



Katsucon 2023
 February 16- 19 2022
 Gaylord National Resort &
 Convention Center
 National Harbor, MD

Exhibitor's Information Packet

CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. will present the 28th annual Katsucon convention at the Gaylord National Resort & Convention Center (GNRCC) from February 16, 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: <https://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 that has been approved to exhibit in the Katsucon Merchants Hall. Exhibitors occupy booth space and can be designated as Merchants, Industry, Guests, Conventions, or 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. Katsucon Merchant staff may prohibit the sale of items at anytime for any reason.

MERCHANTS HALL HOURS OF OPERATION

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

Day	Date	Open for Setup	Open for VIPs	Open for Attendees	Close Down
Thursday	February 16	7:00 PM	N/A	N/A	12:00 AM
Friday	February 17	9:00 AM	11:30 AM	12:00 PM - 8:00 PM	9:00 PM
Saturday	February 18	9:00 AM	9:30 AM	10:00 AM 7:00 PM	9:00 PM
Sunday	February 19	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 7:00 PM on Thursday. Early entry is not permitted.

**All Exhibitors must always man their booth during Merchant Hall hours of operation. Minors may not be left unattended at booths (must be in sight of guardian). Katsucon is not responsible for damages or losses incurred.

SECURITY

Merchants' hall doors are locked and the hall secured by Gaylord National Resort & Convention Center (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.

BOOTH INFORMATION

Booth locations are assigned by Katsucon Merchants Department. All booths must have a sign posted, clearly visible from the aisle, with the company name, including the parent company name, if different.

Merchants (Vendors) must first send in an application through the Katsucon website (listed below) when applications open to apply through the jury system to reserve a **Booth Space**. Vendors will receive an email of whether they have passed the jury and been accepted to vend or not. Those that are accepted will also be emailed an invoice link to make payment. Those booths not paid for by the listed deadline, are forfeited and given to the next applicant on the waitlist.

A list of confirmed Exhibitors will be available online at <https://www.katsucon.org> along with additional information and updates.

Vendor Booth Space Prices and Amenities

Width	Depth	Badges	Price Per Booth	Included
10ft	10ft	Two	\$500 Due by October 31 st \$700 for corner space \$1500 for End Cap	<ul style="list-style-type: none"> • one (1) 6ft x 2.5ft table • two (2) chairs

*Please note the change, to better serve vendors, we have implemented an additional charge for corners and endcaps so that space type for the vendor can be guaranteed instead of lottery.

****Vendors are limited to a maximum of 4 Booths.**

Cons and Clubs

Width	Depth	Badges	Included
10ft	10ft	Four	<ul style="list-style-type: none"> • one (1) 6ft x 2.5ft table • two (2) chairs

Additional badges: may be purchased for the booth space at \$55 each. Badges are non-transferable. Only those wearing an Exhibitor badge can sit in booths. Every helper/assistant must wear an exhibitor badge visible. Up to four (4) additional badges may be purchased (per booth purchased). Badges are \$55.00 each and are not transferable.

Badges are the sole responsibility of the exhibitor. Lost badges will **not** be replaced or refunded. They will need to be repurchased at the \$55.00 price.

All Exhibitors must supply the names of the Owner(s) or POC (person of contact); limit 3, to Katsucon Merchants Department. Exhibitors and their assistants /helper will pick up their badges in Hall E (Registration), with a government issued photo ID;

All Exhibitors may arrange their booth as they wish within their space, if it does not interfere with other Exhibitors and/or violates 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. Please do not take up tables, spaces, chairs and other items from booths that appear 'empty' or 'unclaimed' space. Katsucon will charge vendors for additional space that has been claimed without permission.

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

Food and drink are permitted in booths for personal consumption. Please keep your vending area clean and neat.

Please Note: Booths are **not transferable** and may not be resold to a third party or 'shared'. Any booths not claimed by 12pm on Friday are forfeited 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 allow booth sharing.**

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. 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 will be provided. Exhibitors may provide their own pipe and drape, if desired.

PAYMENTS

Payments are made online. Upon acceptance, each Exhibitor will receive a personalized link to complete registration via email. Contact merchants@katsucon.org for more details.

Payment information is provided directly to vendors whose applications have been accepted.

The fee per table paid is listed on the above table under the booth section. All payments are due by **October 31st, 2022**. Vendors who have not paid for their table within the payment period forfeit their table. Should you require a payment extension, please contact Katsucon Merchants Hall, merchants@katsucon.org, and Exhibits Director, exhibits-director@katsucon.org. Payment extensions will be reviewed by all relevant parties. No payment extensions will be accepted after November 10th, 2022. No booth payments are accepted in person or at con.

CANCELLATION

All sales are processed electronically and are final and non-refundable after payment.

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.

If any statutes or clauses 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 issue 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 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 these 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, up to sixty (60) days before the convention of any and all raffles that have obtained the proper permits for the State of Maryland. All permits for raffles must be copied and supplied to Katsucon.

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 may not be sold within the Merchants Hall. This includes, but is not limited to swords with metal blades, butterfly knives, pepper spray, etc. Acceptable weapons to sell include foam, wood, or prop weapons

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

Maryland law prohibits selling or dispensing contact lenses, including decorative lenses, without a valid and non-expired prescription. Therefore, the selling and distribution of contact lenses in the Katsucon Merchants Hall is prohibited.

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 IDs 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 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. Any enticement or vocal appeals intended to entice people to visit a booth or buy merchandise or ‘hyping’ up crowds causing excessive cheering or yelling. If at any time a large line appears at your space, for whatever reason, that interferes with your booth, please inform Katsucon Merchant Staff for assistance to assure aisles and other vendor spaces are not blocked." **No Special Events are allowed due to reduced capacity and space requirements. It is under Katsucon Staff discretion on what constitutes a noise issue or event violation.**

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. Minors are never to be left unattended under any circumstance.

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 fulfil 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.

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 larger than two ounces may be distributed by Exhibitors.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Exhibitors are responsible for the removal of all materials at the conclusion of the show. The booth must be swept.
10. The GNRCC prohibits the use of normal tape on their walls and floors. No tape may be used on painted or portable walls.
11. 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.
12. 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 used by Exhibitors to move their merchandise 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 GNRCC room to the Exhibit Hall, GNRCC will provide this service for an additional fee. This fee will be charged to the GNRCC room, or the individual will need to pay in cash.

LOADING DOCK/ PARKING

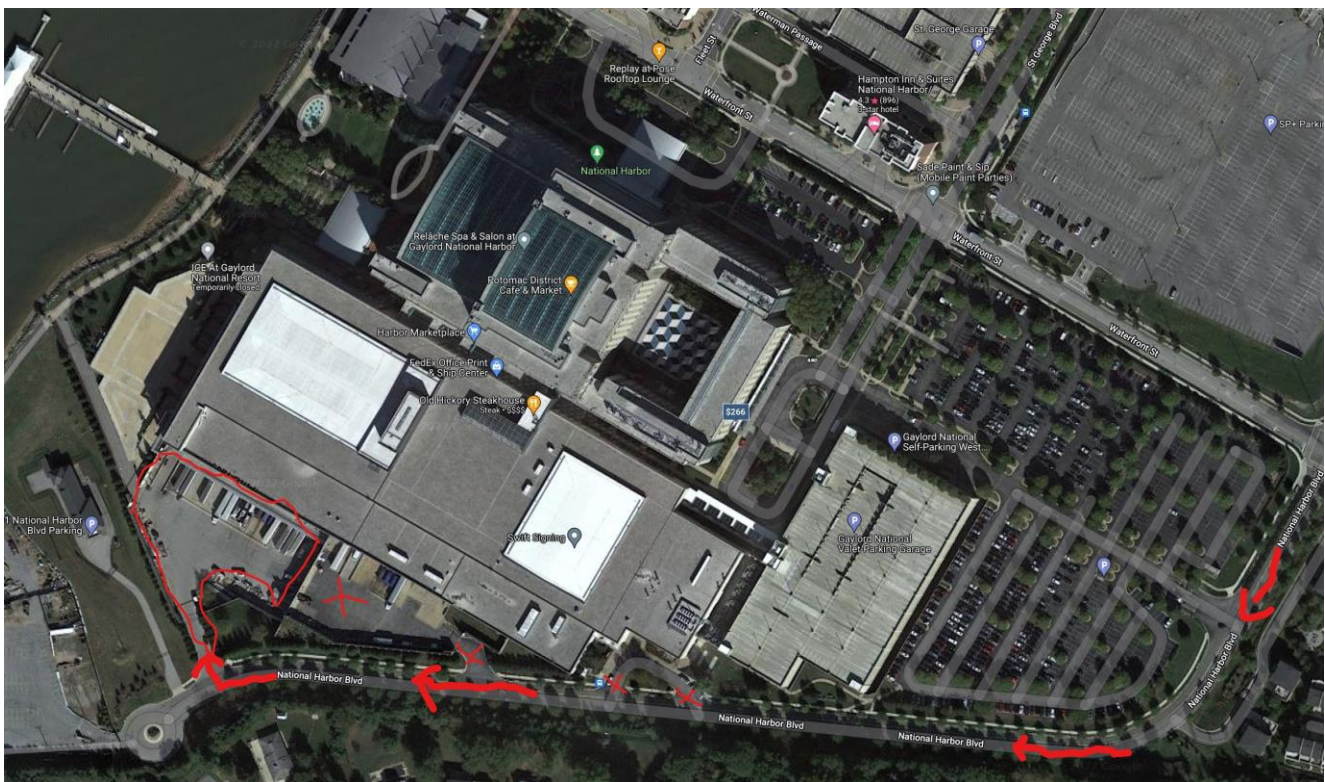
NOTE: Areas to offload your vehicles are subject to change at any time. Information will be relayed from Katsucon Merchants Department accordingly.

Please note that you can **ONLY** offload your vehicles at the loading dock **BEHIND** the convention center.

Directions to Loading Dock:

- To get to the loading dock as you approach National Harbor keep going straight and the road will lead directly to the loading docks.
- Do NOT turn onto Waterfront St, Fleet St or St George Blvd.

Loading Dock Information:



- Katsucon will not have access to all Sixteen Dock level loading bays, due to other events loading in/out.
- Street level loading ramp is located at the end of the 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.

- **Load-In Procedure**

1. As you approach the Loading docks, Merchants staff will ask if you need Dock space, access to ramp, or can use the stair area. Your vehicle will then be directed at the earliest availability to the correct placement. **DO NOT** park in the loading dock area or start offloading until you have staff permission.
2. You will also be required to place signage in your window with your business name and contact information. This sign must remain in your vehicle window and clearly visible at all times.
3. **Unload your Vehicle in its entirety and Move Your Vehicle Before you begin setup inside the hall.**
 - i. Vehicles are not to remain in loading dock empty/unattended. Vehicles left unattended for unreasonable amounts of time will have staff attempt to contact them. If contact cannot be made, the gaylord staff will facilitate the towing of the vehicle from the premises.
 - ii. Please leave space between vehicles for them to Enter and Exit the entire Dock area (do not block people in)
 - iii. Please leave space enough for other vehicles to open their doors and for their owners to be able to access all doors and areas of their vehicle.
 - iv. Do not leave vehicles on the dock overnight

- **Load-Out Procedure**

1. Vendors must pack up the entirety of Booth before moving your vehicle to the Loading dock.
2. Vendors upon completion of packing, vendor will go to the Katuscon Merchant Staff table and escort a staff member to their space for final check.
3. Upon approval, the staff member will give the vendor a pass to enter the loading dock
4. Vendor may then pull their vehicle around to start the load-out process
 - i. Katuscon Staff cannot assist in or accept any liability/damages from load out process (if assistance is given, vendor takes on all responsibility or liability in case of mishandling/damage/etc of merchandise, booth display, property, and all other items of the vendors.)

Parking Information:

- Parking is available in an open-air lot next to the GNRCC parking garage facility.
 - Any vehicle of Non-Standard size can park there.
 - Parking is not included with booth purchase or provided by katuscon

- **The Staging area next to the docks is for waiting to unload only.**
 - Parking in this area at any time is prohibited and if found, the vehicle will be towed. Katsucon is not responsible for any towing charges.
- 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.

HOTEL SERVICES

Electrical, internet and telephone services 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 Tixr 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 (<https://gaylordnational.boomerecommerce.com/>). The cost of any additional service is not included in the Katsucon registration fee and must be paid directly to GNRCC.

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 a 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.

Exhibitors Information Packet

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:

<https://www.marylandtaxes.gov/business/types-of-business-licenses.php>

Any questions on **Maryland State Tax or Maryland Tax ID's etc.**, please contact the Maryland 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.