



# Katsucon Exhibitors Information Packet

Katsucon 2020  
February 14-16, 2020  
Gaylord National Resort & Convention Center  
National Harbor MD

## CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. will present the 26<sup>th</sup> annual Katsucon convention at the Gaylord National Resort & Convention Center from February 14, 2020 to February 16, 2020.

## 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/>

## EXHIBITORS AND MERCHANTS

Katsucon Merchants Hall Exhibitors include any individual, company, group, organization, or person that has been approved 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 Exhibitors in the Merchants Hall. 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 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	February 13	3:00 PM	N/A	N/A	11:00 PM
Friday	February 14	9:00 AM	11:30 AM	12:00 PM - 8:00 PM	9:00 PM
Saturday	February 15	9:00 AM	9:30 AM	10:00 AM - 8:00 PM	9:00 PM
Sunday	February 16	9:00 AM	9:30 AM	10:00 AM - 3:00 PM	6:00 PM

Hours of Operation are subject to change at Katsucon's discretion. Exhibitors are not permitted to enter the Exhibit Hall outside of normal operating hours. The hall will not be available to any Exhibitor before 3:00 PM on Thursday. Early entry is not permitted.

All Exhibitors must always man their booth during Merchant hall hours of operation. Katsucon is not responsible for damages or losses incurred.

## SECURITY

Merchants hall doors are locked and the hall secured by GNRCC when the hall is not in operation. The Exhibitor is solely and fully responsible for their own materials and should insure their 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 Department, [merchants@katsucon.org](mailto:merchants@katsucon.org), to reserve booths before sending in any payment so that the Department can email this information packet for qualification. A list of confirmed Exhibitors will be available online at <http://www.katsucon.org>

Width	Depth	Limit	Tables <sup>1</sup>	Chairs	Badges <sup>2</sup>	Price
						\$450: 6/15 to 8/15; payment due in full by 8/15
10 feet	10 feet	Four	One	Two	Two	\$600: 9/1 to 10/15; payment due in full by 12/1

<sup>2</sup>Additional badges are \$55 each. Badges are non-transferable.

Each table comes with two (2) badges. Additional badges may be purchased.

For cons and clubs:

Each booth comes with four (4) badges. Up to four (4) additional badges, total, may be purchased. Badges are \$55.00 each and are not transferable.

Booth locations are assigned by the Katsucon Merchants Department.

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 can sit in booths. Helpers/Assistants must have an Exhibitor badge. Up to three (3) additional badges per Exhibitor may be purchased at a cost of \$55 each.

All Exhibitors must supply the names of the Owner(s) or POC, limit 3, to Katsucon Merchants Department. Only these representatives (see above), with a government issued photo ID, can pick up badges.

All Exhibitors may arrange their booth as they wish within their space, if 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 are permitted in booths for personal consumption. Please keep your vending area clean and neat.

Booths are not transferable and may not be resold to a third party. Any booths not claimed by 12pm on Friday are forfeit and will be reclaimed by Katsucon. Please contact the Katsucon Merchants Department 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.

Katsucon 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 60 days prior to con from the Katsucon Merchants Department. Katsucon will not automatically approve every proposed vendor share and reserves the right to reject any potential vendor.

In the event that a Katsucon booth share is approved; 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 on another booth's space will be removed. Further infractions will result in removal from the Merchants Hall without refund. Booth locations are 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 is provided. Exhibitors may provide their own pipe and drape, if desired.

## PAYMENTS

Payments are made online through the Eventbrite system. Upon acceptance, each Exhibitor will receive a personalized link to complete registration. Contact [merchants@katsucon.org](mailto:merchants@katsucon.org) for more details.

Registration at the Early price is from June 15 to Aug 15th, with payment in full due by Aug 15th. Registration at regular price is from Sept 1st to Oct 15th, with payment in full due by Dec 1st. Should you need to pay past the due date please contact Katsucon Merchants Department. Katsucon Merchants will review your request with Katsucon Leadership

No booth payments are 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 day notice by email at [merchants@katsucon.org](mailto:merchants@katsucon.org) or at the mailing address of Katsucon Entertainment, Inc. 4094 Majestic Lane #247 Fairfax, VA 22033. Processing fees may be subtracted before any refund is issued.

## EXHIBITORS CONDUCT AND WARNINGS

***DISCLAIMER: Failure to abide by 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 Katsucon'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 statutes of this agreement contained within this document are violated, Katsucon will review any violations of this agreement and impose penalties if needed. Penalties may include removal from the convention for that event year, written warnings or a ban from future events. Katsucon reserves the right to eject an Exhibitor without prior verbal warning should the situation warrant. Once ejected Katsucon nor GNRCC will render a refund.

In addition to these rules, all other convention and hotel rules remain in effect. Please see the section titled "GNRCC RULES AND REGULATIONS." Violation of Local, State or Federal laws will result in the Exhibitor being ejected without refund and the proper authorities being contacted.

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 always required to wear their convention badge visibly (I.E., on a lanyard properly visible).

## RAFFLES

Maryland state law says that a raffle can only be held either by a civic organization (such as a Fire Department), or for a charitable organization (who must receive the entire proceeds). An Exhibitor CANNOT keep the proceeds from a raffle. Also, in order to hold a raffle in Prince George's County, the organization holding the raffle must first apply for a permit from the County. Therefore, no raffles will be allowed in Merchants Hall, unless you can prove that those conditions have been met. Any Exhibitor holding an unauthorized raffle will be removed from the Merchants Hall and convention.

Merchants Hall Staff must be notified, in writing, 30 days prior to the convention of any and all raffles that have obtained the proper permits for the State of Maryland.



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## ALLOWABLE MERCHANDISE

Katsucon 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, figures, hats, cosplay clothing, 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 Character Rips, Logo Rips, etc.) in the form of Prints, Posters, Buttons, etc. will not be sold within the Merchants Hall. In general, no unlicensed item for which there is a licensed counterpart shall be sold within the Merchants Hall.

Authentic import merchandise must have the proper 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 often still have the official taxation labels. Another exception is the vast amounts of doujinshi that circulate the convention circuit.

Weapons - except for foam, wood, or prop weapons – may not be sold within the Merchants Hall.

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 Department 60 days prior to the convention and must comply with all Federal, State and Local laws.

Any merchandise that may be interpreted as unlawful and/or inappropriate, by Katsucon Merchants Hall staff and/or an industry representative, will be removed for further examination. Upon examination, if it is 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.

## 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 is illegal.

Adult merchandise must be covered and photo identification must be checked at the time of perusal and/or purchase in all cases. It is the sole responsibility of the Exhibitor to check All ID's for anyone that would like to peruse or purchase these items. The Exhibitor is held fully accountable should they fail to check ID's or for any complaints related to adult/mature content. Any form of Child pornography is prohibited by Law, and Law enforcement will be contacted.

Katsucon reserves the right to pursue legal action if the situation permits.

## SELLING FROM OUTSIDE THE EXHIBIT HALLS

It is prohibited to sell any merchandise outside of the Merchants hall or Artist Alley. Doing so violates Maryland state law, Hotel policy and Katsucon policy, and will be reported to Hotel Security and Law Enforcement.

## NOISE/CROWD MANAGEMENT

Music is permissible, at a low volume. Please respect 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 a special event that could result in elevated volume and/or draw a substantially larger crowd; must obtain written approval for said event from Katsucon 30 days prior to the event. This can be done by emailing the Katsucon Merchants Department at [merchants@katsucon.org](mailto:merchants@katsucon.org). There is no at convention approval for special events.



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## 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 Katsucon'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

Katsucon is not liable for failure to perform its obligations under this agreement in the result of strikes, riots or any other cause of any kind not within the control of Katsucon. 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 Katsucon. Katsucon is not liable for any injury to the property of the Exhibitor, injury to persons participating in the Exhibit or for any injury to Exhibitor Invitees/Guest. The Exhibitor hereby indemnifies Katsucon for all such injuries and claims. Katsucon is not liable for the nature of any merchandise being sold by the Exhibitor, and the Exhibitor hereby indemnifies Katsucon for all merchandise claims.

The Exhibitor understands that neither Katsucon nor GNRCC maintains insurance covering the Exhibitor's property. Neither Katsucon 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. It is the sole responsibility of the Exhibitor to obtain, at their own expense, adequate insurance against any/all injury, loss, or damage. The Exhibitor should provide proof of coverage to Katsucon 30 days prior to Katsucon.

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

## INDEMNIFICATION

The Exhibitor and Katsucon, 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 Department and the Convention Chair.

## INTELLECTUAL PROPERTY

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



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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.
4. No sample food and/or beverage products larger than two ounces may be distributed by Exhibitors.
5. The sale or distribution of any food item, specialty snacks, and beverages is prohibited. This includes, Gifts with purchase, giveaways, raffles, paid food sales, and any other means of distribution of food or beverage.
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. If 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 are 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 an additional fee. 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

(NOTE: Areas to offload your vehicles are subject to change at any time. Information will be relayed from Katsucon Merchants Department accordingly.) 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. Parking is available in an open-air lot next to the GNRCC parking garage facility. Any vehicle of Non-Standard size can park there. The Staging area next to the docks is for waiting only. You cannot park here. All vehicles must be in the open-air lot or in a parking garage. Please note, all parking areas in the National Harbor complex; including GNRCC; charge a fee.

Sixteen Dock level loading bays exist; however, Katsucon will not have access to them all due to other events loading in/out. For street level loading a ramp is located at the end of the dock. As you approach the Loading docks, Merchants staff will ask if you need Dock space or not. If you do not need Dock space, you will be directed to a spot in the Loading Area. Please leave space between vehicles for them to Enter and Exit the entire Dock area. For Load In, we ask that you Unload your Vehicle in its entirety and Move Your Vehicle Before you begin setup inside the hall. For Load out, please pack up the entirety of your Booth before moving your vehicle to the Loading dock.

You cannot offload on the front drive; if you attempt to do so, a safety services agent will redirect you. 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 does not ensure that you receive those services. Checking these boxes serves as a notification to Merchants staff that you, the Vendor, will contract 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; Drayage; 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 the Katsucon registration fee and must be paid directly to GNRCC. Information on how to make those arrangements with GNRCC will be sent when it is available.



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## MARYLAND SALES TAX, AFFIDAVIT, AND LICENSING INFORMATION

Exhibitor Affidavit forms for Maryland Comptroller are mailed to all Exhibitors prior to the convention. Exhibitor affidavits must be turned in to Katsucon Merchant Staff at Check in; in order to receive your badge. All Exhibitors are required to fill the affidavit form out. All Exhibitors are required to display their Affidavit form, or a copy, in their booth always. Katsucon forwards all Exhibitor Affidavits to the State Licensing Bureau upon convention completion for that year.

All Exhibitors and Business Entities selling merchandise are required to first obtain a trader's license from the Clerk of the Circuit Court and open a sales tax account in addition to registering and qualifying with the Maryland Department of Assessments and Taxation. Prior to the convention, Katsucon forwards the list of all registered Exhibitors to the Maryland Comptroller office. The Comptroller's office will mail a Temporary Maryland Tax ID and license information to all Exhibitors on the list. All sales are required to charge a 6% Maryland sales tax, separate from the amount of the sale. With few exceptions, all merchandise sold in the State of Maryland is taxable; however further clarification can be obtained from your tax advisor. All Exhibitors are required to send the collected sales tax to Maryland within 30 days post-convention. Should you have a current Maryland Tax ID, simply write your Maryland Trader's License number on the Temporary license information and return the form to the Comptroller's office.

Trader's Licenses are issued starting in May and are valid until April of the follow year. A copy of the current License will be needed for Merchant staff's verification and must be displayed in the booth conspicuously visible.

For more information about the Maryland Trader's License and Exhibitor Affidavit information, please consult the Maryland's Government Website listed below:

Trader's License:

[https://taxes.marylandtaxes.gov/Business\\_Taxes/General\\_Information/Business\\_Licenses/Types\\_of\\_Business\\_Licenses/Traders\\_License.shtml](https://taxes.marylandtaxes.gov/Business_Taxes/General_Information/Business_Licenses/Types_of_Business_Licenses/Traders_License.shtml)

Exhibitor's Affidavit:

[https://taxes.marylandtaxes.gov/Business\\_Taxes/New\\_Businesses/Business\\_Licenses/Types\\_of\\_Business\\_Licenses/Exhibitors\\_Affidavit.shtml](https://taxes.marylandtaxes.gov/Business_Taxes/New_Businesses/Business_Licenses/Types_of_Business_Licenses/Exhibitors_Affidavit.shtml)

Any Questions on MD State tax or MD Tax ID's etc., please contact the MD Comptroller's office at:

Comptroller of Maryland  
State License Bureau  
P.O. 2397  
Annapolis MD 21404-2397  
(410) 767-1544

Any Questions about Maryland Trader's Licenses, please contact Prince George's County Circuit Court Clerk at (301) 952-3330.