



Katsucon Exhibitor Information Packet

Katsucon 2017
February 17-19, 2017
Gaylord National Resort & Convention Center
National Harbor MD

CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. (hereafter, "KEI") will present the 23rd annual Katsucon convention (hereafter, "CON") at the Gaylord National Resort & Convention Center (hereafter, "GNRCC") from February 17, 2017 to February 19, 2017.

HOTEL CONTACT INFORMATION

Address: 201 Waterfront Street, National Harbor, MD 20745

Phone: 301-965-4000

Fax: 301-965-4098

Website: <http://www.marriott.com/hotels/travel/wasgn-gaylord-national-resort-and-convention-center/>

KATSUCON EXHIBITORS AND MERCHANTS

Katsucon Merchants Hall Exhibitors (hereafter, "Exhibitors") include any individual, company, group, organization, or person contracted to exhibit in the Katsucon Merchants Hall. Exhibitors occupy booth space and can be distinguished between Merchants, Industry, Guests, Conventions, and Clubs. The information and guidelines in this packet apply to all types of Exhibitors in the Merchants Hall regardless of whether or not sales are being made at the booth. To assist in determining the most suitable location for each Exhibitor, all prospective items to be sold in a booth must be specified on the booth application. Any Exhibitor selling items not listed on their application will be warned ONLY ONCE to remove said item(s) from their tables. Failure to comply will result in removal from the Merchants Hall without refund.

MERCHANTS HALL HOURS OF OPERATION

LOCATION: PRINCE GEORGE EXHIBIT HALLS A, B, & C

Day	Date	Open for Setup	Open to VIPs	Open to Attendees	Close Down
Thursday	11 February	3:00 PM	N/A	N/A	11:00 PM
Friday	12 February	9:00 AM	11:30 AM	12:00 PM - 8:00 PM	9:00 PM
Saturday	13 February	9:00 AM	9:30 AM	10:00 AM - 8:00 PM	9:00 PM
Sunday	14 February	9:00 AM	9:30 AM	10:00 AM - 3:00 PM	6:00 PM

These hours of operation are subject to change. KEI reserves the right to change these hours at any time, including during the convention. Exhibitors will not be permitted to enter the Exhibit Hall outside of these hours for any reason. The hall will not be available to any Exhibitor before 3:00 PM on Thursday. We regret that early entry is not an option.

All Exhibit hall table inhabitants MUST be present at your tables at ALL times during Exhibit Hall open hours. Katsucon WILL NOT be responsible for damages or losses.

SECURITY

Merchants Hall doors will be locked and the hall secured by GNRCC during the hours that the hall is closed. The Exhibitor is solely and fully responsible for his or her own materials and should insure the exhibit against loss or damage from any cause whatsoever. All property of the Exhibitor is understood to remain in the Exhibitor's care, custody, and control in transit to or from or within the confines of the Merchants Hall.



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BOOTH INFORMATION

Exhibitors must first contact the Katsucon Merchants Coordinators (merchants@katsucon.org) to reserve booths before sending in any payment so that the coordinators can email this information packet for qualification. A list of confirmed Exhibitors will be available online at <http://www.katsucon.org>. Booth specifics are listed below:

Width	Depth	Limit	Tables ¹	Chairs	Badges ²	Price
10 feet	10 feet	Four	One	Two	Two	\$400 if paid in full by 06-30-2016 \$500 if paid in full by 09-30-2016 \$600 if paid in full by 12-31-2016

¹Tables

²Additional badges are \$40 each. Badges are not transferable.

Booth locations for Exhibitors are assigned by the Katsucon Merchants Coordinators. Returning Merchants will have the opportunity to select a location preference for the following year on a proposed floorplan before leaving the convention. The selection order will be randomly generated from a list of existing Merchants in an effort to give every vendor an equal opportunity. Merchants Hall staff will then visit booths during the convention in the order generated with a map of the available spots on a proposed floor plan for the following year. Every effort will be made to honor those preferences. However, since the convention requirements for the following year may necessitate a change to the projected floorplan, a specific location IS NOT guaranteed.

Payment in full must be submitted by June 30, 2016, in order to hold returning Merchants' eligibility and any location preferences selected at the convention during the preregistration process. New merchants from the waitlist will be contacted to fill remaining booths beginning July 1, 2016. Booth locations will be marked on the floor. Linens are included for each table. Exhibitors may also choose to use their own table covers, if desired. No pipe and drape will be provided. Exhibitors must provide own pipe and drape if desired.

All booths must have a sign posted, clearly visible from the aisle, with company name, including the parent company name, if different.

Only those persons wearing an Exhibitor badge will be allowed to sit in booths. If you have a helper, your helper must have an Exhibitor badge. Up to three additional badges per exhibitor may be purchased at a cost of \$40 each.

All Exhibitors may contact the Katsucon Merchants Coordinators to name up to three representatives (over the age of 18) who may check in to pick up badges. Government-issued photo ID must be presented to match one of these names to pick up badges.

Exhibitors may arrange their booth as they wish within their space, as long as it does not interfere with other Exhibitors and/or violate fire codes.

Additional tables, chairs, shelving, walls, display units, etc are permissible within the booth space but must be supplied by the exhibitor. Exhibitors are responsible for cleaning up their areas during and after the event.

All trash (such as food containers, bags and cups, as well as empty boxes and packing materials) must be carried to the dumpster on the loading dock. Failure to do so may result in the removal of all involved Exhibitors from the convention without refund.

Food and drink is permitted in booths for personal consumption. However, if you make a mess, clean it up. It is to everyone's advantage to keep your area as neat and welcoming as possible.

Booths are not transferable and may not be resold to a third party. Any booths not claimed by 12pm on Friday will be considered forfeit and will be reclaimed by KEI to use as seen fit. Please contact the Katsucon Merchants Coordinators in the event of delayed arrival. If you wish to have a representative claim your table for you, you must provide all information about this representative with your application.

KEI does not have a policy barring one or more Exhibitors from sharing a booth space, but anyone inclined to do so must first obtain written approval at least 30 days prior to con from the Katsucon Merchants Coordinators. Katsucon will not automatically approve every proposed vendor share and reserves the right to reject any potential vendor. Sharing a booth is not to be viewed as a way to manipulate the selection process and all vendors will be fully reviewed before approval is given.

In the event that Katsucon approves a proposed booth share, each individual Exhibitor MUST register separately and MUST submit a separate Exhibitor Affidavit (if applicable) upon check-in (see sections on tax and licensing below). Failure to do so may result in removal of all involved Exhibitors from the convention without refund.



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DISPLAY RESTRICTIONS

All displays must be secured and stable. For safety reasons, Katsucon will ask that any displays deemed unsafe or unstable be taken down.

Displays may not extend into the aisles; walkways must be kept clear. Displays that go beyond the horizontal boundaries of a booth, or impede or encroach on another booth's space will be removed. Further infractions will result in removal from the Merchants Hall without refund.

PAYMENT

Payments will be made online through the Eventbrite system. Upon acceptance, each Exhibitor will receive a personalized link to complete registration. Contact merchants@katsucon.org for more details. Any payment returned due to insufficient funds will be subject to a \$40.00 handling fee.

All payments for booths must be received no later than December 31, 2016. Payments received after that date will be returned unless prior arrangements have been made with Merchants Hall Coordinators. No booth payments will be accepted in person or at con.

CANCELLATION

Cancellation requests must be received in writing 90 days prior to the convention in order to receive a refund. We cannot guarantee any refunds with less than 90 days notice. Processing fees may be subtracted before any refund is issued.



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RULES AND REGULATIONS

DISCLAIMER: Failure to abide by any and all rules herein may result in removal from the Katsucon Merchants Hall, and possibly the convention, without refund. The following rules are subject to revision and expansion at KEI/CON's discretion without notice.

Conduct of an offending manner directed to any person(s) will not be tolerated. This includes other Exhibitors, Attendees, Host Facility personnel, Katsucon personnel, etc.

If any regulations contained within this document are violated, Katsucon will issue a verbal warning. If the offense continues and/or resistance is offered, the Exhibitor will be removed from the convention site with a possible ban from Katsucon in the foreseeable future. Katsucon reserves the right to eject without prior verbal warning if Katsucon Management feels the situation merits it. Once ejected, neither Katsucon nor GNRCC will render a refund. Your cooperation is greatly appreciated.

In addition to these rules, all other convention and hotel rules remain in effect. All Local, State and Federal laws are also in effect; violators will be ejected from the convention without refund and turned over to the proper authorities.

You must be a registered member of the convention in order to participate in the Merchants Hall. Purchasing a booth includes a registration. All Exhibitors are required to wear their convention badge visibly at all times (i.e., on a lanyard properly hung around the neck).

ALLOWABLE MERCHANDISE

KEI/CON will not condone the sale of any merchandise that violates United States and international trademark or copyright laws. Protected items include but are not limited to: video cassettes, laser discs, digital versatile discs, compact discs, audio cassettes, CD-ROM and re-writable discs, floppy discs, EPROM storage chips, models, and toys. Also included but not limited to are all printed media such as books, magazines, cards, posters/scrolls (fabric or paper) and clothing with printed art. *Fan Art (i.e., unlicensed depictions of copyrighted characters, logo, etc.) will not be permitted in Merchants Hall.*

Authentic import merchandise will have the proper Japanese taxation labels applied in an obvious location on the outer packaging of the item. Most Japanese products (anime-related or not) carry these government labels, regardless of the type of merchandise. A few rare exceptions are garage kits, which may only have photocopied covers on the boxes. They should still have the proper copyright information, and more often than not still have the official taxation labels. Another exception is the vast amounts of doujinshi that circulate the convention circuit.

Weapons such as swords may be sold, subject to state and local laws. Exhibitors are responsible for being aware of these laws and abiding by them. No weapons may be sold to anyone under the age of 18. Exhibitors must verify proof of age prior to purchase. Weapons must be sealed in boxes or otherwise secured upon purchase. Buyers must be instructed to immediately take their purchase to their vehicle or hotel room and not carry it around the convention.

Maryland law prohibits selling or dispensing contact lenses, including decorative lenses, without a valid and unexpired prescription. Any Exhibitor wishing to sell contact lenses must obtain approval from the Katsucon Merchants Coordinators prior to the convention and must comply with all federal and state laws.

Any merchandise that may be interpreted as unlawful and/or inappropriate, in the best judgment of Katsucon Merchants Hall staff and/or an industry representative, will be removed for further examination. If it turns out to be unauthorized, that item must be removed from the convention site by the Exhibitor. Any Exhibitor that persists in the sale of such merchandise after being told to remove it will be ejected from the convention without refund. We ask that you respect our decision and policies and that if you feel you cannot do business without carrying bootleg or copyright-infringing products, please do not deal at Katsucon.

MATURE CONTENT MERCHANDISE

Adult media and merchandise may be sold in accordance with the laws of both the State of Maryland and Prince George's County. The display or sale of adult merchandise to anyone under the age of 18 will not be tolerated. Adult merchandise must be covered and photo identification must be checked at the time of perusal and/or purchase in all cases. It is solely the responsibility of the Exhibitor to make sure that the customer or potential customer has proof of being 18+ years of age; as such, the Exhibitor will be held fully accountable for any failure to do so, as well as for any complaints received about the material. Any form of child pornography is absolutely prohibited and will be dealt with severely. The offending Exhibitor will immediately be reported to the proper authorities. Furthermore, KEI reserves the right to pursue legal action against said Exhibitor.

SELLING FROM HOTEL ROOMS

The selling of merchandise from a hotel room is against KEI/CON policy, hotel policy and Maryland state law. Anyone found selling merchandise from a hotel room will be referred to hotel security and reported to the authorities. No attendee is allowed to sell merchandise outside of the Exhibit Halls. You may not sit down in the middle of any open space and attempt to sell your merchandise.



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NOISE/CROWD MANAGEMENT

Music is permissible, but the volume is to be kept low. Please respect the wishes of those around you. Katsucon reserves the right to require any Exhibitor to turn down or turn off any audio devices deemed to be interfering with or bothering other Exhibitors or attendees at the convention. The same applies to vocal appeals intended to entice people to visit a booth or buy merchandise. Exhibitors who wish to do some special event (such as a prize drawing or other activity that could result in elevated volume and/or draw a substantially larger crowd) must obtain approval for said event from Katsucon prior to the event. This can be done by emailing the Katsucon Merchants Coordinators at merchants@katsucon.org. Approval can also be obtained during the convention by speaking with Katsucon Merchants Coordinators in person at least 12 hours prior to the desired start time of proposed event. This notice will also allow Katsucon the opportunity to ensure adequate staff is available to provide assistance with crowd control, security, etc.

LEGAL NOTICES

You must be 18+ years of age to apply for a booth in the Merchants Hall. Based upon Maryland Age of Majority statutes (COML Art. 1 §103), it is KEI's policy that minors are not allowed to sign the contract; a parent or guardian must sign on behalf of the minor.

If a parent or guardian intends to sign this agreement on behalf of a minor, that parent or guardian must be listed as the booth helper on the application and must also have an Exhibitor badge.

LIABILITY

KEI/CON shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots or any other cause of any kind whatsoever not within the control of KEI/CON. Anyone visiting, viewing or otherwise participating in the Exhibitor's booth is deemed to be the invitee or licensee of the Exhibitor, rather than the invitee or licensee of KEI/CON. KEI/CON shall not be liable for any injury whatsoever to the property of the Exhibitor or the persons conducting or otherwise participating in the conduct of the exhibit or the invitees or guests of the Exhibitor, and the Exhibitor hereby indemnifies KEI/CON for all such injuries and claims. KEI/CON shall not be liable for the nature of any merchandise being sold by the Exhibitor, and the Exhibitor hereby indemnifies KEI/CON for all merchandise claims.

The Exhibitor understands that neither KEI/CON nor GNRCC maintains insurance covering the Exhibitor's property. Neither KEI/CON nor GNRCC, nor any of their representatives will be held responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's associates or property from any cause whatsoever. It is the sole responsibility of the Exhibitor to obtain, at their own expense, adequate insurance against injury, loss, or damage. The Exhibitor should provide proof of said insurance to Katsucon prior to the event.

There is no other agreement or warranty between the Exhibitor and KEI/CON except as set forth in this document. The rights of KEI/CON under this contract shall not be deemed waived unless specifically stated in writing and signed by an authorized officer of KEI. Any action which KEI or the Exhibitor may bring against others, based upon or in any way relating to this Contract or its performance, shall be brought in Federal or State court located within the State of Maryland. KEI and the Exhibitor hereby waive all questions of personal jurisdiction or venue in order to give effect to this provision.

INDEMNIFICATION

The Exhibitor and KEI/CON, to the extent permitted by law, agree to defend and indemnify the other, and its officers, directors, agents, and employees, of and from all claims, demands or suits for intellectual property, personal injury or property damage, including costs and attorney fees, in any way arising out of or related to third party claims based on the indemnifying party's negligent acts or omissions in connection with the Event, to the extent of the negligence of the indemnified party.

SEVERABILITY

Should any provision of this document be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree by a court of competent jurisdiction, such invalidation of such part or portion of this document shall not invalidate the remaining portions, and they shall remain in full force and effect.

Anyone found to have misrepresented their information during the application process may be denied a booth and/or removed from their booth without refund. Further, they may not be permitted to reapply to the Merchants Hall in the future, at the discretion of the Katsucon Merchants Coordinators and the Convention Chair.

INTELLECTUAL PROPERTY

Katsucon's title, logo, and mascots are trademarks of KEI. No likenesses thereof are permitted to be sold in the Merchants Hall except by representatives of KEI.



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GAYLORD NATIONAL RESORT & CONVENTION CENTER POLICIES

- 1) Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or columns in the GNRCC.
- 2) No holes may be drilled, cored, or punched in the facility.
- 3) No adhesive based stickers may be sold or distributed by Exhibitors. Do not bring or display them!
- 4) No sample food and/or beverage products larger than two ounces may be distributed by Exhibitors.
- 5) The sale of any food item, specialty snacks, and beverages **MUST HAVE WRITTEN PERMISSION FROM GNRCC** and meet all state and local regulations. The exhibitor is responsible for contacting GNRCC to obtain that agreement a minimum of 90 days prior to convention. After GNRCC written approval is obtained, a copy must be forwarded to the Merchants Coordinators for final approval no later than 60 days prior to con. Permission will be limited to no more than four exhibitors total per year.
- 6) Parking in the loading dock, service drives, and the GNRCC employees' parking area is prohibited, except for loading and unloading. Violators will be towed at their own expense and risk.
- 7) All freight and exhibit material must enter the facility through designated loading docks. In no case should passenger elevators, escalators, or public lobbies be used for this purpose.
- 8) All fire, safety, and building regulations must be strictly followed. Particular attention should be paid to the prohibitions against propane, acetylene, and other flammable materials.
- 9) In the event that an emergency evacuation is required, all exhibitors must exit the area immediately and without argument. After an all-clear is issued, exhibitors will be readmitted first so that they may return to their booths prior to Merchants Hall reopening.
- 10) Exhibitors are responsible for the removal of all materials at the conclusion of the show. The booth must be swept.
- 11) The GNRCC prohibits the use of normal tape on their walls and floors. No tape may be used on painted or portable walls.
- 12) Tape used on the floor of the exhibit hall must be low residue carpet tape or low residue safety tape.
- 13) Accepted brands of tape are Polyken 105C, Renfrew #147, Asiachem SST-736 or approved equivalent.
- 14) It is the responsibility of the Exhibitor to remove ALL tape from the floor at the end of the event.

BELL CART USAGE

Bell carts will not be available for Exhibitors to use to move their own items through the hotel. Bell carts are not allowed in the main hotel area or in the convention area. They are used only by GNRCC staff and move through the back service areas. However, if anyone needs assistance to move anything throughout the weekend from their sleeping room to the Exhibit Hall, GNRCC will provide this service for a fee of \$25 per cart. This fee will be charged to the sleeping room, or the individual will need to pay in cash.



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LOADING DOCK/ PARKING

Please note that you can ONLY offload your vehicles at the loading dock BEHIND the convention center. To get to the loading dock as you approach National Harbor, do NOT turn onto Waterfront St, Fleet St or St George Blvd. Keep going straight and the road will lead directly to the loading docks. You will pass an open-air parking lot next to the GNRCC parking garage along the way as you approach the dock; this lot is where you may park your vehicle after unloading. (Standard size vans may park in the garage.)

There is a staging area next to the dock where you can wait in your vehicle for an open bay from which to unload. After unloading, you cannot park in the staging area. You must move your vehicle to the lot next to the parking garage. There is a fee for parking. (All parking areas in National Harbor, as well as GNRCC, charge a fee.)

There are sixteen (16) dock-level loading bays, but we will not have access to all of them. (Some will be used by other groups moving in and out.) There is a ramp at the end of the dock for loading in from the street level. To help get everyone's vehicles in and out as quickly and efficiently as possible, please do not start setting up your booth while you are unloading. Unload your vehicle completely first, move your vehicle, then start your setup. For load-out, please pack up your booth completely before moving your vehicle to the loading dock.

You cannot offload on the front drive; if you try to do so, you will be redirected by a safety services agent. The GNRCC will have safety services agents stationed on the loading dock to direct traffic. You must follow their directions for load-in and load-out at the dock to ensure safety and smooth loading. The safety services agents will not allow anyone to unload outside the designated time frame. Please send us the time you expect to arrive at the convention center on Thursday so that we will be better prepared for your arrival.

ELECTRIC / INTERNET SERVICES

Electrical, internet and telephone service are available from the GNRCC for a fee. Electrical, internet and telephone connections as well as any other special requests are the responsibility of the Exhibitor. Please note that checking the boxes for Electric, internet, and/or phone connections in the eventbrite registration online form will not ensure that you receive those services but is included only to alert Merchants Coordinators that you will be contracting with GNRCC for those services.

Other services which must be arranged directly with GNRCC include Banner/other hanging needs; Shipping – from minor packages to 1K crates; Dryage; Carpeting, etc.

Arrangements for these services must be made by the exhibitor directly with GNRCC. The cost of any additional service is not included in Katsucon registration fee and must be paid directly to GNRCC. Information to assist in making those arrangements with GNRCC may be found here ---
https://katsucon.sharepoint.com/exhibits/merchants/_layouts/15/guestaccess.aspx?guestaccesstoken=Qoxi%2fwe%2fX4l4BZ%2fhPZsEODMy68McFV3koE%2be%2bnPk9zo%3d&docid=2_1fa78d90d88ec4d868753294e22ac9f36



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MARYLAND STATE SALES TAX INFORMATION

Maryland State Law requires that all Exhibitors charge 6% state sales tax separate from the amount of the sale. Even if you are from another state, you must charge your customers Maryland tax for sales made in Maryland. Most merchandise sold at the convention is subject to Maryland sales tax. There are few things that are not taxable in Maryland. If you have a question about whether something is taxable, please consult your tax adviser. Exhibitor affidavit forms for the Maryland State Comptroller will be available from the Merchants Coordinators at con and will also be emailed to exhibitors prior to convention. All exhibitors will be required to complete this form, regardless of whether any sales are intended. Exhibitor affidavits must be given to Katsucon Merchants Coordinators at check-in. No badges will be issued without a completed form.

Exhibitors are required to receive a state Tax ID from the Comptroller of the Treasury either before or after the convention, and to send in the collected sales tax within 30 days following the convention. Prior to the convention, Katsucon will forward a list of all registered Exhibitors to the Maryland Comptroller's office. The Comptroller will then send out a Temporary Sales and Use Tax license by mail to each Exhibitor on the list. Exhibitors with current Maryland Tax IDs may use their current numbers; simply write your Maryland Trader's License number on the temporary license and send it back to the Comptroller.

If you have any questions about Maryland State Sales Tax, contact the Maryland State Comptroller's Office at (410) 767-1544, or by mail at the following address:

Comptroller of Maryland

State License Bureau

P.O. 2397

Annapolis MD 21404-2397

MARYLAND STATE LICENSING INFORMATION

Exhibitors who do business three times or less per calendar year in the State of Maryland are not required to obtain a Trader's License. Exhibitors that exhibit more than three times a year in the State of Maryland are required to apply for a Maryland Trader's License in order to do business at the GNRCC. Trader's Licenses are issued beginning in May of each year and are valid until the end of April of the following year.

Maryland Exhibitors may use a photocopy of their current Trader's License and need not apply for another one specifically for Katsucon. The Clerk of Courts office does not send out renewal notices; Exhibitors are responsible for reapplying each year for a new Trader's License.

An Exhibitor's Affidavit will be presented to you upon check-in for completion. This Affidavit must be submitted to Merchants Coordinators in order to receive your booth and badges. A copy must be displayed in your booth at all times during the convention. KEI will forward the Affidavits to the State Licensing Bureau in Annapolis following the completion of the convention.

**NO EXHIBITOR WILL BE PERMITTED TO SET UP
WITHOUT A MARYLAND TRADER'S LICENSE OR AN EXHIBITOR'S AFFIDAVIT.
REGARDLESS OF WHETHER ANY SALES ARE INTENDED OR NOT, ALL EXHIBITORS MUST SUBMIT
AN EXHIBITOR'S AFFIDAVIT AT CHECK-IN IN ORDER TO RECEIVE YOUR BOOTH AND BADGES.**

If you have any questions about Maryland Trader's Licenses, contact the Prince George's County Clerk of the Circuit Court at (301) 952-3330.

