

2018 Vendor Hall Contract

Applications open on January 8, 2018 and close on February 5, 2018.

Location and Dates

JAFAX 22 will be held June 29-July 1, 2018

DeVos Place Convention Center

Grand Rapids, Michigan

Vendor Hall Hours

Friday June 29: 2 PM-7 PM

Saturday June 30: 10 AM-7 PM

Sunday July 1: 10 AM-4 PM

Hotel Information

The official hotel for JAFAX is the Amway Grand Plaza. You can book a room by visiting the Amway Grand Plaza website, or by calling 800-253-3590.

Mention JAFAX when booking to receive the special booking rate of \$164.99/night from Thursday, June 28 to Monday, July 2, 2018.

187 Monroe Avenue NW, Grand Rapids, MI 49503

Pricing

Booths in the Vendor Hall are spaces that measure approximately 10'x10' and include one 8' table. If purchasing multiple booths, the booth space will measure approximately 10(n)'x10', where n=number of booths purchased. One table will be included with each additional booth purchased.

Booth Prices:

\$300 per booth / \$350 per corner booth / \$400 per premium booth	January 8 – January 22, 2018
\$350 / \$400 / \$450	January 23 – February 5, 2018

This year we have booths we consider “Premium Booths.” Our layout allows attendees to see into the Vendor Hall from registration, which means attendees will see some booths as soon as they enter the exhibition hall. These will be the most visible booths in the hall, so we are selling them at a premium rate as reflected in the table above. There will be a space on the application to apply for these premium booths.

Vendors have the option of paying \$75 of their total booth cost in merchandise to be used as prize support during the convention. This option must be checked at the time of registration to apply. Merchandise must be approved in advance by the Vendor Hall Coordinator. This option only applies to one table purchased.

Additional tables or stanchions may be purchased for a fee. You must request these items on your application for them to be provided at event. The fee will be \$25 per additional table and \$50 per stanchion. Please include how these items are to be setup in your application.

If you do not wish to have tables provided, please also note that on your application.

Two Vendor badges will be provided per business. These badges will allow access to all JAFAX functions as well as early and late access to the Vendor Hall for setup and tear down purposes. One additional badge will be provided per additional booth purchased.

Payment is due within one month of being accepted into the Vendor Hall. Any merchandise promised as a portion of this payment must be provided to the Vendor Hall Coordinator when checking into the Vendor Hall on June 28 or 29, 2018. Vendors will not be allowed to set up until the full booth payment is received by JAFAX.

Rules

Subletting or re-selling vendor space is not permitted, and vendor contracts are non-transferable. All retailers are responsible for applicable state and federal tax statutes.

Bootleg, pirated, unlicensed or knockoff products are strictly forbidden. If you are found to have bootlegs or knockoffs you will be asked to remove those items. Repeat offenders will be asked to leave, without refund. Selling pirated goods is grounds for being banned from the event.

JAFAX Staff and JAFAX volunteers are not available for loading/unloading or booth staffing work, either voluntarily or for hire.

The Merchandise Description on your application must be accurate. If you show up with completely different merchandise than what you claimed you would be selling, you may be denied space, without refund.

JAFAX strives to be a family-friendly event, therefore vendors selling adult materials such as hentai must restrict access to these materials and prevent casual browsing by minors.

Food sales must be approved prior to the event. Please include in your application a description of all food items you intend to sell. Any items that would create direct competition with DeVos Place catering (which sells sandwiches, hot dogs, fries, etc.) are likely to be rejected.

Metallic and wooden weapons can be sold. Sharpened weapons must be moved to a location outside of the convention area after being sold. All state laws for weapons apply during any sale

If you will be selling grab bags you are required to let the Vendor Hall coordinator know before the convention. There will be a section on the application where you are required to describe the content of your grab bags. All bags must be clearly branded with your company name or logo (handwritten is acceptable). Grab bags may not make up more than 30% of merchandise being sold at your booth. We reserve the right to hold random checks of grab bags when we see fit. Any

vendors found to be in violation of these rules will be asked to remove the grab bags and may no longer be allowed to sell them at JAFAX.

Vendors assume responsibility for policing their own booths during the event. JAFAX is not responsible for any loss that occurs.

Displays deemed hazardous must be taken down if requested by JAFAX staff.

If JAFAX is cancelled for any reason, our sole liability will be for refunding the booth fee. Refunds will not be issued for any other reason.

Vendor Hall Registration and Application Process

Vendor Hall applications open on January 8, 2018 and end on February 5, 2018. The application will be available on the JAFAX website when live.

Requirements for Vendor Hall applications:

- Contact's full name.
- Business name.
- A link to a publicly viewable website/portfolio.
- Merchandise description.
- Mock setup of booth. Pictures from other conventions as well as layouts with dimensions are acceptable.
- Number of booths/tables requested.
- Additional tables/stanchions requested.
- Grab bag information if applicable.

Acceptance emails will be sent out no later than one week after applications have closed. If there are still open spaces applications will be re-opened until the Vendor Hall is full.

Set-Up and Tear Down

The Vendor Hall will be open for setup beginning Friday, June 29th at 8 AM and ending at 2 PM. If possible, early setup may occur Thursday, June 28th. Information on early setup will be provided as soon as JAFAX can confirm the availability with DeVos.

The DeVos Place exhibit hall loading dock is accessible from Michigan Street. There are several parking locations on the dock, but high traffic may result in a wait to use the dock. DeVos Place staff will coordinate a queue of vehicles if necessary. The dock will be closed after 3pm on Friday and all vehicles and merchandise must be clear by that time or possible fines as per DeVos Place's operating rules may be applied to the offending person.

The vendor hall will open at 2pm on Friday and 10am on Saturday and Sunday for attendees. Vendors **must** be ready at this time. Doors will be opened whether dealers are present or set up or not. VIP badge holders will be permitted access to the vendor hall beginning at 2pm on Friday and 10am on Saturday and Sunday; all attendees may enter beginning at 3pm Friday and 11am Saturday and Sunday. On Friday and Saturday, the vendor's hall will close to attendees at 7pm. All vendors will need to be out of the room by 8pm. The vendor's hall will be locked and secured.

Tear down will be Sunday (July 1) between 4:00pm and 10:00pm. Please do not remove any merchandise from your booth until the hall is closed at 4pm to allow all attendees to finish shopping. To ensure smooth use of the loading docks, vendors must have all merchandise and equipment stored and ready to be moved prior to parking at a loading dock.

Vendors can use the loading docks on Michigan Street for loading/unloading. For permanent parking, DeVos Place has underground parking available, and our partner hotel, the Amway Grand Plaza has a parking garage as well. If you are bringing a semi-truck and require a lift to enter DeVos Hall with your merchandise, be aware an additional fee may be charged for the length of time you may require using this service, and the Vendor Hall Coordinator must be made aware of your request by June 1st.

Power and Wi-Fi

JAFAX does not provide Wi-Fi or Power. If you would like to purchase a power or Wi-Fi plan from DeVos Place for the weekend the cost is:

Pre-show cost (ordered prior to 7 days before the event)

- \$75 dollars for Internet for the weekend - This includes one username and one password
- \$60 dollars for Power for the weekend

Floor show cost (the week of or at event)

- \$100 dollars for Internet for the weekend - This includes one username and one password
- \$90 dollars for Power for the weekend

Plans may be purchased at <https://devosplace.org/exhibitor-forms>

Payment

Payment for JAFAX 2018 will only be accepted through PayPal. The full cost of your booth and any additional booths, tables, or stanchions must be paid within one month of being accepted into the Vendor Hall.

Taxes and Licenses

Artists will be responsible for obtaining any licenses, permits, or approvals required under local, state, and federal laws applicable to their activities at JAFAX. Artists will be responsible for obtaining any tax identification numbers and paying all taxes, license fees, and any charges that will come due to any governmental authority regarding their activity at JAFAX.

Liability

JAFAX, JAFAX Inc. staff, volunteers, and DeVos Place, including their representatives, will not be held responsible for any injury, loss, or damage of product of the Artist and Artist vending space whatsoever.

JAFAX Inc. will not be held liable for the event's failure to perform due to strikes, riots, or any other situations that are beyond JAFAX's control.

By purchasing space in the Vendor Hall, you acknowledge that you have read the above contract and agree to abide by all rules and procedures outlined.