



RETAIL FLOOR REGISTRATION

MONTEREY COMIC CON 2017

APPLICATION FOR MONTEREY COMIC CON POP CULTURE CONVENTION
JUNE 16-18, 2017
MONTEREY CONVENTION CENTER, MONTEREY, CA

GENERAL INFORMATION

SHOW REQUIREMENTS:

- Exhibitors will be provided with show passes based on the size of their booth as described in Admission Policy.
- Passes are for Exhibitor and Staff use ONLY and are not permitted to be sold.
- Exhibitors may not rent or sublet their space without the express written permission of Monterey Comic Con.
- Exhibitors must occupy their space throughout all days of the convention.
- Exhibitors cannot expand into other exhibitors spaces or outside the confines of their assigned space.
- All vendor supplied signage must be front facing and cannot enter into aisle way.
- Load-in will only be allowed during the times permitted as described in the Exhibitor Registration Kit.
- Exhibitor spaces must be fully prepared for business by show hours.
- Monterey Comic Con will not provide bill or change service for vendors.
- All sword and knife dealers must provide proof of insurance when Registration Form is submitted.
- All knives, swords, and other bladed items must be secured in such a way as to not be removable from their sheath/scabbard or otherwise available for use while at the convention. This can include Zip-Ties, boxing with packing tape closure, or other means.

REGISTRATION REQUIREMENTS:

- Payment in full is required prior to booth assignment.
- Payment and registration accepted only through website: montereycomiccon.com.
- Booth placement is subject to Fire Inspector changes at any point.
- Monterey Comic Con cannot guarantee a specific booth placement, but will attempt to accommodate your requests.

REFUND OF REGISTRATION FEES

- If you cancel your reservation of space more than 120 days prior to the show you will receive a full refund.
- If you cancel your reservation of space between 90-120 days prior to the show you will receive a 50% refund.
- If you cancel your reservation of space less than 90 days prior to the show no refund will be given.
- Failure to notify Monterey Comic Con in writing of a cancelation more than 24 hours prior to the load-in start time is an automatic forfeiture of any and all funds provided to that point.

BOOTH INCLUDES:

- Inline booths will include: One (1) 8ft Table, Two (2) Chairs, One (1) 7" x 44" Booth Sign, Two (2) Floor Passes.
- Corner booths will include: Two (2) 8ft Tables, Two (2) Chairs, One (1) 7" x 44" Booth Sign, Two (2) Floor Passes.
- End Line booths will include: Two (2) 8ft Tables, Two (2) Chairs, One (1) 7" x 44" Booth Sign, Four (4) Floor Passes.
- In addition, all booths include 8ft. Pipe & Back Drape and 3ft. Pipe & Side Drape.
- Additional passes may be purchased at a discounted rate. Each Exhibitor is limited to 4 (four) show passes per 10' x 10' of space.

ADULT ITEMS:

- Monterey Comic Con is an all ages show.
- Adult Items are restricted and must be displayed in a manner approved by Monterey Comic Con.
- No alcohol, tobacco, or drug paraphernalia is permitted at Monterey Comic Con.

QUESTIONS AND COMMENTS:

- Please complete registration and payments at montereycomiccon.com.
- Please email any questions or comments to info@montereycomiccon.com.

EVENT INFORMATION

Monterey Comic Con is the largest Pop Culture Show in Monterey County. It features a focus on Science Fiction, Comic Book, Movies, Television, Fantasy, and Video Games.

EVENT SCHEDULE:

Show Hours (VIPs will enter 30 minutes prior to show floor opening on Friday, Saturday, and Sunday.)

Friday, June 16, 2017	3:00 PM - 8:00 PM
Saturday, June 17, 2017	10:00 AM - 8:00 PM
Sunday, June 18, 2017	10:00 AM - 5:00 PM

Load In Hours

Thursday, June 15, 2017	8:00 AM - 6:00 PM
Friday, June 16, 2017	8:00 AM - 2:00 PM

Restock Hours

Saturday, June 17, 2017	8:00 AM - 9:00 AM
Sunday, June 18, 2017	8:00 AM - 9:00 AM

Move Out Hours

Sunday, June 18, 2017	5:00 PM - 11:00 PM
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Loading gates will be closed at 6:00 PM on Thursday and 2:00 PM on Friday. Monterey Comic Con does not provide carts or dollies for use during move-in. No moving equipment, stock boxes, or debris is allowed be on the convention floor outside of Move In, Restock, or Move Out hours.

BOOTH INFORMATION:

EXHIBITORS

- 8' high Back Drape w/ 3' side rail
- 1- 8'L x 2'W x 30"H Covered Table*
- 2 - Chairs
- 1 - 7" x 44" Booth Sign
- 1 - Waste Basket
- 2 - 3-Day Floor Access Admissions**

*Corner Booths include one (1) additional 6'L x 2'W table.

**Additional admissions will cost \$40 each. Refer to Booth Selection Worksheet for details.

DIRECTIONS AND PARKING:

The Monterey County Convention Center is located at 1 Portola Plaza, Monterey, CA 93950. There are numerous parking structures located nearby and limited street parking.

LOAD IN:

Exhibitors may unload their vehicles with their own dollies and carts. Pallet jacks and forklifts may not be used by exhibitors. Vehicles will be accepted on a first come first unload basis and be limited to 15 minutes to unload. All load-in must be completed by the hours listed above. Please prepare accordingly so your load-in is finished by that time, and set up is ready by opening hours.

VENDOR ADMISSION POLICY

Each Exhibitor booth includes complimentary Floor Access Admissions as outlined in the booth selection worksheet. These admissions give you access to the show floor during load-in hours, all days of the show, and load-out hours. Additional Floor Access Admissions can be purchased on-site at the Professional Registration booth for the price listed in the Booth Selection Worksheet. This policy is strictly enforced.

Each admission can be used for one person and is not transferable. Admissions must be worn at all times when on the show floor. Admissions can be picked up at Professional Registration during load-in hours before the show starts. They will be under the Company Name on the Registration Form submitted. No children under the age of 14 years are allowed on the show floor during Load-in or Load-out. There are no exceptions to this policy.

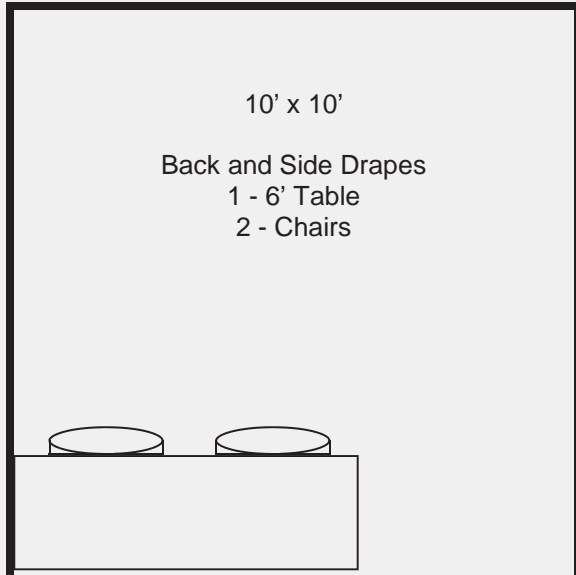
BOOTH SELECTION WORKSHEET

BOOTH NOTES:

- Multiple in-line booths may be set up consecutively or spread throughout the venue.
- Corner spaces are limited and subject to a first come first served basis.
- End-line spaces are limited and subject to a first come first served basis.
- Corner spaces are open on two sides.
- End-Line spaces are open on three sides.

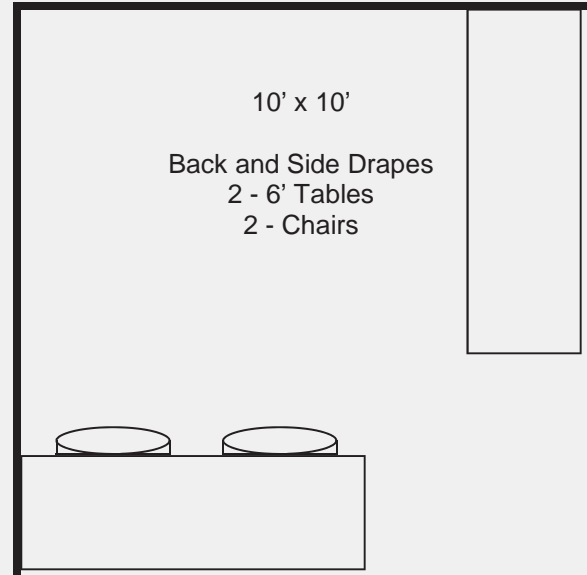
BOOTH DESC.	PIPE AND DRAPE	TABLES	CHAIRS	SIGNAGE	WASTE BASKET	INC. PASSES	MAX. ADD. PASSES	ADD. PASS COST
IN-LINE	8' back - 3' side	1 - 8' x 2'	2	1 - 44" x 7"	1	2	2	\$40
CORNER	8' back - 3' side	2 - 8' x 2'	2	1 - 44" x 7"	1	2	2	\$40
END-LINE	8' back - 3' side	2 - 8' x 2'	4	1 - 44" x 7"	2	4	4	\$40

IN-LINE



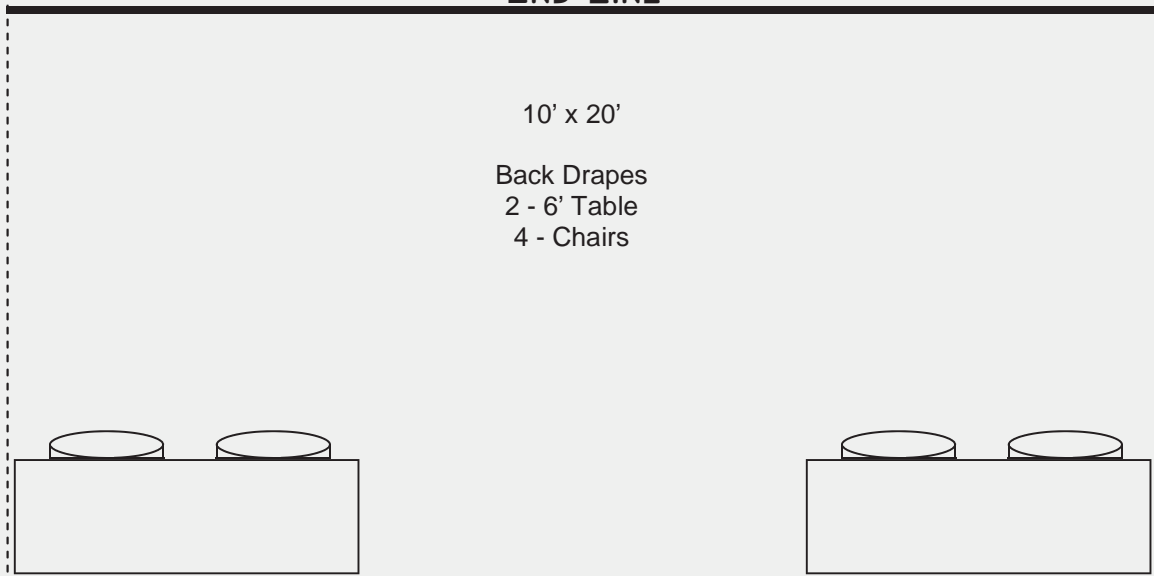
10' x 10' Qty. _____ x \$250 = \$ _____

CORNER



10' x 10' Qty. _____ x \$350 = \$ _____

END-LINE



10' x 20' Qty. _____ x \$600 = \$ _____

VENUE MAP

