

# Zenkaikon 2018 Dealer Contract

This document contains the rules and policies for the Dealers Room of Zenkaikon 2018, a convention to be held May 4-6, 2018 at the Lancaster County Convention Center in Lancaster, Pennsylvania. By reserving space in the Zenkaikon 2018 Dealers Room, the Dealer agrees to abide by the terms set forth in this document, including those about bootleg goods and used goods.

The Dealers Room is part of the Zenkaikon Exhibits Department.

## **1. Descriptions and Costs**

### **1.1 Location and Dates**

Zenkaikon 2018 will be held Friday, May 4, 2018 through Sunday, May 6, 2018 at the Lancaster County Convention Center in Lancaster, Pennsylvania. The Dealers Room will be in Freedom Hall B of the Convention Center and will be open all days of the convention.

### **1.2 Booth Configuration and Costs**

Each booth will be a 10' x 10' space with each Dealer's block being marked by pipe-and-drape and equipped with a trash can. Each booth will include

- 1 - 8' draped table
- 2 – chairs

The cost per booth is

- \$300 through November 22, 2017
- \$350 from November 23, 2017 forward

Maximum of four (4) booths per dealer. Additional uncovered tables can be provided at a cost of \$25 per table.

While location requests can be made, final decisions as to booth assignment will be at the discretion of Zenkaikon staff.

**Electricity can be ordered directly from the venue using the form provided on the LCCC website.**

You (the Dealer) may configure your booth as you see fit – additional tables, shelving, racks, etc. – provided installations do not extend beyond your allocated floor space, interfere with another vendor, or violate any rules of the Convention Center. We strongly encourage neat, professional, and well-designed space layouts.

### **1.3 Reserving Space**

You **must** complete the Dealer Space Request Form on the Zenkaikon website to reserve space.

You will be asked for basic contact and business information as well as a description of the merchandise you expect to offer. Zenkaikon reserves the right to reject applications from potential dealers who sell merchandise for which we already have adequate representation.

You must check the box indicating you agree to the policies and procedures included in this document before submitting the request form.

Designated Zenkaikon representatives will review your application. We will consider factors such as order of receipt and merchandise mix in our decisions. You may be confirmed for fewer booths than you request depending on the space available at the time your form is received. If no more booths are available you will be given the option of being placed on the waiting list.

#### **1.4 Badges**

Each booth includes 2 dealer badges. If you need additional badges for individuals working for you, they are available at \$10 each.

#### **1.5 Payment Terms and Contact Information**

Once your reservation request has been confirmed by the Head of Exhibits, you will receive an invoice via email with your total charges. **We will use the email address provided on your Dealer Space Request Form for this and all future communication.**

Payment can be made by PayPal or by check/money order as instructed on the invoice. Payment will be due 30 days from the date confirmation is sent. Please make note of the due date on the invoice. DO NOT send payment until your reservation is confirmed.

Once we have received your payment, you will be listed on the Zenkaikon website as a confirmed dealer, including a link to your website if supplied.

You will forfeit the requested space if you do not pay the invoice by the stated deadline date.

## **2. At-Convention Policies and Procedures**

### **2.1 Check-In Procedures**

You must check-in with the Exhibits staff prior to beginning your load-in. More detailed instructions will be provided closer to the convention date.

### **2.2 Installation and Removal**

The exact time of load-in availability is not yet finalized with the venue and will be communicated as soon as possible upon confirmation, although we expect it to begin no later than Thursday afternoon.

Because of the loading dock configuration, the Head of Exhibits might survey all dealers to get a feel for anticipated arrival times for planning purposes. More information will be provided leading up to the convention date.

**You are responsible for moving your merchandise, supplies, and equipment into and out of the Convention Center. It is recommended you bring any necessary carts or hand trucks. While the Convention Center has some large carts, they are in limited supply and availability cannot be guaranteed at peak times.**

Because of the small loading dock size, Zenkaikon will make every effort to supply volunteers to help move merchandise and supplies for those dealers interested in the assistance, particularly at load out. You make use of such volunteer assistance at your own risk. If you have concerns about fragile or

valuable merchandise, we recommend you allow only your own employees to handle your inventory and supplies.

Any booths not claimed by 2:00 p.m. Friday, May 4, 2018 will be forfeited.

The Dealers Room is scheduled to close at 3:00 p.m. on Sunday, May 6, 2018.

Per venue requirements, you must leave your space clean and free of trash and debris. If staffing levels allow, Zenkaikon will provide assistance with tasks such as clearing trash and removing empty boxes.

### **2.3 Anticipated Hours of Operation**

We currently plan for the Dealers Room to be open on the following schedule:

Friday, May 4, 2018	2:00 p.m. – 8:00 p.m.
Saturday, May 5, 2018	10:00 a.m. – 6:00 p.m.
Sunday, May 6, 2018	10:00 a.m. – 3:00 p.m.

The first 60 minutes on Friday (2:00 – 3:00 p.m.) will be limited access for our VIP pre-registrants (maximum of 65), guests, staff, and volunteers. Any changes will be posted on our website ([www.zenkaikon.com](http://www.zenkaikon.com)) and communicated via email prior to the convention.

### **2.4 Refund/Cancellation Policy**

If you find you cannot attend Zenkaikon 2018 or need to reduce the number of booths previously reserved, please contact the Head of Exhibits at [exhibits@zenkaikon.org](mailto:exhibits@zenkaikon.org).

You will receive a full refund for any booths canceled by February 17, 2018, and a refund for half the fee for any booths canceled by March 14, 2018. No refunds will be issued for cancellations made on or after March 15, 2018. Please allow four to eight weeks for Zenkaikon to process your refund.

Dealers who cancel give up any claim on the canceled booths which will be returned to the available pool of spaces at the then-prevailing booth rate.

### **2.5 Merchandise Policies: Bootlegs, Used Goods, Goods Not Allowed**

#### **a. Bootlegs**

1. Zenkaikon does not allow the sale of bootleg merchandise. Such merchandise harms the industry and the reputation of the convention and will not be tolerated. If a dealer is found selling merchandise in violation of this policy, the suspect merchandise must be removed immediately or the dealer will be expelled from the convention, forfeit all fees, and not be allowed to return to future events.

A second infraction will result in immediate expulsion, forfeiture of all fees, and denial of participation in future events.

2. The Dealer is responsible for verifying the authenticity of all goods sold at the booth. Any relevant item that does not display appropriate intellectual property rights and/or licensing information of some form will be automatically considered bootleg and must be removed

from the Dealer's Room.

3. Just because something was legal to purchase in the country of origin does not mean it is legal to sell in the United States.

If the license holder for a particular property would have a claim against you for selling an item, you may not sell that item.

4. Here are some things to look for to determine if you have legitimate goods:

- a) Japanese tax sticker (frequently gold or white)
- b) Date and place of manufacture
- c) Name of license holder (ex., Sony, Disney, Bandai, etc.)
- d) Any other explicit indicators of authorized copyright or licensing

5. The following is a list of merchandise types that may NOT be sold at Zenkaikon. This is not intended to be an exhaustive listing.

- a) Unlicensed plushies and figurines
- b) Unlicensed wall scrolls  
Look for markers such as a pale purple hanger; lack of copyright information; crooked or blurred images; and cut-off or incomplete images, particularly of the main character.
- c) Fansubs
- d) SonMay and EverAnime CDs
- e) Bootleg videotapes, CDs, or DVDs

6. Exhibits staff will make periodic passes through the hall to check for bootlegs and will respond to any complaints received as we believe consistent efforts at enforcement are good for all parties involved, justifying confidence on the part of our attendees and a greater willingness to purchase goods. We also encourage an open dialogue between the Exhibits staff and dealers.

**b. *Used Goods***

1. Used goods may be sold but MUST be labeled as such.
2. You may not sell used goods that have been packaged in such a way as to try and conceal the fact they are used.
3. Selling used goods without affirmatively disclosing they are used may be a violation of Pennsylvania consumer protection law and will not be tolerated.

**c. *Contact lenses***

Contacts are medical devices regulated by the FDA regardless of whether they are plano or corrective. Due to the unlikelihood of legal dispensing methods in a dealers room, contact lenses may NOT be sold at Zenkaikon.

**d. *Food***

Dealers may sell prepackaged specialty drink and snack items such as Ramune and Pocky. Any other food products must be approved ahead of time by the venue.

## 2.6 General Policies

### a. **Adult Materials Policy**

Zenkaikon attracts many minor-aged attendees and is a family event. Dealers must comply with all applicable local, state, and federal laws in displaying and selling adult merchandise. The acceptability of displays of adult materials is at the discretion of the Head of Exhibits and designated representatives.

You are permitted to have signage informing attendees you sell adult materials, but such materials must be stored and displayed in such a way as to prevent minors from seeing them. It is your responsibility to check photo identification when adult materials are inquired about or sold.

If a Zenkaikon representative sees adult materials displayed in the open, or if we receive any complaints, you will be warned ONCE. If you sell inappropriate materials to a minor, you will be evicted from the convention and forfeit all fees.

### b. **Weapons Policy**

Weapons must be displayed in such a way as to prevent accidents or mishandling of the merchandise. Zenkaikon reserves the right to require changes in the display and/or handling procedures of weapons.

Any weapons prohibited by the general Zenkaikon weapons policy – such as live steel – must be packaged securely by the dealer upon sale and removed immediately from the convention space. Please remind your customers that they must store any such prohibited weapons in their car or hotel room.

Any and all items covered by the general Zenkaikon weapons policy (as posted on the Zenkaikon website) must be handled by dealers and purchasers in compliance with such rules.

### c. **Security**

Zenkaikon will provide staff to help monitor the area on a regular basis during open hours. The Exhibits Hall will be secured during the hours it is closed and will be opened only at the direction of designated Zenkaikon staff members.

The Dealer, however, is solely and fully responsible for his or her own merchandise and displays and should insure that property against loss or damage from any cause whatsoever. All property of the Dealer is understood to remain in his or her care, custody, and control at all times.

### d. **Taxes and Licenses**

Dealers are responsible for obtaining any licenses or permits required by local, state, and federal law.

Dealers are responsible for the collection and payment of any required local, state, or federal taxes. A suggested source of relevant requirements for Pennsylvania is the Commonwealth's website at <http://www.pa100.state.pa.us/>.