



Exhibitor's Information Packet

Katsucon 2027

February 12th-14th
Gaylord National Resort & Convention Center
National Harbor, MD

CONVENTION DATE AND LOCATION

Katsucon Entertainment, Inc. (KEI) will present the 32nd annual Katsucon convention at the Gaylord National Resort & Convention Center (GNRCC) from February 12, 2027, to February 14, 2027.

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

Katsucon Merchants Hall Exhibitors include any individual, company, group, and/or organization that have been approved to exhibit in the Katsucon Merchants Hall. Exhibitors occupy booth space and can be designated as Merchants, Brand Partners, Conventions (Cons), or Clubs. The information and guidelines in this packet apply to all Exhibitors in the Merchants Hall.

Prior vending at Katsucon does not guarantee future booth space. Applications must be completed each year. Exhibitors must submit an application through the Eventeny website during the designated application period. All applications will go through a jurying process after the application period has closed, at which point **no other applications will be accepted.**

All prospective items to be sold in a booth must be specified on the 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 a refund. Katsucon Merchants Hall staff may prohibit the sale of items at any time for any reason.

MERCHANTS HALL HOURS OF OPERATION

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

Day	Date	Open for Setup*	Open for Early Access*	Open for Attendees*	Close Down***
Thursday	February 11	7:00 PM	N/A	N/A	2:00 AM
Friday	February 12	9:00 AM	11:30 AM	12:00 PM - 8:00 PM	9:00 PM
Saturday	February 13	9:00 AM	9:30 AM	10:00 AM 7:00 PM	9:00 PM
Sunday	February 14	9:00 AM	9:30 AM	10:00 AM - 2:00 PM	6:00 PM

- * Hours of Operation are subject to change at KEI's discretion. Exhibitors are not permitted to enter the Merchants 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 regardless of how you are bringing in your products.**
- ** All Exhibitors must always staff their booth during Merchants Hall hours of operation. Minors may not be left unattended at booths and must be in sight of a guardian at all times. KEI is not responsible for damages or losses incurred.
- *** Closing times will be strictly enforced. Plan accordingly. Any infractions may result in repercussions up to or including, but not limited to, verbal reprimand and/or fines.

SECURITY

When the hall is not in operation, the doors of the Merchants Hall are locked, and the hall is secured by the GNRCC. 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, from, and within the confines of the Merchants Hall.

BOOTH INFORMATION

Vendors will receive a message through Eventeny notifying them of whether they have been accepted, waitlisted, or denied for exhibiting at Katsucon. Once an application is approved, the payment will be automatically charged to the card on file. To better serve Vendors, an additional charge for corners and endcaps has been implemented to guarantee such a space. Vendors who are unable to make payment before the deadline forfeit their space. Booth locations are assigned by the Merchants Hall Department and will be marked on the floor. Tables, chairs, and linens will be distributed by the GNRCC staff. Exhibitors who are found to be taking GNRCC property without express permission will face repercussions in the form of a fine.

Vendor Booth Space Prices and Amenities

1 Standard Merchant Booth	\$500.00	Non-refundable	- Includes one (1) 10ft x 10ft booth space - Includes two (2) complimentary badges per booth - Maximum of four (4) booths may be purchased - Payment is processed upon application approval
Corner Space Upgrade	\$200.00	Non-refundable	- Request for a corner booth. Not guaranteed - Must be added to a booth purchase (not a standalone item) - Example: 1 booth + corner upgrade = \$700.00 total
End Cap Upgrade	\$500.00	Non-refundable	- Request for an endcap booth. Not guaranteed - Requires a minimum purchase of two (2) booth spaces - Must be added to a booth purchase (not a standalone item) - Endcaps are limited - Example: 2 booths + endcap upgrade = \$1,500.00 total
Additional Badge Fee	\$85.00	Non-refundable	- Purchased badges in addition to the two (2) complimentary badges per 10ft x 10ft booth space - Up to four (4) additional badges may be purchased for each 10ft x 10ft booth space - Recommended for purchase after acceptance

All Cons & Clubs must apply every year via the Cons & Clubs application on Eventeny. Those that do not submit an application will not be considered for a Cons & Clubs space. Word of mouth/emails are not a substitute for an application. Involvement in prior Katsucon conventions does not affect chances for acceptance into future Katsucon events. Cons & Clubs who no show without prior notice or communication with the Merchants Hall Leadership will not be eligible to return the following year but may apply in subsequent years. Cons & Clubs are expected to follow all Merchants Hall rules. Cons & Clubs should not leave their booths unattended, nor should they leave early before closing.

Cons & Clubs Booth Space Prices and Amenities

1 Cons & Clubs Space	\$0.00	Non-refundable	- Includes one (1) 10ft x 10ft booth space - Includes one (2) 6ft x 2.5ft tables - Includes two (2) chairs - Includes up to four (4) complimentary badges (additional badges must be purchased)*
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* Unless otherwise defined by agreement with Merchants Hall Leadership prior to Exhibitor Check-in / Registration.

Cons & Clubs are defined as conventions, clubs, events, and other entities that are using their space for promotion. Promotion includes fliers and word of mouth to raise awareness for that entity. Cons & Clubs are not to table share, trade, swap spaces without prior approval from Merchants Hall Leadership. Garage Sale style tables will not be permitted within the Merchants Hall and will be immediately asked to store/remove items from the table. If the 'Garage Sale' persists, the exhibitor will be removed from the convention for the remainder of the event and will face denial to participate in future Merchants Halls at Katsucon.

Cons & Clubs are **not** permitted to make sales without approval from Exhibit Hall Leadership. Cons & Clubs will only be permitted to sell promotional merchandise directly representing their organization, and/or memberships to an event hosted by the organization. Cons & Clubs that sell are expected to have a tax affidavit, even if a nonprofit, to be kept at their booth throughout the event. Any type of giveaways, services, or anything outside of the above listed 'promotion' must be noted on application and are subject to approval by leadership. Space is intended for event/group promotion and/or the pre-sales/sales and convention merchandise. Located in aisles A & B of the Gaylord Convention Center Prince George's Exhibit Hall. Any other use must receive prior written approval from Katsucon Merchant Hall leadership.

Payment Information

All payments for booth space and additional badges are made online through Eventeny. There are no alternative payment methods. Upon acceptance, the exhibitor will be charged for their booth space. Contact **merchants@katsucon.org** for more details.

All payments are due by **December 1st, 2026**. Should you require a payment extension, please contact Katsucon Merchants Hall, **merchants@katsucon.org**, AND the Exhibits Director, **exhibits-director@katsucon.org**, BEFORE the payment deadline. Payment extensions will be reviewed by all relevant parties. No booth payments will be accepted in person or at the event.

Badges

Badges are the sole responsibility of the exhibitor. Lost badges will not be replaced or refunded. They will need to be repurchased for \$85. Only those wearing an Exhibitor badge can sit in a booth. Each helper/assistant must wear a visible exhibitor badge.

Four (4) additional badges may be purchased for each 10ft x 10ft booth space for \$85 each. Badges are non-transferable and non-refundable.

All Exhibitors must provide the Katsucon Merchants Department with the names of up to three business owners and/or primary points of contact (POC) Owner(s) or POC (person of contact). Exhibitors and their assistants/helpers will pick up their badges in front of the Merchants Hall entrance (Prince George's Hall C) at check-in and at the Merchants Hall Staff table during the event.

Booth Space Information & Responsibilities of Exhibitors

Exhibitors may arrange their booth as they wish within their space, provided it does not interfere with other Exhibitors and/or violate fire codes (e.g. blocking the aisle). Additional tables, chairs, shelving, walls, display units, etc. are permissible within the booth space but must be supplied by the Exhibitor. No element of an Exhibitor's setup should break the plane of another Exhibitor's booth (this includes airspace). Breaking the plane/airspace is defined as displays that go beyond the vertical boundaries of a booth or impede another booth's space beyond the

marked boundaries. This also includes Exhibitors affecting the safety of other Exhibitor's displays such as leaning on, pressing on, and otherwise negatively affecting another exhibitor who is within their own space.

All booths are required to have a sign posted **clearly visible from the aisle** with the company name, including the parent company name, if different. The name displayed must match information provided in the application. If the company name is not displayed as required, Exhibitors will be given the opportunity to put up a sign. If no sign is put up, Exhibitors will be fined.

All displays must be secured and stable. For safety reasons, KEI and Katsucon leadership will ask that any displays deemed unsafe or unstable be taken down. Merchants Hall Leadership reserves the right to judge the safety/security of a display at any time and may require a display/setup to be modified or removed. Infractions will result in repercussions up to and including removal from the Merchants Hall without a refund upon discretion of leadership.

Exhibitors may choose to use their own table covers if desired, but it must be supplied by the Exhibitor. The Katsucon Merchants Hall does not provide pipe and drape. Any requests for pipe and drape must go through the GNRCC.

Do not take tables, space, chairs, and/or other items from booths that appear 'empty' or 'unclaimed'. KEI will charge exhibitors for additional space that has been claimed without permission. Exhibitors MAY NOT switch spaces without prior approval from Merchant's Hall Leadership, even if empty/unclaimed.

Booths are **non-transferable** and may not be shared with or resold to a third party. Any booths not claimed by 12pm on Friday are forfeited without a refund and will be reclaimed by KEI. Please contact the Merchants Hall Leadership in the event of delayed arrival or any change in representation. If you wish to have a representative claim your table for you, you must provide all information about this representative with your application, or you must receive express written permission for the representative from the Katsucon Merchants Department Leadership.

Please keep your vending area clean and neat. Exhibitors are responsible for cleaning up their areas during and after the event. All trash (such as food containers, bags, cups, empty boxes, packing materials, etc.) must be removed from the hall and disposed of in the dumpster on the loading dock. Failure to do so may result in a fine or the removal of all Exhibitors involved from the convention without a refund.

Food and drink are permitted in booths for personal consumption ONLY, and may not be sold or otherwise distributed.

CANCELLATION

All sales processed through Eventeny and are final and non-refundable. Rollover payments from year to year will not be permitted due to the Jury Selection System.

EXHIBITORS CONDUCT AND WARNINGS

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

Katsucon is a 13+ convention. Every Exhibitor is expected to conduct themselves professionally, and in a way that is appropriate for a family environment. Those found to be engaged in inappropriate conduct will be immediately removed from the convention. KEI has a zero-tolerance policy for harassment.

The GNRCC is a union facility. Katsucon staff and Exhibitors are not permitted to move tables, chairs, or other GNRCC property. Interfering with GNRCC staff operations may result in fines and ejection from the Merchants Hall.

If any statutes or clauses of this agreement contained within this document are violated, Katsucon leadership will review any violations of this agreement and impose penalties. Penalties may include removal from the event, written warnings, and/or a ban from future events. KEI reserves the right to eject an Exhibitor without prior verbal warning should the situation warrant. Once ejected, neither KEI nor GNRCC will issue a refund.

In addition to these rules, all other convention and hotel policies remain in effect. Please see the section titled GNRCC RULES AND REGULATIONS. Violation of local, state, and/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 to participate in the Merchants Hall. Purchasing a booth includes registration. All Exhibitors are required to always wear their convention badge visibly (i.e. on a lanyard and properly visible) within all spaces of the convention. Only individuals with an Exhibitor badge are allowed behind the booth.

Raffles

A raffle is defined as any intake of multiple entrants/entries that are then randomly drawn from to win services/merchandise. Maryland state law states 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.

To hold a raffle in Prince George's County, the organization holding the raffle must first apply for a permit from the County. No raffles will be allowed in the 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 Leadership must be notified in writing by all Exhibitors that have obtained the proper permits for the State of Maryland up to sixty (60) days before the first day of the convention. All permits for raffles must be copied and supplied to Katsucon Merchants Hall Leadership.

ALLOWABLE MERCHANDISE

KEI does 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-ROMs, re-writable discs, floppy discs, EPROM storage chips, models, figures, hats, cosplay clothing, and toys. Also included are all printed media such as books, magazines, cards, posters/scrolls (fabric or paper) and clothing with printed art. For example, unlicensed Disney products, such as Keyblades in any form, are not permitted to be sold within the hall.

Fan Art (e.g. unlicensed character or logo reproductions) is not permitted to be sold within the Merchants Hall. Fan art includes but is not limited to any use of copyrighted/trademarked assets/characters/images used in an unlicensed manner. This includes all forms of media, such as prints, textiles, models, etc. This also includes fan art from a third party, regardless of permission from the third party to sell. Any Exhibitor found to be selling fan art will be given a verbal warning to remove those products. If the items are not removed or are brought back, the Exhibitor will be removed from the Merchants Hall with no refund.

A.I. (artificial intelligence) generated products are not permitted for sale in any form (including, but not limited to, prints, posters, buttons, wood burnings, and glass etchings). Merchants found to be selling products with A.I. generated images will be asked to remove those products from the exhibit hall. If the items are not removed/are brought back, the exhibitor will be removed from the Merchants Hall with no refund.

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 that do not infringe upon copyrights or convention policies.

The sale or distribution of any food and/or beverage is prohibited with no exceptions. This includes gifts with purchase, giveaways, raffles, paid food sales, and any other means of distribution.

Soaps, perfumes, oils, and cosmetics are regulated by either the Consumer Product Safety Commission (CPSC) or the Food and Drug Administration (FDA), depending on the product type. While cosmetics do not require FDA approval (except for color additives), they must be safe and correctly labeled. Products classified as drugs must comply with FDA drug regulations, including possible registration and listing requirements. It is your responsibility to make sure your product is safe for consumers when it is used as intended, that it is properly labeled, and if necessary, is properly registered with the necessary entities. Additional information may be requested during the application review process if your application includes any of these products

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

Any merchandise that may be interpreted as unlawful and/or inappropriate by Merchants Hall Leadership and/or an industry representative, will be removed for further examination. Upon examination, if it is unauthorized, that item must be removed from the exhibit hall 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 a refund.

Any copyright/trademark holder that sees a violation of their mark must approach Merchants Hall leadership first with proof of ownership of the intellectual property. Third party approaches will not be acted upon; it must be the primary holder of the mark. Any decisions by staff on such claims are final. Harassment of other exhibitors over intellectual property concerns will not be tolerated.

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 or otherwise shielded from view, and photo identification must be checked at the time of perusal and/or purchase in all cases. Exhibitors in violation of this policy will be asked to cover or remove uncovered merchandise/displays. 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, or any of their assistants/helpers, 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.

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, GNRCC policy, and Katsucon policy. Any and all infractions 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 down/off any audio devices deemed to be interfering with or bothering other Exhibitors or attendees at the convention. Exhibitors may not use excessive yelling, cheering, or crowd-hyping tactics to attract attention to their booth or merchandise. If at any time a large line appears at your space which interferes with your booth, please inform Katsucon Merchants Hall Staff for assistance to ensure aisles and other Exhibitor spaces are not blocked.

No special events are allowed due to capacity and space requirements unless explicitly authorized in writing at least two weeks before the start of the convention. It is under Merchants Hall Leadership's discretion as to what constitutes a noise issue or event violation.

LEGAL NOTICES

You must be 18 or older to apply for a booth in the Merchants Hall. Based upon Maryland Age of Majority statutes (COML Art. 1 §103), it is KEI policy that minors are not allowed to sign the contract. Minors are never to be left unattended in booths under any circumstances. KEI reserves the right to pursue legal action if the situation permits.

Indemnification

The Exhibitor and KEI, to the extent permitted by law, agree to defend and indemnify the other, and its officers, directors, agents, and employees, including Katsucon Staff, 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.

Liability

KEI is not liable for failure to fulfill its obligations under this agreement due to strikes, riots or any other causes beyond its reasonable control. Anyone visiting, viewing, or otherwise participating in the Merchants Hall is deemed to be the invitee or licensee of the Exhibitor, rather than the invitee or licensee of KEI or the Katsucon Convention.

The Exhibitor understands that neither KEI nor GNRCC maintains insurance covering the Exhibitor's property.

Neither KEI, 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. The Exhibitor hereby indemnifies KEI for all such injuries and claims. KEI is not liable for the nature of any merchandise being sold by the Exhibitor, and the Exhibitor hereby indemnifies KEI for all merchandise claims. It is the sole responsibility of the Exhibitor to obtain, at their own expense, adequate insurance against any/all injury, loss, or damage. Each Exhibitor shall supply Group with Certificates of Insurance at least 30 days prior to use of the exhibition premises.

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

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 a refund. Further, at the discretion of the Katsucon convention leadership and/or its representatives, they may be barred from participating in the Merchants Hall in the future.

INTELLECTUAL PROPERTY

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

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. 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.
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. 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.
8. Exhibitors are responsible for the removal of all materials at the conclusion of the show. The booth must be swept.
9. 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.
10. 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 may 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 by the GNRCC.

LOADING DOCK/ PARKING

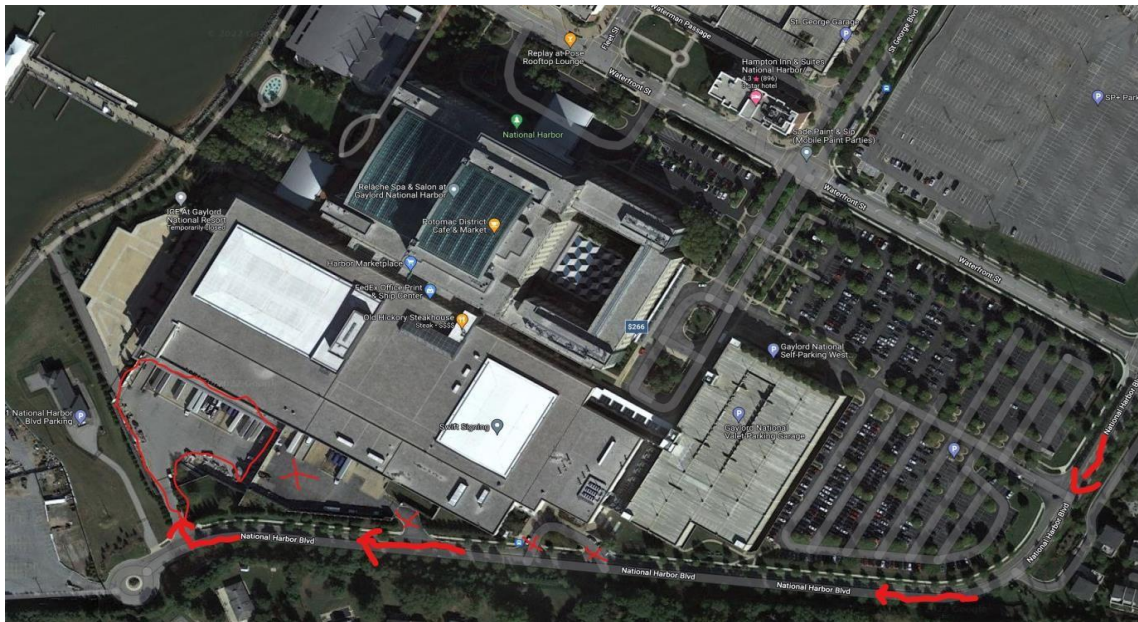
You **must** offload your vehicles at the loading dock behind the convention center. Exhibitors are not permitted to load-in from any other hotel or convention center entrance **regardless of the size of the vehicle or the amount of products/display material**.

NOTE: Loading areas are subject to change at any time. Information will be relayed from Katsucon Merchants Department accordingly.

Directions to Loading Dock:

- To get to the loading dock, drive south down National Harbor Blvd. It leads behind the convention center and directly to the loading docks
- Do NOT turn onto Waterfront St, Fleet St or St George Blvd

Loading Dock Information:



- The Merchants Halls and docks are unavailable to exhibitors until 7 pm. Early entry is not permitted
- You are not permitted to line up your vehicle prior to getting your dock pass. You will be required to move your vehicle
- Katsucon Staff and Exhibitors may not have access to all dock level loading bays, due to other events loading in/out
- A 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 GNRCC staff member will redirect you
- The GNRCC will have safety services agents stationed on the loading dock to direct traffic
- You must follow staff directions for load-in and load-out at the dock to ensure that the process is safe and efficient. You are not permitted to drive any vehicles into the hall

- The safety services agents will not allow anyone to unload outside the designated time frame

Load-In Procedure

1. All exhibitors must check-in prior to load-in to get a Dock Pass. Exhibitors are not permitted to enter the dock area without a dock pass. Exhibitors are not permitted to line up for the docks more than 15 minutes before their assigned time slot.
2. As you approach the loading docks, Merchants Department staff will ask what kind of space you will need to unload (i.e. dock space, ramp access, or the stair area). You will then be directed to park and unload. Do not park in the loading dock area or start offloading until you have staff permission.
3. You are required to place your Dock Pass in your window with your business name and contact information. This sign must remain in your vehicle window and clearly visible at all times while unloading. Vehicles without proper information are subject to removal at the discretion of Katsucon/GNRCC staff.
4. **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 an unreasonable amount of time will have Katsucon/GNRCC staff attempt to contact them. If contact cannot be made, the GNRCC staff will facilitate the towing of the vehicle from the premises at the owner's expense.
 - ii. Please leave space between vehicles for them to enter and exit the 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 unattended.
 - v. Do not leave vehicles on the dock overnight.

Load-Out Procedure

1. Exhibitors must pack up the entirety of their booth before moving vehicles to the loading dock.
2. Upon completion of packing, go to the Katuscon Merchant Staff table and escort a staff member to your space for final check.
3. Upon approval, the staff member will give the exhibitor a Dock Pass* for load-out
4. Once you have your load-out Dock Pass, you are permitted to bring your vehicle to the loading dock.
5. Katsucon Staff cannot assist in or accept any liability/damages from the load out process (if assistance is given, exhibitor takes on all responsibility or liability in case of mishandling/damage/etc. of merchandise, booth display, property, and all other items of the exhibitors.)
6. Any exhibitor who has not completed loadout by 6 pm may be subject to a fine of \$750, which will be donated to charity.

*Dock Passes are marked for load-in **and** load-out. You are permitted to use the same pass, but it must be signed off by a member of the Merchants Hall staff before using it for load-out. One pass is required for each vehicle. Attempting to use a photocopied Dock Pass may result in being asked to vacate the docks until a later time.

Parking Information:

- Parking is **not** included with booth purchase or provided by KEI
- Parking is available in an open-air lot next to the GNRCC parking garage facility. The parking lot is managed by National Harbor and requires advance reservation to secure a parking spot
 - Any vehicle of Non-Standard size can park there
- All vehicles must be in the open-air lot or in a parking garage
 - The Staging area next to the docks is for waiting to unload only

*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 on your application does not ensure that you receive those services. Checking these boxes serves as a notification to Merchants staff that you, the Exhibitor, 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. A link to purchase these services will be sent at a later date. The cost of any additional service is not included in the Katsucon registration fee and must be paid directly to GNRCC.

We do not recommend shipping products via FedEx. If you choose to do so, coordinate with the FedEx office within the Gaylord ahead of time to ensure you are able to receive your shipment on Thursday.

MARYLAND SALES TAX, AFFIDAVIT, AND LICENSING INFORMATION

KEI is not responsible or able to address any tax-related items/concerns. Due to liability, KEI cannot provide any tax related advice/information. Any questions/concerns should be directed to the Maryland Comptroller.

Exhibitor affidavits are available on the Maryland State website. All Exhibitors are required to keep their Affidavit form, or a copy, in their booth for the entire event.

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 Merchant Hall Staff 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 of 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 following year.

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.

NOTICE OF CHANGE

Katsucon Entertainment Inc. reserves the right to change or update this document at any time. If any changes do occur, an update will be provided to all parties herein affected or subject to said changes.