



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort & Convention Center
National Harbor, MD

CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. presents the 26th annual Katsucon convention at the Gaylord National Resort & Convention Center from February 12, 2021 to February 14, 2021.

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 ARTISTS

Katsucon Artists include any individual, company, group, organization, or person that has been approved to exhibit in the Katsucon Artist Alley. The information and guidelines in this packet apply to all types of Artists in the Artist Alley regardless of sales being made at the table or not. To assist in determining the most suitable location for each Artist, all prospective items to be sold must be specified on the table application.

Any Artist selling items not listed on their application will be warned to remove said item(s) from their tables. Failure to comply will result in removal from the Artist Alley without refund. An opportunity to update your inventory list will be available within 30 days of the convention date.

ARTIST ALLEY HOURS OF OPERATION LOCATION: PRINCE GEORGE EXHIBIT HALL D

Day	Date	Open for Setup	Open for VIPs	Open to Attendees	Close Down
Thursday	2/11/2021	3:00pm	N/A	N/A	10:00pm
Friday	2/12/2021	8:00am	11:30am	12:00-8:00	8:30pm
Saturday	2/13/2021	9:00am	9:30am	10:00-8:00	8:30pm
Sunday	2/14/2021	9:00am	9:30am	10:00-3:00	5:00pm

Hours of operation are subject to change at Katsucon's discretion. Artists are not permitted to enter the Exhibit Hall outside of these hours for any reason. The hall will not be available to any Artist before 3:00 PM on Thursday. Early entry is not permitted.



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Katsucon 2021
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TABLE INFORMATION

Width	Depth	Limit	Normal Table	Chairs	Badges*	Price
6 feet	30 inches	One	One	Two	One	\$225

**Additional Badges are \$55 each and Non-Transferable*

Maximum of *one table* per Artist, which is considered a single artist or studio. All individuals working together on a single project or groups of projects; are considered one artist group/studio. **If applying as a studio, only the collaborative art pieces may be displayed**, and any individual applications will be considered duplicates and deleted. All studio members must be present to sell.

All Artists must provide their legal name, company name, email, website and/or portfolio address, and phone number to register. A number will be assigned to them, corresponding to a number to be drawn. See Lottery Rules Section for more information. If you have a legal name change and/or studio name change, please notify us as soon as possible. Legal name changes due to a change in marital status, transitioning, etc., will be accepted up to and during the convention.

All set-ups and/or displays will not interfere with other tables on either side or behind. The setup must not block any of the aisles and they must be stable. Displays may not extend beyond the front or sides of the table. Displays must not exceed more than 3 feet behind the table. Should you need to use a clothing rack/display stand for your Artist Alley table, you must choose one Normal table.

Artist Alley tables may not be moved without prior permission from the Katsucon Artist Alley Department. Moving tables from their original placements will result in removal from the Hall and without a refund. Tables are non-transferable and can't resold to a third party.

Any tables not claimed by 8:00pm on Friday are considered a No-Show and will be re-distributed by lottery to other Artists. Prospective artists may register for the lottery until COB on Friday. Table sharing between individual artists is prohibited in the Artist Alley. If applying as a studio, only the collaborative art pieces may be displayed and only one artist/studio can register per table. Lost tables cannot be reclaimed. No credits or refunds are issued for No-Shows. Tables abandoned after open of business on Saturday will remain open.

All Artists and Helpers/Assistants are responsible for their actions within the Artist Alley and throughout the duration of the convention. Be respectful to all Katsucon staff, volunteers, Katsucon Leadership, attendees, and fellow Artists throughout the convention. Hawking, yelling, or aggressive behavior to draw attention to your table is prohibited.

All Helpers/Assistants must have an Artist badge to staff the table. Badges must be visible at all times. Artists are expected to maintain a presence at their assigned table(s) during Artist Alley Hall open hours. Selling or giving away additional badges to outside parties is prohibited. Artist badges are solely for artists, artist helpers/assistants, and studio members. Only two individuals are allowed behind each artist table at any time during Artist Alley hours, including helpers/assistants.

Artists are responsible for cleaning their area during and after the event. Food & drink is permitted behind the table for personal consumption only. Food or drink cannot be sold or given to attendees as it violates GNRCC rules. Keep your area clean at all times.

Katsucon Artist Alley staff is available to help disperse Loiterers that block table access, aisle access or who impede traffic flow.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

Katsucon Artist Alley is intended to showcase a number of Artists. Failure to meet rules/regulations of the event and the GNRCC will result in ejection of all involved Artists from the convention without a refund. No exceptions.

Please contact the Katsucon Artist Alley Department with any questions/concerns prior to the event or if there is a delayed arrival. You can contact us at: artistalley@katsucon.org

LOTTERY RULES

- Registration for the lottery starts on Friday morning when the hall opens. We need your legal name, your business name, your website and/or portfolio address, and your mobile phone number where you can be best reached during the convention.
- You must be a registered attendee with Katsucon to be eligible to enter for the lottery.
- We will randomly select an Artist from the list via our random number generator application.
- We will call or text you via your mobile device Friday night after the hall closes. You do not need to be present to get a table, but we will need verbal/written confirmation you are arriving to claim your table.
- You will have 15 minutes to reply and if no response is received, we will move on to another Artist in the lottery for selection.
- You must be present, in person, and on site by 9:00am on Saturday in order to claim your table. You must complete payment for the table and extra badge, if needed. You will need your tax information and must fill out an Affidavit for the Maryland Comptroller's office.
- In the unlikely event that a lottery winner has not claimed their table before 9:15am on Saturday, we will draw another number from our application.
- You will need to have your product/art on site by Saturday morning. That includes merchandise, helpers, and relevant tax information. Due to space limitations, only two occupants allowed are permitted at each table.
- You will need to provide a portfolio address for your work/items to be previewed before acceptance into the lottery.
- By applying to the lottery, you agree that you have read the Katsucon Artist Alley Information Packet and agree to the terms.
- Any Katsucon Artist Alley lottery winner must purchase all table(s) and extra badge(s) at full price. Please see Table Information for more details on tables and badges.
- After acceptance into the hall, you must forfeit your attendee badge and hand it to the Katsucon Artist Alley Staff at that time.
- Refund request instructions for your attendee badge are provided by the Katsucon Artist Alley Staff in writing and by email. All refund requests will be honored and fulfilled 30 days after the event.
- No refunds or partial refunds will be processed during the convention.

PAYMENT

Payment information is provided directly to Artists whose applications have been accepted. No payments are accepted without prior approval.

Artists will have three weeks from the date of acceptance to pay for their table. Artists who have not paid for their table within the payment period forfeit their table. The table is released to the next accepted Artist.

CANCELLATION



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

Cancellation requests must be received in writing or by email. You will have up to thirty (30) days before the convention in order to receive a full refund. No refunds can be provided with less than thirty (30) days written notice. Any questions or to send your cancellation requests, please send an email to artistalley@katsucon.org or you can send via mail to our mailing address below:

Katsucon Entertainment, Inc.
4094 Majestic Lane #247
Fairfax, VA 22033

SECURITY

All doors are locked when the Hall closes. All Artists are responsible their own materials. All property of the Artist should remain in the Artist's care, custody, and control in transit to/from or within the confines of the Artist Alley. Katsucon is not responsible for losses due to theft, damage, fire, or other causes.

General Policy: In addition to the rules herein, all other convention and hotel rules remain in effect. All local, county, state, and federal laws are also in effect. Violators will be ejected from the convention without refund and turned over to the proper authorities.

ID POLICY

All Artists must show a government-issued, photo ID to check in at the Artist Alley table in Registration Hall E. If an Artist is not able to produce a valid ID at check in, their table(s) will be held until one hour before opening on Saturday; at which point the table(s) are considered unclaimed and are available for sale on a first come/first served basis. Acceptable forms of ID include a state driver's license, state-issued identification card, passport, and school/military IDs. The name on the ID must match the name given on the table application.

AGE POLICY

Any Artist who is not eighteen (18) years of age by February 1st in the year of the convention must have an adult over the age of eighteen (18) sign the agreement on their behalf. Those who co-signs the agreement must be present to check-in for a table and accept all responsibility for any/all failure of the under-aged Artist to comply with all convention policies as well as applicable laws. In addition, an adult over the age of eighteen (18) must be present at the table at all times.

BADGES

Katsucon convention badges must be worn and visible at all times while in any of the convention areas, including Artist Alley. Only those with Katsucon Artist badges are allowed behind the table within Artist Alley.

STRUCTURES

Any structure brought to display artwork must be of sound construction and resist toppling when pushed from any angle. If any structure falls; appears unstable; or begins to droop/ sag the Artist will be asked to remove it by the Katsucon Artist Alley Staff. All displays must reside within the confines of your area.

NOISE

Music is permissible, but the volume is to be kept low. Katsucon reserves the right to require any Artist to turn down or off any audio devices deemed to be interfering or bothering other Artists or attendees at the convention. The same applies to vocal appeals intended to entice people to come to your table.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

AMBIANCE

Bubble machines, smoke machines, fog machines, incense, open flame, and confetti are prohibited by the convention and GNRCC.

GIVEAWAYS

Any artist who wishes to have a giveaway or prize distribution of any kind must contact the Katsucon Artist Alley Department via email prior to the convention for approval. No requests will be granted at the convention.

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). 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 Artist Alley, unless you can prove that those conditions have been met. Any Artist holding an unauthorized raffle will be removed from the Artist Alley and convention.

PHOTOGRAPHY

Photography and video recording are permitted within the Artist Alley, provided that the person being photographed or recorded has given permission. Similarly, pictures or videos of art or the artists are allowed ONLY with permission of the artist.

SIGNS

Signage within the Artist Alley or Gaylord Property is not to be posted on any walls. Please see the Gaylord Policies section for more details.

SALES OUTSIDE ARTIST ALLEY

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

TABLE SIGNAGE

All table signage must match your registration information. Signage that does not match your registration must be removed. If your application indicates "Studio A" and your signage shows "Studio B", Katsucon Artist Alley staff will treat this as a table transfer. Table transfers are not permitted and the Artist is subject to removal from Artist alley, the convention and the hotel without refund.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

HARASSMENT

Katsucon does not tolerate harassment of any kind. Harassment is defined as derogatory comments, stalking, aggressive behavior, unnecessary intentional physical blocking of others, or altercations of any sort. Harassment also includes advocating for or encouraging the above behavior.

This Harassment policy applies to all attendees, guests, panelist, staff, and/or hotel employees. If you believe you have been a victim of harassment, please contact Katsucon Artist Alley staff, Katsucon Public Safety or Hotel Security as soon possible. Please report details calmly and concisely. If our staff has not met your needs or you have further concerns, please use the "Page a Chair" service.

SUBSTANCE USE

Smoking (including vaping, cigars, and pipes), alcohol use and illegal drug use is prohibited in Artist Alley. Violators are subject to removal from Artist Alley, the convention or the Hotel without refund.

BEHAVIOR

No running, screaming, horseplay or excessive use of obscene language will be tolerated. All artists will behave in a professional manner. Offensive conduct directed to an Artist, Hotel staff or Convention staff will not be tolerated.

PERMITTED GOODS

The following is a sample list of items may be sold: In addition to unique individual hand-made items and commissioned works, artists may offer a wide array of products including but not limited to: Posters, Prints, Paintings, Bookmarks, Drawings, Pins/buttons, Comics/Manga, doujinshi, zines, Calendars, CD's, Books, T-Shirts and other clothing, Bags, Cards, Games, Etched glass, Ears/tails, Jewelry, Costumes, Plushies, Props, Origami, etc.

FANART, COPYRIGHTED AND TRADEMARKED MATERIALS

The artist bears all responsibility and risk for the items brought for sale at Katsucon. Any questions regarding these policies will be resolved by the Artist Alley Coordinators, in consultation with Katsucon's Leadership when needed. The Katsucon's Leadership in conjunction with the Artist Alley Coordinator's will make the final decision.

Katsucon Artist Alley and Katsucon staff are NOT currently authorized agents of any company body to enforce copyright on their behalf. Any company that requires removal of perceived copyright or trademark violations will be directed to the artist themselves. No staff or Katsucon member is a legal professional qualified to enforce, for any person or company, what is "fair use" under the legal concepts such as, but not limited to, parody, homage, and derivative work.

Katsucon Artist Alley Staff will not settle trade disputes between artists. That must be solved between your own legal teams. We will only follow state or federal law (i.e., bootlegging, restraining orders, LEO intervention, etc.) as required by those laws.

Unless specifically stated otherwise, Katsucon is not an enforcement agent of any media company or copyright holder. The only parties who can make valid, actionable copyright violation complaints are the copyright holders themselves, or their legally empowered agents.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort & Convention Center
National Harbor, MD

Any egregious violations, like use of trademarked words and images (the “S” for Superman, actual Pokémon/Nintendo logo, and the like), will be asked once to remove the offending item(s). Any further violations will result in the Artist being ejected from Artist Alley, the convention and possible the hotel without refund. You are NOT allowed to copy, trace or in any way reproduce (either by hand or machine) an existing piece of art and sell it as your own. This includes any direct traces of existing art, sprites, and logos that you do not own. (ex: logos and pixel sprites ripped directly from source material.)

It must be an original design, drawn in the Artist's own style. Decisions made by Katsucon Artist Alley staff and/or Katsucon Convention Leadership are final.

Katsucon Artist Alley staff may prohibit the sale of any item at any time, for any reason. Katsucon Artist Alley staff make the final determination on acceptable items for sale. Unacceptable items must be removed. Failure to comply and/or repeat offenses will result in your expulsion from the convention without refund.

PROHIBITED GOODS

The following items are prohibited within the Artist Alley:

Unlicensed, “Knockoff,” or “bootleg” merchandise of any kind is forbidden and grounds for immediate expulsion. These include, but not limited to, videos recorded on homemade DVDs; pirated copies of any titles that have been released commercially in the United States, Japan, or elsewhere; titles taped off the air in Japan; and any fan-subs. Also forbidden: any unlicensed reproductions of any products actually released by an American company.

Imported merchandise or legitimate US products. This includes, but is not limited to: wall scrolls, sharpies, art supplies, duct tape, glow sticks, etc. This also includes resale of used or unwanted anime, manga, and related Japanese merchandise. There will be no resale of items in the Artist Alley. This is known as “garage sales”.

Henna tattoos, face and body painting, and other form of art expression on another person's body is strictly prohibited.

Weapons: Sales of weapons are prohibited in Artist Alley. Swords, guns, and any projectile items are not allowed.

Do not light candles or incense.

NO industrial machines, aerosol cans, airbrushes, wood burners, etchers, or any other supplies or equipment that could be potentially harmful, dangerous or noisy.

No self-adhesive stickers, vinyl decals, or items with an adhesive side (including “tape”) may be sold or distributed by Artists. Please do not bring or display them.

SOAPS, PERFUMES, OILS, AND COSMETICS

If your product meets the regulatory definition of soap, it’s regulated by the Consumer Product Safety Commission (CPSC).

If it’s a cosmetic, it’s regulated by FDA. Neither the product nor its ingredients need approval by FDA, except for any color additives it contains. It is your responsibility to make sure your product is safe for consumers when it is used as intended, and to make sure it is properly labeled.

If it’s a drug (like caffeinated soap), it’s regulated by FDA. It must comply with the regulations (called “monographs”) for certain categories of non-prescription drugs or requirements for new drug approval or.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort & Convention Center
National Harbor, MD

You will need to register your firm and list your products with FDA. We will ask for more details if we accept your application. Please refer to some of the FDA documentation to see what you need, found at: <https://www.fda.gov/cosmetics/productsingredients/products/ucm115449.htm>

FOOD

Due to corkage laws and convention policy, no consumable food, snacks or beverages are allowed for redistribution to attendees, either by sale or for free. Personal food eaten at the table must be kept behind the table. This also includes free bowls of candy for attendees.

GUIDELINES FOR ARTWORK

The artist bears all responsibility and risk for the items brought for sale at Katsucon. Any questions regarding this policy will be resolved by the Artist Alley Coordinators, in consultation with Katsucon Leadership. If a piece of art appears to be very similar to a licensed, copyrighted, etc. piece of art, the artist may be asked to remove it from display and sale at the discretion of the Artist Alley Coordinators. The Artist Alley Coordinator's decision is final.

ADULT MATERIALS POLICY

In recent years there has been a marked increase in the number of minors and families attending Katsucon. Therefore, Katsucon asks that all artists in the Artist Alley, please keep this in mind when setting up. The acceptability of displays of adult material is at the sole discretion of the Artist Alley Coordinators. Any materials which are sexually explicit, extremely graphically violent, or otherwise unsuitable for children must be displayed in a manner that keeps minors from seeing them.

Customers must be of legal age (18) to view/purchase any material that is inappropriate for minors. If any of these materials are found left out in the open, or the Artist Alley Staff receives complaints, the artist will be reminded about the adult materials policy ONCE. If any artist sells inappropriate materials to minors, they will be removed from the Artist Alley and the convention without refund. The artist may also be subject to legal action.

PROXY/AGENTED SALES

Proxy/Agented sales are not permitted in the Katsucon Artist Alley. A proxy/agent is someone other than the original artist, who is selling the art on the artist's behalf, when the artist is not in attendance at Katsucon. Artists must be present at the convention in order to sell their work.

DUAL EXHIBITING

Selling in both the Artist Alley and Dealers Room is strictly prohibited. If you are found exhibiting in both areas, at the same time, you will be evicted from both immediately and may be banned from exhibiting for future years.

If you have been contracted as an exhibitor in the Merchant's Hall, you may also still exhibit in the Artist Alley; provided you are not an owner in the company vending and your work does not make up the majority of the items sold by said vendor. The resulting merchandise from your partnership may only be displayed and sold at either the vendor's booth in Dealers Room or your own Artist Alley booth, but any one piece may not be sold in both locations. The Dual exhibiting rules do not apply to Art Show or Model expo; you may enter work into either.

Katsucon encourages all artists, as well as all attendees, to participate in Art Show and/or Model Expo.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

INTELLECTUAL PROPERTY

Katsucon's title, logo, and mascots are trademarks of Katsucon Entertainment Inc., No likenesses thereof are permitted to be sold in the Artist Alley except by representatives of Katsucon.

LIABILITY

Katsucon is not 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 Katsucon. Anyone visiting, viewing or otherwise participating at an Artist's table is deemed to be the invitee or licensee of the Artist, rather than the invitee or licensee of Katsucon. Katsucon is not be liable for any injury whatsoever to the property of the Artist or the persons conducting or otherwise participating in the conduct of the exhibit or the invitees or guests of the Artist, and the Artist hereby indemnifies Katsucon for all such injuries and claims. Katsucon is not be liable for the nature of any merchandise being sold by the Artist, and the Artist hereby indemnifies Katsucon for all merchandise claims.

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

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

INDEMNIFICATION

The Artist 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, except 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 table and/or removed from their table without refund. Further, they may not be permitted to reapply to the Artist Alley in the future, at the discretion of the Artist Alley Coordinators and the Con Chair.

As an Artist, by paying to participate in the Katsucon Artist Alley, you expressly acknowledge that you have read the Katsucon Artist Alley Info Packet and the Katsucon Code of Conduct and understand the rights, obligations, terms, and conditions set forth herein for the usage of the Katsucon Artist Alley at Katsucon and hereby agree to be bound and comply with the terms. You further acknowledge that failure to abide by the terms for Katsucon Artist Alley may result in loss of all privileges without recourse or refund. No verbal agreements will be honored.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

All Artists must comply with all local, state and federal laws and with all convention policies. Any violations may result in expulsion from Artist Alley, the convention or the hotel.

LOAD-IN/LOAD-OUT/LOADING DOCK/ PARKING

Artists will load-in from the main entrance, side entrance (from parking garage) and loading dock. You cannot leave your vehicle parked in those areas. Please refer to the GNRCC Policy. Do not start setting up until your vehicle is moved. (NOTE: Areas to offload your vehicles are subject to change at any time. Information will be relayed from Katsucon Artist Alley Department accordingly.)

Artists will be able to use the same entrances and loading dock for load-out.

Your table must be completely packed up and your area clean before you or your helper can get in line to use the loading dock.

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 and the GNRCC parking garage along the way as you approach the dock.

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 one of the parking garages. 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 unload your vehicle completely and move it to a parking facility. Once this is done, you may start your setup. For load-out, please pack up your belongings completely before moving your vehicle to the loading dock.

You must follow 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.

The Gaylord has arranged a reduced parking rate in their garage for our Attendees. Rather than paying at the parking gate, special parking cards can be purchased from a Gaylord representative at a designated location in the convention area. More details will be available at the convention. Other parking garages are also available in National Harbor, but no special rates will apply to those garages.

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 Artist. Information on how to obtain these services will be provided once tables are assigned. Should you wish to arrange for such services, please let artist alley staff know, so we are aware and can coordinate with GNRCC.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
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National Harbor, MD

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

Exhibitor's Affidavit:

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.



Katsucon 2021 Artist Alley Information Packet

Katsucon 2021
February 12-14, 2020
Gaylord National Resort
& Convention Center
National Harbor, MD

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 Artists.
4. No sample food and/or beverage products larger than two ounces may be distributed by Artists
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, artists will be readmitted first so that they may return to their booths prior to Artist Alley reopening.
10. Artists 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. Accepted brands of tape are Polyken 105C, Renfrew #147, Asiachem SST-736 or approved equivalent. It is the responsibility of the Exhibitor to remove ALL tape from the floor at the end of the event.