



Crown City Con

CNY's Ultimate Tabletop Gaming Convention

Exhibitor Terms and Conditions

We welcome you and appreciate your interest in exhibiting at Crown City Con. Please read through our policies before applying for exhibition space rental.

Information in this packet pertains only to Crown City Con, held 22-23 September 2018, at Ramada Hotel and Conference Center in Cortland NY, and is subject to change or additions. Written notice will be given to interested parties of all changes or addendums. Such notices will be via updates on our website and emails sent to addresses on file.

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1. Definitions

Vendor: A person, company, or other entity who rents space from Crown City Con LLC with the express purpose of displaying product for sale and engaging in on-site sales of that product. Product sales within this definition includes on-site services conducted for a fee.

Dealer: A person, company, or other entity who rents space from Crown City Con LLC with the sole intent of displaying and/or demonstrating products or services and conducts no on-site sales.

Exhibitor: A term used to generically refer to both Vendors and/or Dealers.

Exhibition Space: A portion of the venue rented from Crown City Con LLC by an Exhibitor.

2. Important Dates and Times

Online Exhibitor Applications available: 1 June 2018 at 12 Noon

Deadline for online Exhibitor Applications: 11 July 2018 at 8 pm

Crown City Con opens: 22 September 2018 at 8 am

Crown City Con closes: 23 September 2018 at 6 pm

3. Application Submission and Approval

Space at Crown City Con is limited, and we strive to have a diverse mix of products and services for our attendees. Please fill out an application at our convention page at [Tabletop Events](#). For assistance in applying, please view our [How to Apply](#) guide. We will review your application as soon as is practical. Approval is based primarily on variety and order of submission.

4. Rental Rates

Crown City Con determines the rental rates of exhibition space with a per square foot model. For 2018, in recognition of our first year, we will be offering a low rental rate of \$1.25 per square foot. This will allow you to get in on the ground floor and join us in creating a new gaming opportunity in the Central NY region. Although this rate may increase in future years, we pledge to keep it as low as possible.

The following examples are for initial planning purposes only and are merely representative of possible spaces that will be available. Once exhibition space configuration is complete and booth sales are open, actual spaces and their prices may be viewed on our [Available Booths](#) page. There you can click on the Room Selector to see which booths are currently available in each area of the convention. Once you have been approved as an Exhibitor, this is also where you will select and pay for your booth.

<u>Type of Space</u>	<u>Dimensions</u>	<u>Area</u>	<u>Price</u>
Information Table	4' x 6'	24 sf	\$30.00
6x8 Booth	6' x 8'	48 sf	\$60.00
8x8 Booth	8' x 8'	64 sf	\$80.00
10x10 Booth	10' x 10'	100 sf	\$125.00

5. Exhibition Space Assignment

All exhibition space is assigned solely by Crown City Con LLC. Crown City Con's decisions about exhibition space assignments are final and binding.

While our staff will attempt to accommodate special requests, we reserve the right to modify the floor plan to serve the best interests of the event. Exhibitors scheduling games or other events that need a designated table will have one assigned as close as possible to their booth, if desired.

6. Equipment Included

Each exhibition space includes placement of your logo on the Exhibitor pages of both the Crown City Con website and our Tabletop Events site.

An Information Table includes one 6' table only, with no chairs and no usable space beyond the footprint of the table. It is intended to be an unstaffed display space for the dissemination of information or marketing materials through attendee self-service. These will be scattered randomly in gaming areas.

All Booths include one 6' table and two chairs. Additional tables may be available for an additional cost. Additional chairs may be available at no extra cost, but do not remove chairs from other areas without first obtaining permission. You are welcome to bring your own tables, chairs, shelving, displays or other items appropriate and safe for the space you rent.

7. Exhibitor Badges

All Booths include one complimentary Exhibitor badge. Exhibitor badges allow full weekend access to the convention, so you may play games while your booth is closed or manned by fellow exhibitors. Note that most scheduled events will still require you to sign up for and obtain tickets. Additional regular badges may be purchased at normal prices.

If you claim your badges and sign up for events during the Pre-Registration period, your badges and tickets will be available for pickup at the registration desk. If not, you will have to register upon arrival and will only be able to participate in scheduled events on an open-seat basis.

8. Hours of Operation and Access

Crown City Con is a full-weekend, 24-hour gaming experience, but we wish for you to have time to game as well as run your booth. For this reason, we are allowing sales only from 10am-6pm on Saturday and 10am-4pm on Sunday. This allows you time to have some fun and network with gamers and other exhibitors. During the hours listed, however, we ask that your booth be open and staffed at all times.

You will be able to get in the venue the evening prior (Friday Sept. 21st), although an exact time is not known yet. Details will be put out as soon as possible. If you are unable to, or choose not to set up the evening prior, the venue will be open at 8am Saturday, giving you two hours to set up. Please have your booth broken down and loaded out within two hours of convention closing, in order to avoid additional charges from the venue. Each room in the venue has outside access to make loading and unloading easier.

9. General Rules and Regulations

- Handbill distribution is permitted only within the exhibiting company's booth or at exhibitor sponsored events. No material may be posted on convention walls, fixtures, or furniture. Violators are responsible for all fees and damages incurred from the removal of such postings.
- Adhesive stickers are prohibited in the Ramada Hotel and Conference Center. Exhibitors are liable for all costs and expenses associated with sticker removal.

- Absolutely no selling, soliciting, or handbill distribution is allowed outside of rented booth spaces.
- Exhibitors must comply with, and be bound by, all laws, ordinances, and regulations of the country, state, county, city, facility, and, whenever applicable, police and fire departments.
- Authorized company representatives must staff exhibits during all exhibit hall hours.
- No exhibitor or member of an exhibit may promote, display, or behave in a manner considered offensive to decency or good taste as determined by Crown City Con management.
- Demonstrations and all other activities must be confined to the limits of exhibitors' booths. Aisles may not be obstructed at any time. Exhibitors may not conduct activities of any kind that lead to congestion of aisle traffic.
- Music may not be played without the proper license of copyrighted music. Volume must be appropriate as determined by Crown City Con management.
- Attendees and exhibitors are expressly prohibited from carrying weapons and/or weapon replicas. Weapons on display must be secured to tables or display for safety. Weapons purchased in the Exhibit Hall must be safely contained or packaged by the seller in such a manner that all edges are covered securely, and the purchaser must remove purchased weapons from the convention site to a safe location (hotel room or vehicle) at his or her earliest opportunity.
- No attendees will be allowed into the exhibit areas during closed hours. Exhibitors will be allowed into the hall one hour before opening and may stay up to one hour after closing. All needed items and valuables must be taken with the exhibitor before leaving each evening.
- Crown City Con prohibits the sale and/or use of games of chance. Games of chance are defined as games in which a fee is paid specifically for the opportunity to receive an item of interest or value. Games of chance are permitted only as a free promotion or giveaway.
- Drug paraphernalia, consisting of equipment, product, or material that is manufactured or modified for making, using, or concealing illegal drugs, is prohibited at Crown City Con and may result in removal from the convention.
- The removal of exhibits and materials prior to the official close of the exhibition areas will not be permitted. Exhibitors must remain present and open until closing on the final day.

10. Banner and Display Standards

- All exhibit decorations must meet fireproof standards and city fire ordinances. Applicable certification must be presented upon request.
- Electrical equipment and wiring must conform to national and local electrical codes.
- For any company whose booth includes constructed elements of greater than eight feet of elevation, the company must submit plan view (top-down view) and elevation view (view from the front, showing height) designs.

11. Behavior Standards for Crown City Con

- Profanity - The gratuitous use of profanity and symbols considered vulgar by contemporary standards of a product's target market is not acceptable unless integral to a character or story. At the sole discretion of Crown City Con LLC management, such material may not be advertised, displayed, or sold at Crown City Con.
- Violence and Gore - Products depicting lurid scenes of excessive bloodshed, gory or gruesome crimes, depravity, lust, filth, sadism, or masochism, presented editorially or graphically, are unacceptable. Products featuring depictions of unnecessary violence, brutality, physical agony, and gore, including but not limited to, extreme graphic or descriptive scenes presenting cannibalism, decapitation, evisceration, amputation, or other gory injuries, may not be advertised, displayed, or sold.

- Sexual Themes – Displays containing items and/or sexual themes are not permitted. Products depicting rape and graphic lust may not be advertised or sold.
- Products featuring sexual perversion and/or sexual abnormalities are unacceptable for advertising, display, or sale.
- Nudity – Displays or advertising containing nudity are not acceptable. Degrading or salacious displays are unacceptable. Explicit depictions or facsimiles of reproductive organs are not permitted.
- Affliction – Advertising or selling items containing disparaging graphic or editorial references to physical afflictions, handicaps, or deformities are not permitted.
- Supremacy – Advertising or selling products that depict minority and/or nationalities as inferior to other races is not permitted.
- Religion and Mythology – Actual, current religions are not to be depicted, ridiculed, or attacked in any way that promotes disrespect. Ancient or mythological religions, such as those prevalent in ancient Greek, Roman, and Norse societies, may be portrayed in their historic roles.
- Unacceptable Activities – Actual rituals (spells, incantations, sacrifices, etc.), weapon designing, the use of illegal devices, and activities of a criminal or distasteful nature may not be presented in ads, displays, or conducted onsite.
- Addictions – Addictions of any kind should not be presented as glamorous or entertaining. Addiction or the encouragement of addiction should be shown as a dangerous habit with harmful effects.
- Wearing and Selling Costumes or Weapons – Advertising, wearing, and selling costumes is permitted if they are in good taste and do not present a hazard to others such as sharp edges or protrusions (measured by contemporary standards/values). All twentieth-century and twenty-first Century military uniforms are prohibited from the convention. Uniforms of those currently on active duty in the military are exempt, assuming they are properly attired. No one may carry weapons or weapon replicas. Weapons for sale must be inoperable and/or locked and/or encased and/or have a limited range of motion so that customers do not have access to them.
- Video reproductions – you must be officially licensed to sell videos. Sales of reproductions (bootlegs) will not be tolerated.
- Compliance – All exhibitors and advertisers are obligated to comply with these standards. Failure to comply will result in the refusal of advertising materials, alteration or removal of unacceptable products/activities, or closure of exhibits/displays found to be in noncompliance. In this case, no refunds will be issued for exhibit space or badges.

8. Security and Liability

- Exhibitors are solely responsible for paying all applicable city, county, state, and federal taxes on sales and promotional activities at Crown City Con.
- Crown City Con will arrange for personnel to control access to the exhibit areas but is not responsible for any injury to exhibitors' agents, servants, employees, or damage to or theft of property from any cause prior to, during, or subsequent to Crown City Con. Exhibitors hereby expressly agree to indemnify and hold harmless Crown City Con LLC against any and all claims for such loss, damage, or injury.
- Exhibitors are required to insure their own exhibits, display materials, merchandise, and personnel. Exhibitors agree to indemnify, defend, and hold harmless Crown City Con against any and all claims for loss, damage, or injury associated with exhibitor's vehicles, property, personnel, events, and general conduct at the event. In the event that Crown City Con or the owners of the convention site are held liable for reasons caused or aggravated by exhibitor's action or failure to act in any manner whatsoever, said exhibitors shall reimburse Crown City Con and/or the convention-site owners for all costs incurred.

- Exhibitors are fully responsible for any loss, damage, or injury to the convention-site owners or personnel resulting from exhibitors' displays or actions.
- Exhibitors are fully responsible for any loss, damage, or injury to Crown City Con attendees resulting from exhibitors' displays or actions.
- Exhibitors are liable to the convention services firm(s) for any and all damage, from whatever cause, to rented or leased booth equipment and shall indemnify, defend, or hold harmless Crown City Con against any and all claims or suits for such damage.
- Crown City Con reserves the right to cancel arrangements or contracts or close an exhibit whenever it is deemed necessary for the safety or comfort of those attending Crown City Con whenever the exhibit, activity, or material sold is objectionable or offensive to the average person attending Crown City Con, whenever legal conditions, convention policies, or requirements of the convention site so dictate, or whenever portions of the convention site are destroyed or damaged.
- Crown City Con reserves the right to cancel arrangements, contracts, or exhibits if Crown City Con fails to take place as scheduled, is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lock out, act of war, act of God, emergency declared by a government agency or Crown City Con management, or for any other reason that terminates this contract.
- Exhibitors will comply with all laws of the United States as well as all applicable state or local ordinances, rules, and requirements of police and fire departments or other authorities of such jurisdictions, will obtain all necessary permits and licenses with respect to their activities, and will not do or suffer to be done anything during the term of this agreement in violation of any such laws, ordinances, rules, or regulations. If the attention of said exhibitors is called to any such violation committed by said exhibitors or committed by any person employed by or admitted to the premises by said exhibitors, said exhibitors will immediately desist and correct, or cause to be corrected, such violation. Exhibitors agree to indemnify, defend, and hold harmless Crown City Con from any and all costs, suits, and legal proceedings alleging violations of any such law or regulation.
- Use of any product by any exhibitor, employee, or agent thereof containing the Crown City Con trademarks, logotype, or other copyrighted materials owned by Crown City Con is prohibited without the express written permission of Crown City Con LLC. Exhibitors agree that if any materials making such unauthorized use appear at the convention, Crown City Con shall have the right to take possession of and destroy all such materials, as well as to pursue other available legal remedies.
- All matters and questions not covered by this application and these terms are subject to the decision of Crown City Con management.
- Exhibitors agree to abide by and conform to all additional rules and regulations from time to time adopted or prescribed by Crown City Con for the management of Crown City Con and the exhibit areas.
- Exhibitors acknowledge that they have read the preceding terms and conditions, expressly agree to comply with them, and authorize Crown City Con to enforce them.