



# Katsucon 2023 Artist Alley Info Pack

Katsucon 2023  
February 17-19  
Gaylord National  
Resort  
& Convention Center  
National Harbor MD

## CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. will present the 28th annual Katsucon convention at the Gaylord National Resort & Convention Center from February 17, 2023 to February 19, 2023.

### 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 ARTIST ALLEY STAFF CONTACT INFORMATION

Email: [artistalley@katsucon.org](mailto:artistalley@katsucon.org)

Katsucon Entertainment, Inc.

4094 Majestic Lane #247

Fairfax, VA 22033

Phone and FAX: (Please use the same for both): 1-877-864-6522

This form can be found online at: <https://www.katsucon.org/exhibits/artist-alley/artist-alley-rules/>

## 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 whether or not sales are being made at the table. To assist in determining the most suitable location for each Artist, all prospective items to be sold must be specified on the table application.

**LOCATION: PRINCE GEORGE EXHIBIT HALL D**



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## ARTIST ALLEY HOURS OF OPERATION

Day	Date	Open for Setup	Open to VIPs	Open to Attendees	Close Down
Thursday	2/16/2023	5:00pm*	N/A	N/A	10:00pm
Friday	2/17/2023	8:00am	11:30am	12:00-8:00	8:30pm
Saturday	2/18/2029	9:00am	9:30am	10:00-7:00	7:30pm
Sunday	2/19/2023	9:00am	9:30am	10:00-3:00	5:00pm

\*This time will depend on the Gaylord table set-up team. Loading dock hours will be announced closer to the convention in the 'Load-In' email.

These hours of operation are subject to change. Katsucon reserves the right to change these hours at any time, including during the convention. Artists will not be permitted to enter the Exhibit Hall outside of these hours for any reason. The hall will not be available to any Artist before 5:00 PM on Thursday. **Artists must be completely moved out by 5:00 PM on Sunday without exception.**

Artists are expected to maintain a presence at their assigned table during *all* Katsucon Artist Alley Hall open hours, including VIP hours.

Please note that if safety conditions change, we will adjust accordingly, with as much notice as possible.

## ARTIST TABLE SPACE INFORMATION

Artist Table Space Type	Price	Badges Included	Allowable Additional Badges	Price of Additional Badges	Table Space Includes
Standard Artist Table Space	\$300	1(one)	2(two)	\$55	1(one) 6ft x 2.5ft table 1(one) tablecloth 2(two) chairs
Premium Artist Table Space	\$600	2(two)	3(three)	\$55	2(two) 6ft x 2.5ft tables 2(two) tablecloths 4(four) chairs



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1(one) Standard Artist table space (1 aisle facing table) will include one 6-foot by 30-inch table, 2(two) chairs and 1(one) Artist badge, and tablecloth. Standard Artist table spaces are \$300 and include 1(one) badge. 2(two) additional artist badges may be purchased for \$55 each.

1(one) Premium Artist table space (2 aisle facing tables) is on the corner of an island and includes 2(two) 6-foot by 30-inch tables(set-up as L-shaped), 2(two) chairs, and 2(two) badges, and 2(two) tablecloths. Premium Artist table spaces are \$600. Premium Artist table spaces include 2(two) Artist badges. 3(three) additional artist badges may be purchased at \$55 each. Premium spaces can be arranged to your specifications as long as your build is safe and does not encroach on other table spaces.

Please let us know if you need additional helper badges.

**Artist Alley table space payments are not refundable. If you need to cancel, Katsucon will not be issuing any refunds.**

The Artist badges are convention badges. They carry the special permission to sell in the Artist Alley, to get in early for setup, and to stay late to pack up your displays. In addition, they allow badge holders to attend the convention in full. No separate attendee badges need to be purchased.

If you requested a Premium Artist table space and all Premium spaces are assigned before we get to your name, you will be offered a single table.

The primary artist is responsible for the actions of their artist alley helpers throughout the duration of the convention. Selling or giving away additional badges to outside parties is strictly prohibited and doing so is a violation of your contract. Artist badges are solely for artists, artist helpers, and studio members. Badges must be visible at all times. Only those persons wearing an Artist badge will be allowed to sit behind the table. Badges are not transferable.

***Artists are responsible for lost or misplaced badges. Badges are the sole responsibility of the artist. Lost badges will not be replaced or refunded. They will need to be repurchased at the \$55.00 price.***

**No refunds. All sales are final.**



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## **TABLE SET-UP AND DISPLAY**

- All set-ups and/or displays must not interfere with neighboring tables to either side or behind the Artist's table.
- Any and all set-ups or displays may not block any of the aisles.
- All displays must be stable.
- Artist's display may not extend beyond the front or sides of the table, and cannot extend more than 3 feet behind the table.
- Artist tables may not be moved without prior permission from Artist Alley staff. Moving the tables from their original positions may result in Artist's removal from the Hall without refund.
- If you want to use a clothing rack/display stand in addition to the Artist table, you must choose one or apply for a premium spot.
- Due to space limitations only two individuals are allowed behind each artist table at any time.
- Your back may be to another artist, so please be courteous.
- Artists are responsible for cleaning up their areas during and after the event. Food & drinks are permitted behind the table for personal consumption only, and cannot be given or sold to attendees. However, if you make a mess, clean it up.
- Keep your area as neat as possible.

Number of Spaces: A single artist or studio is allowed a maximum of 1(one) Artist Alley space consisting of either a standard or premium table space. The Artist Alley is intended to showcase a large number of artists; therefore any violation of this policy will be grounds for immediate expulsion from the Artist Alley. It will also result in the artist being banned from participating in the Katsucon Artist Alley in the future.

Table sharing between individual artists is not allowed in the Katsucon artist alley. If applying as a studio only the art pieces collaborated on can be displayed. Only 1 artist/studio can be registered per table.

A group of Artists/studio: All individuals working together on a single project, or groups of projects, are considered one artist group/studio. For example: a group of artists who collaborated to make their art are counted as a studio. If applying as a studio, only the art pieces that are a collaborative effort can be displayed. If applying as a studio, any individual applications will be considered duplicates and deleted. All studio members must be present to sell.

All artists are expected to show respect to all staff, volunteers, attendees, and fellow artists throughout the convention.



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Hawking, yelling, or aggressive motioning to draw attention to your table is prohibited.

Artists have the right to ask loiterers to move on if they are blocking your table, so long as you do it in a non-threatening [manner](#). Katsucon Artist Alley staff is available to help disperse loiterers that block table access, aisle access or who impede traffic flow.

Tables are [non-transferable](#) and may not be resold to a third party.

Artists are expected to maintain a presence at their assigned table during *all* Artist Alley Hall open hours.

Please notify us of any business or personal name change 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.

## **LOTTERY RULES**

Any tables not claimed by 8 pm on Friday night will be considered a No-Show table and made available for distribution to lottery winners. No credit or refund will be issued for No-Shows.

Please contact the Artist Alley Coordinators in the event of delayed arrival. You can contact us at: [artistalley@katsucon.org](mailto:artistalley@katsucon.org)

1. Registration for the lottery starts at business open on Friday. We will need your name, your company name, a website or portfolio address, and your mobile phone number where you can be reached.
2. You must be a registered attendee with Katsucon to be eligible to enter the lottery.
3. We will randomly select someone from the list via a random number generator app.
4. We will call or text you via your mobile device Friday night after closing. You will have 15 minutes to reply.
5. You must be present, in person, on site before 9:15am 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 info and fill out an Affidavit for the Maryland Comptroller.
6. In the unlikely event that a lottery winner has not claimed their table before 9:15 on Saturday morning, we will draw another number.
7. You will need to have your stuff on site by Saturday morning. That includes product, helper, any relevant tax information. Due to space limitations only two occupants allowed per table.
8. You will need to provide a portfolio address to your work/items to be previewed before acceptance into the lottery.
9. By applying to the lottery you agree that you have read the Katsucon Artist Alley Info Packet and agree to abide by its terms.



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10. Any KAA lottery winner must purchase their table and any extra badge(s) at full price. Single table is \$300 comes with 1 badge and 1 extra badge may be purchased for \$55. Premium space(2 tables on a corner) is \$600 and comes with 2 badges. Two extra badges may be purchased for \$55 each.
11. After acceptance into the KAA, you must forfeit your regular attendee badge and pay the FULL Artist Alley table and badge prices.
12. Refund request instructions for your regular attendee badge will be provided by the KAA staff in writing and by email. All refund requests will be honored and fulfilled *AFTER* Katsucon.
13. No refunds or partial refunds will be processed at Katsucon for your attendee badge.

## **PAYMENT**

In order to avoid any confusion, payment information will be provided directly to Artists whose applications have been approved. For your protection, no table space payments will be accepted without prior approval.

**No refunds. All sales are final.**

## **CANCELLATION**

Cancellation requests must be received in writing by or by email thirty **(30) days prior to the convention**. *No refunds. All sales are final.* Send cancellation requests to [artistalley@katsucon.org](mailto:artistalley@katsucon.org) or to our mailing address below:

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

**No refunds. All sales are final.**

## **SECURITY**

The doors will be locked when the Hall is closed. Each Artist is solely and fully responsible for his or her own materials. All property of the Artist is understood to remain in the Artist's care, custody, and control in transit to or 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.



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**ID Policy:** All artists must show a government-issued, photo ID to check in at the Artist Alley. 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) will be considered unclaimed and open for sale on a first come, first served basis. Accepted forms of ID include: A state driver's license, state-issued identification card, a passport, school IDs, or military ID. The name on the ID must match the name given on the table application.

**Age Policy:** Any artist who is not eighteen years of age by **February 1st** the year of the convention must have an adult sign the contract on their behalf. The adult who co-signs the contract must be present to check-in for a table, and accept responsibility for any failure of the under-aged artist to comply with all convention policies as well as applicable laws. In addition, an adult must be present at the table at all times.

**Badges:** Katsucon convention badges must be worn VISIBLY at all times while in any of the convention areas, including Artist Alley. ONLY people with Katsucon Artist badges will be allowed behind tables within the 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 down, appears unstable, or begins to droop or sag, the artist to whom it belongs will be asked to remove it by the Artist Alley Staff. In addition, all displays must reside within the confines of your area. Artist's display may not extend beyond the front or sides of the table, and cannot extend more than 3 feet behind the table. Displays behind your table must not impede upon other artists areas nor disrupt traffic flow in case of emergency. This includes people who are standing in front of your table (or other tables), handing out flyers. Entrance/Exits into the islands may NOT be blocked in any way.

**Noise:** 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 Artist to turn down or off any audio devices deemed to be interfering with or bothering other Artists or attendees at the convention. The same applies to vocal appeals intended to entice people to come to your table or buy merchandise.

**Ambiance:** Things like bubble machines, smoke machines, fog machines, incense, open flame, and confetti are prohibited by the convention space and Katsucon Artist Alley. Heavy perfumes (including complaint-worthy body odor) are also prohibited.

**Giveaways:** Any artist who wishes to have a giveaway or prize distribution of any kind must contact the Katsucon Artist Alley Staff via email before the convention for approval. No requests for giveaways, etc. will be granted at the convention.



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**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 artist 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 Artist Alley, unless you can prove that those circumstances 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. No photography or camera-phone use will be permitted AT ALL in the Art Show, which will be located within the Artist Alley, so be aware of this rule when entering the Art Show.

**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:** Selling anything from your hotel room or anywhere outside the Katsucon Artist Alley is strictly prohibited per hotel rules. Please refer to the GNRCC Policy. Anyone suspected of selling from their room will be turned over to the hotel who may evict the artist at their discretion. Anyone suspected of selling outside the Artist Alley space may at the discretion of Katsucon Artist Alley management have their and their table mates badges revoked and table ejected without refund. All table signage should match the information that you registered with. If you put down on your application that you are "Studio A" but all your signs say that you are "Studio B" this will be seen as a table transfer. Signage that does not match your registration must be removed.

**Harassment:** Katsucon does not tolerate harassment of any kind, be it based on race, gender, gender identity, gender expression, sexual orientation, marital status, physical or mental ability or disability, religion, sexual orientation, height, weight, planet of origin, or any other physical or civilized beliefs. This goes for all attendees, guests, panelist, staff, and/or hotel employees. Harassment is defined as derogatory comments, stalking, aggressive behavior, unnecessary intentional physical blocking of others, or altercations of any sort. If you believe you have been a victim of harassment, please find Katsucon Security as soon as it occurs. Please present details calmly and concisely. If you feel your safety is at risk, we want to know about it and stop it before it affects more people. If you feel our staff has not been able to meet your needs, or if you have further concerns, please use the service: Page a Chair. Harassment includes advocating for, or encouraging, any of the above behavior. In the event you feel you are being harassed, please contact the Artist Alley staff immediately.

**Substance Use:** Smoking (including vaping, cigars, and pipes) or use of alcohol or illegal drugs while in the Artist Alley will not be tolerated.





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**Behavior:** No running, screaming, yelling, horseplay or grievous use of obscene language will be tolerated. That includes those who have children behind their table. It is expected that, as with any other area of the convention, all artists will be courteous and polite to each other, the staff, and other members. Conduct of an offending manner directed to an Artist, Host Facility personnel, Katsucon Artist Alley personnel, or any other person(s) 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: Stickers, Items with an adhesive feature, 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. Please don't ask us.

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.

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). The second time Katsucon Artist Alley staff sees the offending item(s), the artist will be ejected from the Katsucon Artist Alley and the convention. This especially includes "garage sales" and bootlegging. *No refunds will be issued if ejected from the event by either Katsucon or GNRCC.*



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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 of Katsucon Artist Alley staff are final.

Katsucon Artist Alley staff may prohibit the sale of any item at any time, for any reason. Katsucon Artist Alley staff has the final word on whether something is unacceptable or not, and you will be asked to remove anything deemed such. Failure to comply and/or repeat offenses may result in your expulsion from the convention without refund.

**Prohibited Goods:** The following items are also prohibited from sale 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-sub. 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.

**Soaps, perfumes, oils, and cosmetics:** If your product meets the regulatory definition of soap, it's regulated by the Consumer Product Safety Commission (CPSC).



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-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. 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, and personal food eaten at the table must be kept behind the table. That includes free bowls of candy for attendees. Please refer to the GNRCC Policy.

**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 when needed. 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. 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



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banned from exhibiting for future years. *No refunds will be issued if ejected from the event by either Katsucon or GNRCC.*

This does not include the Art Show inside the Artist Alley, nor the Model Expo. You may freely be entered into both, and the Art Show is actively encouraged. Katsucon encourages all artists, as well as all attendees, to participate in Art Show and/or Model Expo.

## **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.

## **SELLING FROM UNAUTHORIZED AREAS**

The selling of merchandise from a hotel room is against Katsucon 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 sell merchandise outside of the Exhibit Halls. **NO SQUATTING!** You may not sit down in the middle of any open space and attempt to sell art or any other products. Please refer to the GNRCC Policy.

## **LIABILITY**

Katsucon 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 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 shall 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 shall 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 will be held 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,



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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.

Artists MUST comply with convention policy as well as city and state laws. Any violation of this may result in expulsion of the Event Space.

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

Artists will be able to load-in from the main entrance, side entrance(from parking garage) and loading dock.

You can not leave your vehicle parked in those areas. Please refer to the GNRCC Policy.



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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.

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. All parking areas in National Harbor, as well as GNRCC, charge a fee.

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 first, then move your vehicle, then start your setup. And 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.

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.

## **ELECTRIC, INTERNET, TELEPHONE, SHIPPING/STORAGE SERVICES**

Electrical, internet, telephone, shipping/storage service are available from the GNRCC for a fee (<https://gaylordnational.boomerecommerce.com>). Electrical, internet, telephone, shipping/storage service as well as any other special requests are the financial responsibility of the Artist. Information will be provided once table have been assigned.

## **MARYLAND STATE SALES TAX ID 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 advisor.



# Katsucon 2023 Artist Alley Info Pack

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Resort  
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Artists are required to receive a state Tax ID from the Comptroller of the Treasury either before 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 Artists to the Maryland Comptroller's office. The Comptroller will then send out a Temporary Sales and Use Tax license by email or mail to each Artist on the list. Artists with current Maryland Tax IDs may use their current numbers; just write your Maryland Trader's Tax 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) 767-1543, or by mail at the following address:

Comptroller of Maryland  
State License Bureau  
P.O. 2397  
Annapolis MD 21404-2397

2 copies of the Exhibitor's Affidavit and a copy of your tax license (or a copy of a Trader's License) must be presented upon your arrival at the Convention Center KAA sign-in table before you can be issued your table space and badges. If you forget to bring the Affidavit with you, you must fill one out on-site. A copy of the Affidavit must be kept in your booth at all times during the convention.

Please have 2 copies of the signed Affidavit ready. One to display at your table and one to give to the KAA check-in staff.

Katsucon is required to forward all Affidavits to the Comptroller's office following the close of the convention.

*NO ARTIST WILL BE PERMITTED TO SET UP WITHOUT A MARYLAND TAX LICENSE AND AN EXHIBITOR'S AFFIDAVIT.*

Katsucon reserves the right to revise, amend, adapt, modify, update or otherwise change these rules to protect the safety, security, liability, or public image of the convention and/or its attendees, or for any other reason deemed necessary by the Katsucon executives.

## **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 sample food and/or beverage products may be distributed by Exhibitors.



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4. 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.
5. 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.
6. 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.
7. Exhibitors are responsible for the removal of all materials at the conclusion of the show. The booth must be broom cleaned.
8. The GNRCC prohibits the use of normal tape on their walls and floors. No tape may be used on painted or portable walls. 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.
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.