



# LEGACY EXPO 2025

## Vendor Application Form

Please fill out this form in its entirety and read the attached Terms of Agreement; a valid signature on the final page of this form packet is required for vendor approval.

**Vendor/Company Name:** \_\_\_\_\_

**Please briefly describe what kind of exhibit/vendor:**

\_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website/Socials:** \_\_\_\_\_

Please check your desired booth package, and indicate quantity:

- ☐ **Desert Homestead - \$195** (Single Table Package - 6' table) - Qty: \_\_\_\_\_
- ☐ **Smuggler's Den - \$325** (Small Booth Package - 8x8' booth) - Qty: \_\_\_\_\_
- ☐ **Rebel Base - \$550** (Standard Booth Package - 10x10' booth) - Qty: \_\_\_\_\_
- ☐ **Forest Moon - \$850** (Standard Plus Booth Package - 10x20' booth) - Qty: \_\_\_\_\_
- ☐ **Other - Inquire for price** (Custom booth size larger than 8x8' or 10x10') - Qty: \_\_\_\_\_

Please rank your top three booth number/letter choices:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

Single Table Packages are indicated on the floor plan as T-# (T-1 - T-12). Small Booth Packages are indicated on the floor plan as letters (A - P). All other booth packages are numbered (1 - 15). If you are applying for more than one booth, please group your choices (e.g. Booths 3 & 4, if you are applying for two booths). All booths are subject to availability. We will do our best to ensure you get your preferred booth!

Please check any booth add-ons you may need, and indicate quantity:

- ☐ **Additional Exhibitor Badge** - Qty: \_\_\_\_\_
- ☐ **Additional Pipe and Drape** - Qty: \_\_\_\_\_
- ☐ **Additional Chair** - Qty: \_\_\_\_\_
- ☐ **Additional Table** - Qty: \_\_\_\_\_
- ☐ **Electricity** - Qty: \_\_\_\_\_
- ☐ **Wi-Fi** - Qty: \_\_\_\_\_

Add-on pricing available on page 4 of the Vendor Packet. Please contact us if you need any additional add-ons not listed here.

Tell us who your favorite Star Wars/Expanded  
Universe character is: \_\_\_\_\_

# Terms of Agreement

## 1. Event Description

Legacy Expo will hold its convention on September 13th & 14th, 2025 at the Burbank Marriott Convention Center in Burbank, CA. The convention hours are 10:00 AM to 6:00 PM on Saturday, September 13th, and Sunday, September 14th, 2025. During these hours, Legacy Expo will offer a variety of panels, presentations, demonstrations, performances, contests, and more. The exhibit hall will be open 10:00 AM to 6:00 PM on Saturday, September 13th, and 10:00 AM to 5:00 PM on Sunday, September 14th.

Legacy Expo is hosting one special event, "Cantina Night", after the main convention hours on Saturday, September 13th, beginning at 7:00 PM. This special event is by purchased admission only.

## 2. Space Allocation

Allocation of space to prospective exhibitors is solely the decision of Legacy Expo. All exhibitors agree not to sublet or share space, unless arranged with the Event and agreed upon in writing.

## 3. Contract

A prospective exhibitor must sign this Terms of Agreement and enclosed contract for the right to use space within the exhibit hall. The contract is not binding if any event or circumstance beyond the control of Legacy Expo renders the exhibit hall unfit or unavailable to use, or if any event or circumstance beyond the control of Legacy Expo forces the cancellation of the 2025 Legacy Expo event.

## 4. Exhibitor Fees & Refunds

The fees for exhibit booths are as follows:

**Desert Homestead** - \$195 - Single 6' table

**Smuggler's Den** - \$325 - Small 8'x8' booth

**Rebel Base** - \$550 - Standard 10'x10' booth

**Forest Moon** - \$850 - Standard Plus 10'x20' booth

Additional fees are listed on page 3 of the Exhibitor Packet. Please note some additional services may be paid separately. See booth descriptions beginning on page 2 of the Exhibitor Packet for all included booth services.

50% of total payment must be received upon receipt of invoice when submitting the Exhibitor Application Form and the signed TOA and contract agreement. The remaining 50% of total payment must be received on or before August 1, 2025. If for any reason Legacy Expo does not accept your application, you will not be invoiced, and a notice of non-acceptance will be sent via email.

A full refund will be sent to the exhibitor if cancellation is received before May 1st, 2025. A partial refund of 50% of the total will be sent to the exhibitor if cancellation is received before August 1st, 2025. There will be no refunds for "No Shows", or for cancellations received on or after August 1st, 2025 except for case by case basis due to emergencies or illness.

All vendors will be required by the City of Burbank to complete the Itinerant Merchant Application form:

<https://www.burbankca.gov/documents/173607/1012768/Business+License+-+Peddler.pdf>

In our previous experience planning a convention for this venue, the City of Burbank allowed the application fee to be waived for an exhibitor with a business license within the state of California. For 2025, if the exhibitor does not have a business license in the state of California, a fee of \$32.49 for credit cards and \$31.85 for all other forms of payment is collected. The City of Burbank requires the event to collect all applications and fees to be turned in as a group at the same time. Please let us know if you have any questions about this process.

## 5. Reservation Deadline

Prospective exhibitors must submit via email, or post this enclosed contract and application form to the Legacy Expo P.O. Box before August 1st, 2025.

Reservations received later than August 1st, 2025 will be accepted as space is available, but a late penalty of up to 20% of your booth fee will be assessed.

## 6. Appropriateness of Exhibits

Legacy Expo may, at any time before or after the exhibit hall opens, decline or prohibit any exhibit or part of any exhibit that Legacy Expo agrees is in conflict with the interests of the convention or violates generally accepted marketing practices, with no refund due to the exhibitor.

Similarly, Legacy Expo has the right to bar at any time any exhibitor representative from the exhibit hall, with no refund due. Sale or advertising of products is limited to each exhibitor's booth. Placement of signs and advertising materials within each exhibitor's booth is at the exhibitor's discretion, but Legacy Expo has the right to prohibit or deny any sign or advertising material.

**7. Access to Exhibit Hall**

Exhibitors shall have access to set up their booths from 8:00 PM to 11:30 PM on Friday, September 12th, 2025, and from 8:00 AM to 9:30 AM on Saturday, September 13th, 2025, before the convention opens. The exhibit hall hours are **10:00 AM to 6:00 PM on Saturday, September 13th and 10:00 AM to 5:00 PM on Sunday, September 14th, 2025**. All booths must remain in place during all exhibit hall hours on both days of the convention, and strike-down will begin at 5:00 PM on Sunday, September 14th. The exhibit hall must be clear of all exhibitor equipment, trash, and items by 11:30 PM on Sunday. (There are no union fees for set up or take down. All work is on your own.)

**8. Change in Representative(s)**

Each exhibitor agrees to notify Legacy Expo if there is a change or addition to its assigned representative(s) as listed on the Exhibitor Application Form. Additional exhibitor badges are available for an additional fee.

**9. Product Endorsement Policy**

Legacy Expo's acceptance of an exhibitor for this event is not an endorsement of the exhibitor's products.

**10. In Event of Damage Caused by an Exhibitor**

An exhibitor agrees to reimburse Legacy Expo, Burbank Marriott Convention Center in Burbank, CA, or the exposition services firm for the repair or replacement cost incurred by any damage or theft of the building, equipment, or booth decorations done by an exhibitor's representative(s). Failure to reimburse or assume responsibility may result in appropriate legal action taken by Legacy Expo, the venue, or exposition services firm.

**11. Hold Harmless Clause**

An exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, and hold Legacy Expo and Burbank Marriott Convention Center in Burbank, CA and their agents and employees, harmless against all claims, losses, and damages to persons and property, and against any governmental charges, fines, and attorney fees incurred by the exhibit.

An exhibitor's property and personal property of its representative(s) shall be and remain solely at the exhibitor's or the representative's risk.

**12. Burbank Marriott Convention Center Rules & Regulations**

Each exhibitor is required to abide by all the Burbank Marriott Convention Center rules and regulations and comply with the city-mandated fire regulations. A copy of these rules and regulations will be sent to the exhibitor's specified e-mail address upon application approval.

By signing this form, I, \_\_\_\_\_ (please print Representative's name), certify that I have read and agree to the Terms of Agreement as outlined in this Application Form and in the Legacy Expo Vendor Packet.

**Representative Signature:** \_\_\_\_\_

**Date:**