

# JAFAX Exhibitions Policies and Guidelines

## 1. Registration and Application Process

### Application Process

To apply for a booth at the 2025 JAFAX Exhibitions, please complete the appropriate application form on the JAFAX website between November 25th and February 26th. Please note that Artist Alley and Vendor Hall applications are separate. Ensure you are completing the correct application form based on your participation type.

Acceptance notifications will be sent within two weeks or earlier of the application deadline. If there are still available spaces after this period, applications will reopen until the exhibitions are full.

## 2. Booth Assignment and Location

Booths and tables will be assigned by the Exhibition Coordinators unless you purchase a package that allows for location selection. Table selection is available on a first-come, first-served basis following acceptance and full payment.

Exhibitors who do not choose a table location may request to be placed near specific individuals or businesses. While JAFAX will make an effort to honor these requests, placement is not guaranteed.

## 3. Booth Setup and Operation

**Check-in Requirement:** Exhibitors must complete the check-in process and pick up their badges before setting up their booths. Check-in begins on Thursday before the event. Badges must remain visible at all times during the event.

### Setup and Tear-Down Times:

- Setup: Exhibitors must complete their setup within the designated time frame unless prior arrangements are made with the Exhibition Coordinator.
- Tear-Down: Exhibitors are required to clean their booth space and remain in the Exhibitions area until dismissed by JAFAX staff. Failure to comply may result in penalties or exclusion from future events.

**Late Setup or Tear-Down Fees:** Exhibitors who exceed the allocated times may be charged a late fee, as determined by the venue.

**Table Coverage:** Exhibitors are responsible for staffing their booths at all times during event hours. JAFAX staff or volunteers cannot assist with booth coverage.

**Advertising and Promotion:** Exhibitors may only advertise and distribute materials within their booth space. Activities such as placing flyers in public spaces or verbal solicitation outside of the booth area are prohibited.

## 4. Cancellation and Refund Policy

Exhibitors may request a cancellation until May 1st for a full refund. After this date, refunds will only be issued if the booth is successfully resold. In such cases, a partial refund of 50% will be provided. All refunds will be processed 2-6 weeks after the event.

## 5. Rules and Guidelines for Booth Operation

### **Prohibited Merchandise:**

Exhibitors are strictly prohibited from selling the following:

### **Vendors:**

Bootleg, pirated, unlicensed, or knockoff products are strictly forbidden. If you are found selling bootlegs or knockoffs, you will be asked to remove these items immediately. *Repeat offenders will be asked to leave the event without a refund, and selling pirated goods is grounds for being permanently banned from future events.*

### **Artists**

Any artwork violating copyright laws is prohibited. This includes but is not limited to:

- Fanart that closely mimics original works
- Items with prints not created by the artist
- Licensed merchandise
- Trademarked symbols or logos
- Items made with fabric containing intellectual property from third-party fabric printers
- AI-generated artwork
- Grab bags
- Weapons made from and/or containing wood or metal

Violators will be asked to remove the items immediately, and repeat offenses may result in removal from the event without a refund and potential blacklisting from future events.

### **Space Usage:**

Exhibitors may not sublet or resell booth space.

**Food and Drink Policy:**

- Outside food and drink are prohibited in the Exhibitions area. Empty water bottles are allowed.
- Exhibitors wishing to sell food must include this in their application and receive prior approval.

## 6. Code of Conduct

To ensure a respectful, productive, and enjoyable experience for all exhibitors, attendees, and staff, the following guidelines must be observed.

**Professional Etiquette:**

- Exhibitors are expected to conduct themselves professionally and respectfully toward others, including fellow exhibitors, attendees, and JAFAX staff.
- Disruptive behavior, such as expressing dissatisfaction with booth placement or negative interactions with others, is not tolerated.

**Cooperation with Staff:**

Exhibitors must adhere to instructions provided by JAFAX staff at all times, including during setup, tear-down, and throughout the event. Disrespectful or uncooperative behavior may result in expulsion without a refund.

**Promotional Activities:**

Promotional activities must remain within the confines of the exhibitor's designated booth space. Any form of solicitation, loud advertising, or disruptive promotional methods outside of this space is prohibited.

**Setup and Tear-Down Compliance:**

- Exhibitors must adhere to the designated setup and tear-down times.
- Booth spaces must be cleaned and inspected by JAFAX staff before departure.
- Failure to comply may result in penalties, including potential exclusion from future events.

## 7. Liability Notice

JAFAX and the venue are not responsible for:

- Any damages, theft, or loss of merchandise belonging to exhibitors.
- Any injuries, accidents, or incidents involving exhibitors, attendees, or other individuals at the event.

Exhibitors are responsible for securing their merchandise and ensuring their booth setup is safe for all attendees.

