



EXHIBITORS PACKET

Katsucon Entertainment Inc.

Exhibitors & Merchants

Katsucon Merchant's Hall exhibitors/vendors/merchants (used interchangeably) include any individual, company, group, and/or organization that have been approved to exhibit in the Katsucon Merchant's Hall. The information and guidelines in this packet apply to all entities accepted into the Merchants Hall and can be edited/changed at any time without notice (though Katsucon staff will make best effort to do so)

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Katsucon Entertainment, Inc. (KEI) will present the 31st annual Katsucon convention at the Gaylord National Resort & Convention Center (GNRCC) from February 14, 2025 to February 16, 2025.

HOTEL/CONVENTION INFORMATION

Gaylord National Resort & Convention Center (GNRCC)
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/>

MERCHANT’S HALL HOURS OF OPERATION

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



Day	Date	Open for Setup ¹	Open for VIPs ¹	Open for Attendees ^{1,2}	Close Down ^{1,3}
Thursday	February 13 th	7:00 PM	N/A	N/A	12:00 AM
Friday	February 14 th	9:00 AM	11:30 AM	12:00 PM - 8:00 PM	9:00 PM
Saturday	February 15 th	9:30 AM	10:00 AM	10:30 AM - 7:00 PM	8:00 PM
Sunday	February 16 th	9:00 AM	9:30 AM	10:00 AM - 3:00 PM	9:00 PM

- 1 Hours of Operation are subject to change at KEI’s discretion. Merchants are not permitted to enter the Merchant Hall outside of normal operating hours. The hall will not be available to any Merchant before 7:00 PM on Thursday. Early entry is not permitted. Minors may not be left unattended at booths (must be in sight of guardian)
- 2 All Merchants must always man their booth during Merchant’s Hall hours of operation, when the hall is open to any attendees regardless of their type of badge. Katsucon is not responsible for damages or losses incurred.
- 3 Closing times will be strictly enforced. Clear out must be completed by closing time defined above for the day. Any infractions may result in repercussion up to or including fines, verbal reprimand, removal from the hall, and/or removal from the convention space.

BOOTH INFORMATION

Merchant Booth Space Prices and Amenities

Width	Depth	Badges	Price Per Booth	Included ³
10ft	10ft	Two	\$500	<ul style="list-style-type: none"> one (1) 6ft x 2.5ft table two (2) chairs³

Add Ons	Corner Space ¹	Booth price +\$700		1 or more booths
	End Cap ¹	Booth Price + \$1500		At least 2 booths must be purchased

- 1 To better serve merchants, an additional charge for corners and endcaps has been implemented to guarantee that specific space type as an add-on to booth purchase.
- 2 Merchants will be limited to a maximum of four (4) booths
- 3 Tables, Chairs, and linens will be staged at the back of the exhibit’s hall. Booths will be only permitted to utilize the quantity of items included with their purchase. If in need of extra, speak to Katsucon staff.

Cons/Clubs

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

* Unless otherwise defined by agreement with Senior Management prior to Exhibitor Check-in / Registration.

Cons/Clubs are defined as conventions, clubs, events and other entities using their space for promotion. Promotion includes fliers and word of mouth to raise awareness for that entity/event/cause. Cons/clubs are not to table share, trade, or swap spaces without prior approval from Merchant’s Hall leadership. This includes but is not limited to the day of con, even if a group did not show up to claim their space.

(Cons/Clubs Continued)

All cons/clubs must apply every year via the Convention Cons/Clubs application through Eventeny. Those not applying will not be considered for a club/con space. Word of mouth/emails are not considered an application and do not 'save a space' or change the application process. Involvement in prior Katsucon conventions does not affect chances for acceptance into future Katsucon events. Cons/clubs who 'no show' without any prior communication with the Katsucon Merchant's Hall Department Heads will not be considered for the next Katsucon but may apply for the one after that.

Cons/Clubs are expected to follow all Merchant's Hall rules as vendors. Cons/clubs should not leave their booths unattended, nor should they leave early before closing.

Cons/Clubs ARE NOT permitted to make sales without approval from Merchant's Hall Leadership. Cons/Clubs will only be permitted to sell merchandise directly representing their organization, and/or memberships to an event hosted by the organization. This can include pre-registration for conventions/event badges, specific event/convention merchandise, etc. Cons/Clubs that sell are expected to have a tax affidavit, even if a nonprofit. **Any type of giveaways, services, or anything outside of the above listed 'promotion' should also be noted on the Con/Club's application and Merchant's Hall leadership should be notified for approval.**

Garage Sale style tables *are not permitted* within the Merchant's Hall and will be immediately asked to store / remove items from the table. If Garage Sale persists, the Con/Club will be removed from the Merchant's Hall and Convention for the remainder of the event and could result in denial to participate in future Merchant's Halls at Katsucon conventions.

Booth Requirements for all Merchant's Hall Booths

All booths must have the following:

- Signage with their name/company clearly visible from the aisle.
- 2 Maryland Tax Affidavits.
 - 1 to submit to staff at registration and 1 to display visibly in booth for comptroller.
 - Exhibitors must supply their own affidavits. Cons and clubs do not need an affidavit UNLESS they are selling with leadership approval
- A safe booth setup that will not infringe on other vendors or cause an unsafe environment
- Owner/helpers must have valid government issued IDs for registration
- A MD Sales Tax License
 - KEI and Katsucon staff cannot assist with or answer tax related questions/issues
 - You must contact the MD comptroller <https://www.marylandtaxes.gov/>

Merchant Hall Badges

Merchants receive 2 badges per purchased booth space (as stated in table above) or allocated space (such as cons/clubs). Badges are non-transferable. The name of the person using the badge must be registered to each specific badge individually. Only the person whose name is attached to the badge may collect it at merchant registration.

Badges are collected by approaching either merchant registration or the merchant staff table and presenting a valid state ID. **Lost badges will not be replaced or refunded.** They will need to be repurchased at the purchase price of an additional badge.

Only those wearing an Exhibitor badge can sit in booths. Every helper/assistant must wear a visible exhibitor badge.

Additional Badges

May be purchased at \$75 each. Up to four (4) additional badges may be purchased per booth space purchased. As with regular merchant badges, the person who is receiving the additional badge must have their name registered to the badge. They must follow the same procedures as listed above to collect.

If a vendor needs more badges than what is available for included and additional quantities, that individual will have to buy a regular convention badge through attendee registration. No exceptions will be made.

Additional badges may be bought at any time before or during the convention through the Eventeny website/app.

Booths	Additional Badges Available
1	4
2	8
3	12
4	16

Hotel Services/Electric/Internet/Shipping

Please note, it has been a common issue each year that cell data has not been reliable in the Katsucon Merchant's Hall, effecting sales/point of sales devices. Katsucon staff is unable to remedy/alter this situation at this time. You may purchase internet through GNRCC if you do not wish to rely on cellular data.

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 also note that checking the boxes for Electric, internet, and/or phone connections in the Eventeny 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.**

(Hotel Services/Electric/Internet/Shipping Continued)

If electric service is not available at your booth in a timely manner, please contact both GNRCC and Merchant's Hall staff and inform them. If you have not received the code/information for your internet purchase, please contact the Gaylord directly. GNRCC has been kind enough to provide us with Gaylord IT staff the last 2 years. If available, please speak to them about any issues involving internet/data.

Other services which must be arranged directly with GNRCC include Banner/other hanging needs; Shipping – from minor packages to 1K crates; Drayage; Carpeting, etc. (see FedEx below)

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 Merchant's Hall registration fee and must be paid directly to GNRCC.

Any major shipping needs should be coordinated through the FedEx located at the Gaylord Hotel. *FedEx Office Print and Ship Center is located on the ballroom level of the hotel, between the hotel and convention center*

Address:	201 Waterfront St Oxon Hill, Maryland 20745 Phone: (301)567-0457																
Phone:	(301)567-0457																
Website	https://local.fedex.com/en-us/md/oxon-hill/office-5629																
Hours of Operation:	<table border="1"><thead><tr><th><u>Store hours</u></th><th><u>Last pickup</u></th></tr></thead><tbody><tr><td>Sunday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Monday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Tuesday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Wednesday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Thursday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Friday</td><td>7:00 AM - 7:00 PM</td></tr><tr><td>Saturday</td><td>7:00 AM - 7:00 PM</td></tr></tbody></table>	<u>Store hours</u>	<u>Last pickup</u>	Sunday	7:00 AM - 7:00 PM	Monday	7:00 AM - 7:00 PM	Tuesday	7:00 AM - 7:00 PM	Wednesday	7:00 AM - 7:00 PM	Thursday	7:00 AM - 7:00 PM	Friday	7:00 AM - 7:00 PM	Saturday	7:00 AM - 7:00 PM
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APPLYING TO KATSUCON

Opening of applications are announced on the **Katsucon Exhibitor Information | Katsucon website** - www.katsucon.org, **Katsucon (@Katsucon) / X** - x.com/katsucon, and **Katsucon's facebook** - www.facebook.com/groups/katsucon/. Vendors should not expect an email informing them. Vendors are responsible for keeping an eye on dates/deadline.

To apply for a booth space, Merchants must submit an electronic application through the Eventeny website (link available through www.katsucon.org/exhibitor-information/) Their application must comply with all requirements listed in/on the application and within Katsucon/GNRCC policy. Applicants will be selected via jury.

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 Merchant's Hall without refund. Katsucon Merchant staff may prohibit the sale of items at anytime for any reason.

*The jury system is an independent 3rd party system judged on the following characteristics: Overall booth appearance/professional display, relevance/fit of merchandise with the convention, uniqueness/individuality, and audience reach. Vendors are required to submit at least 1 full photo of their entire booth. If a vendor does not have one, they must then either do a mock up or draw a diagram and submit that along with a photo of merchandise intending to be sold. **Applications without these photos will be automatically rejected.** Vendors are juried equally, therefore 'veteran status' of a vendor will have no bearing on score/selection.*

Vendors will receive an email of whether they have been accepted, waitlisted, or denied exhibiting at the event. Those that are admitted will be charged upon acceptance via the payment method provided with application. Booths not paid for (including declined payments) by the listed deadline are forfeited and given to the next applicant on the waitlist. PLEASE SEE PAYMENT SECTION BELOW FOR MORE DETAIL.

Katsucon does not do sign ups at con for the next year.

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.

Booth Location

Booth locations are assigned by the Katsucon Merchant's Hall Department. In an attempt to be fair and give all vendors a chance at 'good spaces', Katsucon Merchant's Department uses a room rotation placement policy for returning vendors (vendors in front are moved to middle or back, on the right to middle or left, etc each year). Applying for a booth does not guarantee that booth type/size/location.

An email will be sent to any vendor placed in a space different than requested. Vendors may request to be placed near or away from certain vendors on the application. Again, this is not guaranteed, but staff will do their best to accommodate. Vendors may not request specific booth locations.

All exhibitors are expected to double check their booth space location upon check-in. Spaces can change up to the day of the con without notice.

Payment

Payments are made online through Eventeny. Upon acceptance, vendors are charged *via the* payment method provided. Contact merchants@katsucon.org for more details.

Cash/check payments **are not** accepted. All payments must be submitted electronically through Eventeny.

The fee per table paid is listed on the above table, under the Booth Space Prices table in the booth information section.

All payments are due by **November 30, 2024**

Vendors who have not paid for their table within the payment period forfeit their table.

Should you require a payment extension, please contact Katsucon Merchant's Hall staff at merchants@katsucon.org. Payment extensions will be reviewed by all relevant parties. No payment extensions will be accepted after the payment deadline. No booth payments are accepted in person or at con.

Cancellation

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

Merchant's Hall Rules

Failure to abide by all rules herein may result in removal from the Katsucon Merchant's Hall, and possibly the convention, without refund. The following rules are subject to revision and expansion at KEI's discretion without notice. All Exhibitors must supply the names of the Owner(s) or POC (person of contact), limit 3, to the Katsucon Merchant's Department. Exhibitors and each of their assistants /helpers will pick up their badges individually in front of the Merchant's Hall/Artist Alley entrance before con and at the Merchant's Hall staff table during the con.

Any exhibitors with approved special requests/accommodations are encouraged to follow up a month before the convention to make sure things are set.

Exhibitors must be on time, and present during all hall operation hours. Vendors that no-show, leave early, arrive late, etc. may affect their acceptance into the hall the following year.

All Exhibitors may arrange their booth as they wish within their space, if it does not interfere with other Exhibitors nor violate fire codes. Interference includes unsafe structures, any/all parts crossing the boundary line into another merchant's space, exceptionally loud sound/music that disrupts other merchants/attendees, etc. Please see *DISPLAY RESTRICTIONS* section for more information.

Tables/Chairs/Safety

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). Merchant's Dept Leadership reserves the right to judge the safety/security of a display at any time and may require a display/setup be modified/removed. Each merchant violating this rule will receive 1 warning, afterwards consequences can be from fines up to/including ejection from the convention. Please see *DISPLAY RESTRICTIONS* section for more information.

Switching/taking additional space

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. KEI will charge exhibitors for additional space that has been claimed without permission.

Exhibitors MAY NOT switch spaces, even if empty/unclaimed without prior approval from Merchant's Hall Leadership.

Trash

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. Exhibitors MAY NOT block aisles at any time. DO NOT stack boxes next to pillars, in the middle of the aisle or against walls.

Food/Drink

Food and drink are permitted in booths for personal consumption of vendors. Please keep your vending area clean and neat. Food/drinks are not permitted to be sold.

Allowable Merchandise

Trademark/Copyright Infringement ie bootlegs

KEI 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 are all printed media such as books, magazines, cards, posters/scrolls (fabric or paper) and clothing with printed art.

Any merchandise deemed by staff to be in violation can be removed. Any decisions by staff on such determinations are final. Additional consequences can also include the vendor being ejected from the convention/Merchant's Hall.

Any copyright/trademark holder that sees a violation of their rights must approach Merchant's Hall leadership first with proof of ownership of the intellectual property. 3rd party approaches will not be acted upon, it must be the primary holder of the rights. Any decisions by staff on such claims are final. Harassment of other exhibitors over intellectual property concerns will not be tolerated.

Fan 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 Merchant's Hall. In general, no unlicensed item for which there is a licensed counterpart shall be sold within the Merchant's Hall. Fan art includes but is not limited to any use of copyright/trademarked assets/characters/images used in an unlicensed manner (eg. Pictures, etchings, woodburning). Original art/creations are permitted. Fan art can be sold in artist alley. If you are interested, please apply at Katsucon.org.

AI Art / Proxy Selling

Artificial Intelligence, A.I. art will not be permitted for sale at any time within the Merchant's Hall.

At no time will proxy sales or booth sharing be permitted in the Merchant's Hall. Proxy selling is defined as any vendors/business/organization selling art created by another individual who may or may not be disclosed. This usually involves giving the non-present artist all of or partial profits while the seller takes a portion. There are no exceptions, and any proxy sellers will face penalty.

Mature Content/ 18+ 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.

KEI reserves the right to pursue legal action if the situation permits. Vendors selling such items will be permanently banned from Katsucon. Vendors found selling questionable merchandise 'under the table' will also be permanently banned. **Prohibited Merchandise**

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, nerf 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 nonexpired prescription. Therefore, the selling and distribution of contact lenses in the Katsucon Merchant's Hall is prohibited.

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

Transferability/booth sharing:

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. **KEI does not allow booth sharing at Katsucon.** Booth sharing includes selling multiple individuals' merchandise in the space, taking turns using the space, etc.

Display Restrictions

Booth location boundaries are marked on the floor. All displays must be secured and stable. For safety reasons, Katsucon staff will ask that any displays deemed unsafe or unstable be taken down.

Displays must not extend into the aisles; walkways must be kept clear. No element of an exhibitor's setup should break the plane of another exhibitor's booth including airspace.

Breaking the plane/Airspace is defined as displays that go beyond the vertical boundaries of a booth or impede on another booth's space beyond the marked boundaries. This also includes exhibitors affecting the safety of other vendor's displays such as leaning on, pressing on, and otherwise negatively affecting another exhibitor who is within their own space.

Merchant's Dept Leadership reserves the right to judge the safety/security of a display at any time and may require a display/setup to be modified/removed. Infractions will result in removal from the Merchant's Hall without refund upon discretion of leadership.

Pipe & Drape / Table Coverings

Exhibitors may choose to use their own table covers if desired. The convention center does generally provide table coverings for use though they are not guaranteed.

No pipe and drape will be provided. Any requests for pipe and drape must go through the Gaylord National Resort Hotel. Exhibitors may provide their own pipe and drape, if desired. Please use the link (<https://gaylordnational.boomerecommerce.com/>).

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. A raffle is any intake of multiple entrants/entries who are then randomly drawn from in order to win services/merchandise. This includes digitally/online.

(Raffles Continued)

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 the Merchant's 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. [Frequently Asked Questions - Business Licenses | Maryland Courts \(state.md.us\)](#)

Merchants Hall Staff must be notified, in writing, at least sixty (60) days before the convention of any raffles that have obtained the proper permits for Maryland. All permits for raffles must be copied and supplied to Katsucon Merchant's hall staff.

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.

All infractions will be reported to hotel security and Law enforcement. Any vendor in violation will be permanently barred from selling at Katsucon in the future.

Noise/Crowd Management

Music is permissible, at a low volume. Please respect those around you. Katsucon staff 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.

Noise includes any enticement or vocal appeals intended to entice people to visit a booth or buy merchandise, 'hying' up crowds causing excessive cheering or yelling, or electronics/merchandise that create sound within the vendors booth.

If at any time a large line appears at your space, for whatever reason, please inform Katsucon Merchant's Staff for assistance to ensure 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.**

Vendors will be given one warning to reduce noise and cease activities that violate this section. Should the vendor continue to violate the policies outlined in this packet, further actions will be taken. These actions include fines, suspension from further participation, up to and including ejection from the event.

Exhibitor 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 KEI's discretion without notice.

If any statutes or clauses of this agreement contained within this document are violated, KEI will review any violations and impose penalties if needed. Penalties may include fines, removal from the convention, written warnings and/or a ban from future events. KEI reserves the right to eject a vendor 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 rules remain in effect. Please see the section titled "GNRCC RULES AND REGULATIONS" for more information. 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 required to wear their convention badge visibly (I.E., on a lanyard properly visible) at all times within all spaces of the convention.

Vendors are expected to follow Katsucon Staff instruction and Katsucon rules. If there is a question or issue with an instruction or situation, please ask for the Merchant's Hall Department Head who will attempt to assist.

Katsucon holds a no tolerance policy towards vendors that act inappropriately towards Katsucon staff, their own staff/helpers, Gaylord Resort Staff, and attendees. This includes but is not limited to yelling, using abusive/inappropriate language, threats, arguing with (not following staff instruction), or general disrespect. Online abuse towards staff is factored into this policy. This behavior will result in repercussions such as warnings, fines, up to/including ejection from the hall. If an issue arises, please ask for the Merchant's Hall Department Head. If this is not a reasonable solution, the department head will call other convention leadership to intervene.

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 policy that minors are not allowed to sign the contract. Minors are never to be left unattended under any circumstance.

LIABILITY

KEI is not liable for failure to fulfil its obligations under this document in the result of strikes, riots or any other cause of any kind not within the control of KEI. 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 KEI. KEI 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 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.

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

Neither KEI 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 KEI 30 days prior to the Katsucon convention.

There is no other agreement or warranty between the Exhibitor and Katsucon except as set forth in this document. The rights of KEI under this document 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 document 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.

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, 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.

MARYLAND SALES TAX, AFFIDAVIT, AND LICENSING INFORMATION

KEI and Katsucon Staff are not responsible for or able to address any tax related items/concerns. Due to liability, Katsucon staff cannot provide any tax related advice/information. Any questions/concerns should be directed to the Maryland Comptroller and/or your tax advisor.

Exhibitor affidavits are available at the end of this packet and on the Maryland website. Exhibitor affidavits must be turned in to Katsucon Merchant Staff at Check in; in order to receive any badges for your table. **All Exhibitors are required to provide two copies of their own affidavit and fill the 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 Exhibits Director 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.

Trader's Licenses are issued starting in May and are valid until April of the following 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 websites listed below:

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

<https://www.mdcourts.gov/clerks/cecil/business>

(Maryland Sales Tax, Affidavit, and Licensing Information Continued)

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 PrinceGeorge's County Circuit Court Clerk at (301) 952-3330.

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 or licensees of KEI.

If you are interested in working with KEI to produce items using the above, please contact Merchant's Hall staff who will forward your request to the appropriate individuals.

GAYLORD NATIONAL RESORT & CONVENTION CENTER POLICIES

- Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or columns in the GNRCC.
- No holes may be drilled, cored, or punched in the facility.
- No sample food and/or beverage products larger than two ounces 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.
- 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.
- 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.

- 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.
- 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.
- Exhibitors are responsible for the removal of all materials at the conclusion of the show. The booth must be swept.
- 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.

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 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.

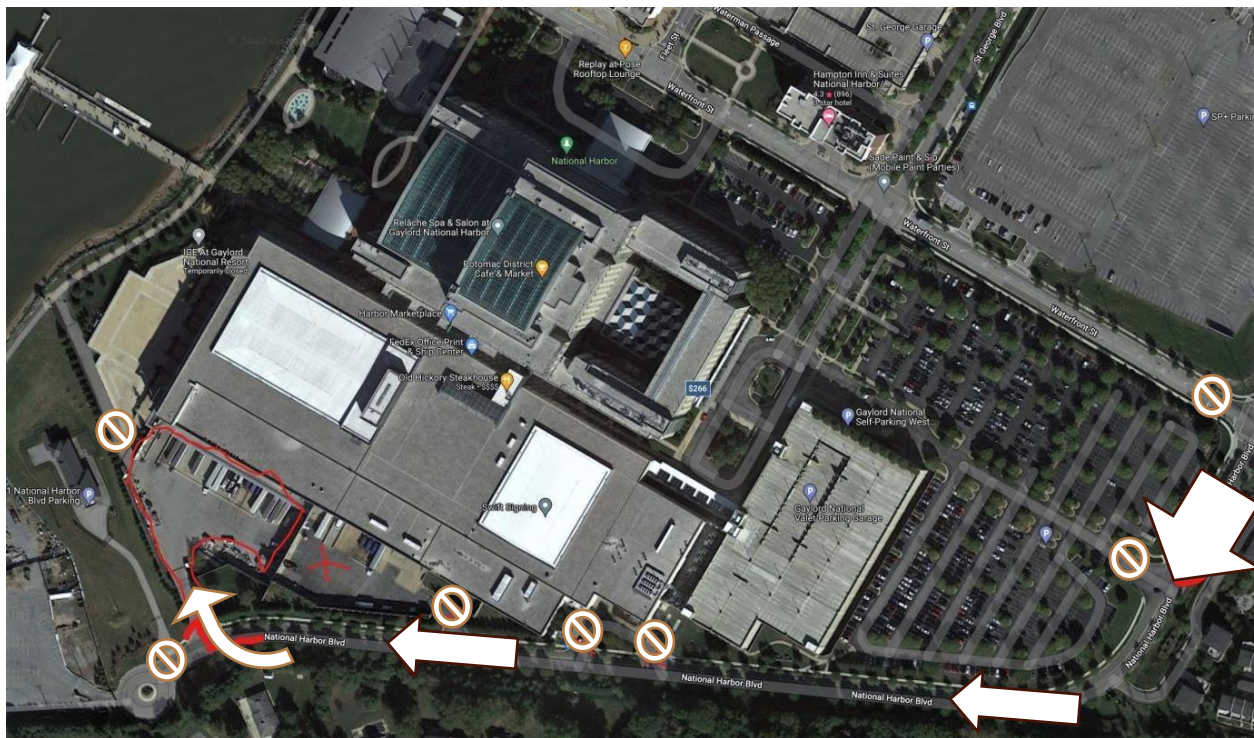
Please note that you can ONLY offload your vehicles at the loading dock **BEHIND** the convention center.

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. This road is named 'National Harbor BLVD'
- Do NOT turn onto Waterfront St, Fleet St or St George Blvd.
- Be cautious not to turn into the first three drives, as they are incorrect.

Information:

- Katsucan 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 staff 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. DOCK PASS. All exhibitors should check-in FIRST prior to load-in in order to get a dock pass. Exhibitors are not permitted to enter the dock area without a dock pass and will be asked to vacate. **Vendors should not be sitting/idling in line or on the access road if it is not their appropriate timeslot. Vendors found to not have the appropriate pass will be asked to leave the line.** Vendors found trying to forge, change or be dishonest about their dock pass can be subject to removal from the Merchant's hall.
2. 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 location that opens up for the correct placement. DO NOT park in the loading dock area or start offloading until you have staff permission.
3. You will also be required to place signage in your window with your business name and contact information provided by Katsucon Staff (located on your dock pass). This sign must remain in your vehicle window and always be clearly visible while in the loading dock. Vehicles without proper information are subject to removal at discretion of Katsucon/Gaylord staff via towing. Vendors who do not follow this policy are also subject to a warning up to and including removal from the Merchant's hall.
4. **Unload your Vehicle in its entirety and Move Your Vehicle Before you begin setup inside the hall.**
 - 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.
 - Please leave space between vehicles for them to Enter and Exit the entire Dock area (do not block people in)
 - Do not leave vehicles on the dock overnight
 - Vendors that leave empty vehicles or do not follow load in procedure (such as attempting to set up booth before removing vehicle) are subject to their participation in next years con being affected.

Load-Out Procedure

1. Vendors must pack up the entirety of their booth before moving vehicles to the Loading dock.
2. Upon completion of packing, vendor will go to the Katsucon 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
 - Katsucon Staff cannot assist in or accept any liability/damages from load out process
 - If staff personally decide to give assistance, against Katsucon policy, vendor takes on all responsibility and liability in case of mishandling/damage/etc of merchandise, booth display, property, and all other items of the vendors.
5. Any vendor who has not completed loadout by 9:00 PM may be subject to fines in excess of \$500 from Katsucon Inc./Gaylord Resort Hotel

Parking Information:

Parking information will be given at a later date. In the meantime, please contact <https://parking.nationalharbor.com/>

Fine List

<i>Issue</i>	<i>Fee Amount</i>	<i>Actions</i>
<i>Not vacating hall in a timely manner for load out</i>	<i>Katsucon Leadership Discretion</i>	Katsucon leadership will speak to vendor and attempt to offer solutions. Any fine amount will be their discretion.
<i>Bootleg Products</i>	<i>Katsucon Leadership Discretion</i>	Either request to remove item(s) or ejection from the hall.

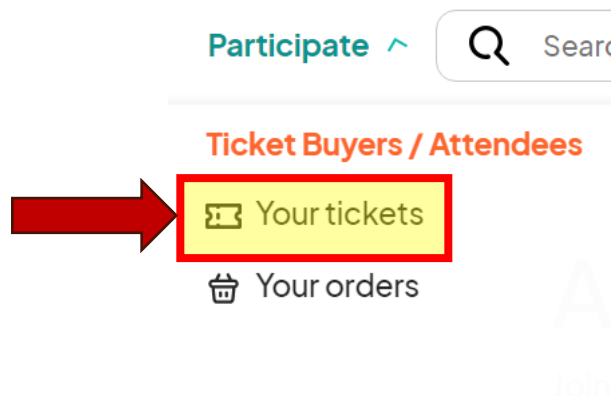
As Vendor, by paying to participate in the Katsucon Merchant's Hall, you expressly acknowledge that you have read the Katsucon Exhibitor's Packet and the Katsucon Code of Conduct and understand the rights, obligations, terms, and conditions set forth herein for the usage of the Katsucon Merchant Hall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

(Eventeny) To see purchased badges and/or edit names on badges:

Log into your Eventeny page using the same account you applied with. Please double check!

Go towards the top of the screen to the 'participate' tab.

Click 'Your Tickets'



Click on 'View details' for Katsucon event to view tickets

My ticket

🔒 This section is only visible to you

Katsucon 2024 Merchants Registratio	Feb 16, 2024	📅 Upcoming
1 ticket purchased	Purchased on Jan 29, 2024	View details

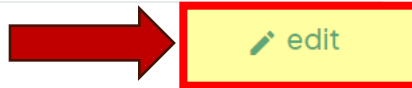
(Eventeny Continued)

Next click 'edit' and fill in or correct information matching the government ID fo the person for whom the ticket belongs. (view will depend if mobile or in an internet browser)

Attendee information

Name: Katsucon Staff

Email: merchants@katsucon.org



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Print

Attendee Details



Attendee Name

Katsucon Staff

Delivered To

merchants@katsucon.org