

Zenkaikon V Dealer Contract

This document contains the rules and policies for the Dealers Room of Zenkaikon V, a convention to be held March 18-20, 2011 at the Valley Forge Convention Center and Scanticon Conference Center in King of Prussia, Pennsylvania. By reserving space in the Zenkaikon V Dealers Room, the Dealer agrees to abide by the terms set forth in this document.

1. Descriptions and Costs

1.1 Location and Dates

Zenkaikon V will be held Friday, March 18, 2011 through Sunday, March 20, 2011 at the Valley Forge Convention Center (VFCC) and Scanticon Conference Center (Scanticon) in King of Prussia, Pennsylvania. The Dealers Room will be in the Pennsylvania room of the VFCC and will be open all three days of the convention. The VFCC and the Scanticon are physically connected spaces, and events will be spread between the two facilities.

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

- \$175 through December 31, 2010
- \$200 from January 1, 2011 forward

Maximum of four (4) booths per dealer. Additional uncovered tables can be provided by the VFCC at a cost of \$21 per table through December 31, 2010, \$24 from January 1, 2011 forward. Requests for additional tables must be received by February 25, 2011. While requests can be made, final decisions as to booth location assignment will be at the discretion of Zenkaikon staff.

Electricity, phone, and other services can be contracted for directly with the VFCC. Information is available on the VFCC's web site at <http://www.vfconventioncenter.com/services.htm>. We will provide your booth number and the Discount Deadline referenced on the order forms.

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 VFCC.

1.3 Reserving Space

You **must** complete the Dealer Space Request Form on the Zenkaikon website to reserve space. This online form can be found at <http://www.zenkaikon.com/vendors/dealerreg.php>

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 primarily 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 through December 31, 2010, \$15 each from January 1, 2011 forward. Each badge must be associated with a name prior to being issued at the convention. Department staff will collect this information via email prior to the convention.

1.5 Payment Terms and Contact Information

Once your reservation request has been confirmed by the Dealers Room Department Head, 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. 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.

2. At-Convention Policies and Procedures

2.1 Check-In Procedures

You must check-in with the Dealers Room Department Head or designated representative prior to beginning your load-in. More detailed instructions will be provided closer to the convention date.

2.2 Installation and Removal

The Pennsylvania Room will be available for load-in beginning at 6:00 p.m. on Thursday, March 17, 2011. You will have the following hours to complete your load-in and set up:

Thursday, March 17, 2011	6:00 p.m. – 12 midnight
Friday, March 18, 2011	7:00 a.m. – 1:00 p.m.

You are responsible for moving your merchandise, supplies, and equipment into and out of the VFCC. It is recommended you bring any necessary carts or hand trucks as there is no guarantee the Convention Center will be able to provide such equipment. Load-in/out access will be available via an enclosed, drive-in tunnel with direct entry to the Pennsylvania Room.

Any booths not claimed by 1:00 p.m. Friday, March 18, 2011 will be forfeited.

The Dealers Room is scheduled to close at 4:00 p.m. on Sunday, March 20, 2011. You will have until 7:00 p.m. to remove all your merchandise, supplies, and equipment. 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, March 18, 2011	1:00 p.m. – 8:00 p.m.
Saturday, March 19, 2011	10:00 a.m. – 6:00 p.m.
Sunday, March 20, 2011	10:00 a.m. – 4:00 p.m.

The first 30 minutes on Friday (1:00 – 1:30 p.m.) will be limited access for our VIP pre-registrants (maximum of 50), guests, staff, and volunteers. Any changes will be posted on our website (www.zenkaikon.com) and communicated via email prior to the convention.

2.4 Refund/Cancellation Policy

If you find you cannot attend Zenkaikon V or need to reduce the number of booths previously reserved, please contact the Dealers Room Department Head at dealers@zenkaikon.com.

You will receive a full refund for any booths canceled by February 1, 2011 and a refund for half the fee for any booths canceled by February 18, 2011. No refunds will be issued for cancellations made on or after February 19, 2011. Please allow four to eight weeks for Zenkancon LLC 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 General Policies

a. *Bootleg/Piracy Policy*

Zenkaikon does not allow the sale of bootleg merchandise. Such merchandise harms the industry 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.

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

- Fansubs
- Son May CDs
- Bootleg videotapes, CDs, or DVDs
- Unlicensed wall scrolls
- Unlicensed reproductions of any products actually released by an American company

b. *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 Dealers Room Department Head 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.

c. *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.

d. *Security*

The Pennsylvania Room is a subdivision of the lower level VFCC, separated from the rest of the space by two air walls. Zenkaikon plans to contract with the VFCC to provide security, particularly overnight. Zenkaikon will also provide staff to monitor the area on a regular basis during open hours. The Pennsylvania Room 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.

e. *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/>.