

Vendor Hall Registration and Application Process

The application will be available on the JAFAX website February 5th and will be up for three weeks.

Requirements for Vendor Hall applications:

- Contact's full name and phone number
- 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.
- Food information, if applicable

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

A submitted application does not guarantee a booth space. Applications are subject to review and may be denied for various reasons.

Approved applications will be sent an invoice no later than two weeks after submissions are closed. Invoices must be paid within a week of receiving the invoice

Vendors must be at their table by 1 pm day of the event unless otherwise arranged with the vendor coordinator or the exhibition staff head.

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.

Badges must be picked up before setup can occur. Badges will be available for pick up starting Thursday.

Please keep badges visible and on your person.

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

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

Food sales must be approved prior to the event. Please include in your application a description of all food items you intend to sell. Some items may be rejected if they directly compete with DeVos concessions.

Metallic and wooden weapons can be sold. Weapons must be sold in sealed boxes and must be moved to a location outside of the convention area after being sold. All state laws for weapons apply during any sale. All buyers must have valid ID stating they are over 18.

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. ID checks confirming the attendee is over 18 is required when allowing access and purchase.

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 canceled for any reason, our sole liability will be to refund the booth fee. Refunds will not be issued for any other reason.

Outside food and drink are not permitted so you may be asked to throw it away.

Grab Bags

If you are selling grab bags, or anything that could constitute a "grab bag", you are required to let the Vendor Hall Coordinator know prior to the convention start. There will be a section on the vendor application where you are required to describe the contents of your grab bags in detail. All bags must be clearly labeled with your company name and/or logo (handwritten is acceptable). Your grab bags must be less than 30% of your overall total products sold within your booth. JAFAX holds the right to conduct random

checks of grab bags when necessary. Any vendors found in violation of the rules will not be allowed to continue selling grab bags for the remainder of the convention.

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. Payment is due within one month of being accepted into the Vendor Hall.

Booth Prices: \$425/Regular Booth, \$475 - Corner Booth