is no possibility for expansion in any of these features
- f) Exact location of the stand will be determined by the Sci-Fi Lx Team

5.3 – All vendors classified as Merchants acquire the right to a stand in a location determined by the Sci-Fi Lx Team, according to the different types of products/materials being sold.

5.4 – The general Merchants category subdivides into Planetary Merchants, Interplanetary Merchants, and Galactic Merchants, according to the characteristics of the individual stands, and that are specified as follows:

5.5 – Planetary Merchant stands will have the following features:

- a) Area of approximately 3m x 3m (approx. 10ft x 10ft);
- b) Two tables;
- c) Four chairs;
- d) Two power outlets: to which of these only one triple extension outlet can be connected, which will not be provided by the Sci-Fi Lx Team.
- e) There is no possibility for expansion in any of these features.
- f) Exact location of the stand will be determined by the Sci-Fi Lx Team.

5.6 - Interplanetary Merchant stands will have the following features:

- a) Area of approximately 6m x 3m (approx. 20ft x 10ft);
- b) Four tables;
- c) Eight chairs;
- d) Four power outlets: to which of these only one triple extension outlet can be connected, which will not be provided by the Sci-Fi Lx Team.
- e) There is no possibility for expansion in any of these features.
- f) Exact location of the stand will be determined by the Sci-Fi Lx Team.

5.7. Galactic Merchant stands will have the following features:

- a) Customized area and number of tables, chairs and power outlets.
- b) Priority choice of the exact location of the stand within Galactic Bazar limits.
- c) Free advertising canvas, to be prominently displayed in the Galactic Bazar area.
- d) Customized support by Sci-Fi Lx staff for the duration of the event.
- e) Prominent display of company/entity logo in all of the event’s media effort.

5.8 – At registration, the vendor should inform the Sci-Fi Lx team of the chosen classification.

6 – PARTICIPATION COSTS

6.1. – All vendors who intend to reserve and operate a stand are subject to the following respective payments:

- a) Artisans/Artists: 30€;
- b) Planetary Merchants: 90€;
- c) Interplanetary Merchants: 180€;
- d) Galactic Merchants: to be negotiated;

6.2 – There is no provision for extra tables, chairs or power outlets. The option for their requisition is only available for Galactic Merchants.

6.3 – Vendors can pay for all participation and material costs through bank transfer order or make a cash payment to the Sci-Fi Lx commercial manager, at the moment of registration or until June 3rd 2018.

6.4 - The Sci-Fi Lx Team reserves the right to allow for special participation conditions, according to mutually agreed criteria with any participant.

7 - REGISTRATION

7.1 – To register for the event, all vendors should fill and send the “Registration Form”, as well as the “Declaration of Commitment” (Annex1).

7.2 – The registration forms should be sent by email to comercial@scifilx.com until June 3rd 2018.

7.3 – All vendors will be solely responsible for the consequences of any delay regarding the aforementioned deadlines.

8 – QUESTIONS AND DOUBTS

8.1 – All inquiries about any risen questions or doubts that could hinder the full understanding and correct interpretation of these rules and regulations should be addressed to comercial@scifilx.com.

9 – RESTRICTIONS TO REGISTRATION

9.1 – Sci-Fi Lx a thematically constricted event, pertaining almost exclusively to Science Fiction, and the reception of the registration form does not automatically guarantee the participation in the event. The Sci-Fi Lx Team is the sole responsible for the evaluation and approval of all applications, according to the following criteria:

- a) Relevance of products/materials to Science Fiction;
- b) Product uniqueness;
- c) History of participation in previous editions.

9.2 – The Sci-Fi Lx Team reserves the right to refuse applications that do not suit the objectives of the event, or that, for any other reason, should be considered harmful or inconvenient.

9.3 - History of participation in previous events does not warrant certainty of presence in the current event.

10 - INFORMATION FOR AND FROM APPLICANTS

10.1 - All vendors will be notified by email about the decisions pertaining to their application, including those pertaining to evaluation and acceptance..

10.2 - In case of application withdrawal, all applicants should inform the Sci-Fi Lx Team until June 17th 2018, or forfeit the right to any refund.

11 - VENDORS DUTIES

11.1 - All vendors are mandatorily required to abide by relevant legislation, and are required to possess any and all legally required documentation for the sale of any and all products.

11.2 - All exhibited items should be relevant and promoting of Science Fiction, and should respect any and all relevant legislation regarding safety and privacy rules, as well intellectual property and copyright rules.

11.3 - Vendors are solely responsible for the exhibited items, and for any complaints they might arise, as well as for any intellectual property rights violations that may be denounced.

11.4 - Vendors are responsible for all decoration efforts in their individual stands, and are authorized to use any tools and materials they might deem necessary, as long as there is no damage caused and no rules are infringed.

11.5 - Vendors are solely responsible for their goods and assets, and for the hygiene, safety and security of their designated area.

11.6 - Vendors should post clear and visible information about the prices, which should remain unchanged for the duration of the event.

11.7 - In case of hindrance to the full respect of "open to public" hours, vendors should notify the Sci-Fi Lx Team in writing.

11.8 - All commercial stands should be fully ready to operate by 9am on June 14th 2018, with setup starting on June 13th 2018, at a time yet to be determined.

11.9 - All products and materials should be retrieved and taken out after the end of the event and until 8pm of July 16th 2018.

11.10 - It is strictly prohibited to all participants to overstep the limits of the areas attributed to them by the Sci-Fi Lx Team.

12 - SCI-FI LX TEAM DUTIES

12.1 - It is the duty of the Sci-Fi Lx Team to designate an appropriate area, within the limits of the Galactic Bazar, to each vendor, according to their chosen classification.

12.2 - In each designated area, the Sci-Fi Lx Team is duty bound to provide all the tools and materials referred in points 5.2, 5.5, 5.6 e 5.7 of this document.

12.3 - It is the Sci-Fi Team Lx's responsibility to provide the adequate cleanliness and maintenance of the event venue, as well as to schedule all entertainment activities.

12.4 - The Sci-Fi Lx Team will provide security for the public spaces of the event, not taking responsibility for any theft, complaint, controversy, loss or damage during "open to the public" hours of the event.

12.6 - Outside the "open to public hours", the Sci-Fi Lx Team will be responsible for any materials stored in a place yet to be designated, during the setup period of the event and during closing hours between the two days of the event.

13 - ACCEPTANCE OF RULES AND REGULATIONS

13.1 - The submission of the registration form implies total acceptance of all rules and regulations and of every individual clause defined in this document.

13.2 - Failure to comply with any obligation determined by these rules and regulations will lead to the extinction of the right of participation, without any provision for any refund.

Lisbon, February 6th 2018

The **SCI-FI**^{lx} Team



Registration Form- Intergalactic Bazar (commercial stands)

Name of the Stand: _____

Classification:

Artisan/Artist

☐

Planetary Merchant

☐

Interplanetary Merchant

☐

Galactic Merchant

☐

Description of type of products/materials to be sold at the event:

Name of the Person in Charge

Mobile Number: _____

Email: _____

Galactic Merchant materials:

☐

Tables

☐

Chairs

☐

Power Outlets

Fill the square with the required amount

Declaration of Commitment

To all intended purposes, _____

(name)

declares an absolute commitment to commercially explore the designated area at the Sci-Fi Lx 2018 event, in full and complete respect for all the terms and numbers expressed in the rules and regulations document.

Date _____

Signature
