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Marketplace Packet for Merchants

**Please read over the entire packet before filling out the application, as you will be held accountable for complying with the information within. By submitting a payment, you agree to abide by everything below.**

# **Hold Harmless**

All Merchants/Artists assume responsibility and liability for losses, damages, and claims arising out of Merchant/Artisan activities on the Venues premises and will indemnify, defend, and hold harmless the Venues, their owner(s), and management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. The Merchant/Artist will indemnify, defend, and hold harmless AnimeIowa and the Mindbridge Foundation as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

# **Marketplace Hours**

| Thursday | Friday | Saturday | Sunday |
| --- | --- | --- | --- |
| Merchant/Artisan Setup:  **6pm-10pm**  (Subject to change via email) | Merchant/Artist Access:  **9am-9pm**  Merchant/Artisan Setup: **9am-2:30pm**  Sponsor/Staff Access:  **2:30pm**  Member Access:  **3:00pm**  Marketplace Closes:  **8pm**  **Doors lock promptly at 9pm** | Merchant/Artist Access:  **8:30am-7pm**  Sponsor/Staff Access:  **9:30am**  Member Access:  **10am**  Marketplace Closes:  **6pm**  **Door lock promptly at 7pm** | Merchant/Artist Access:  **8:30am-8pm**  Sponsor/Staff Access:  **9:30am**  All Access:  **10am**  Marketplace Closes:  **4pm**  Marketplace take down: \*\*  **4pm-7pm**  Final walkthrough: **8pm** |

| **Hours are subject to change before the date of the convention. Please check for updates on our available points of access below.** |
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| **Website:** | **animeiowa.com** |
| --- | --- |
|  |  |
| **Marketplace Vendor Discord at:** | **https:discord.gg/WnAzape** |

\*\*Take down begins at 4pm when the room closes. Tear down of booths should not begin until that time unless prior arrangements have been made. (Packing of overstock in preparation for leaving is allowed.) We ask that all personal/ company items, equipment, etc., be removed from the Marketplace by 8pm on Sunday. Your assigned area must be in a condition to be returned to hotel control. (Exceptions can be made to this with approval of the Marketplace Department Head.)

**BOOTHS:**

# Booth Description

Each Merchant booth space is 10' wide by 10' deep. Short pipe and drape will be used to mark off around each combined reserved area. Each booth will be supplied with one skirted 8' long, 30" wide table, two chairs, and waste basket. All items must be kept within your area to comply with OSHA regulations. (No exceptions) Alterations to booths will be allowed within your allotted space and are subject to approval by the Marketplace Division Head.

Examples of pre-approved alterations: Removal of table to use your own. Adding your own racks, shelves, display tables (within your space), and removing your table skirting to use your own personalized skirting.

# Pricing

| Initial Booth:  1- 10' wide x 10' deep- booth space with drape and poles  1- 8' x 30" skirted table  2- folding chairs  1- waste basket  BADGES SOLD SEPARATELY | $250.00 |
| --- | --- |
| Additional Booth:  Each comes w/1 8' table, 2 chairs, and 1 wastebasket  BADGES SOLD SEPARATELY |  |
|  |  |
| Marketplace Badges:  Run cheaper then the conventions general weekend badge cost (outside of the black Friday deal). Must be worn during all active selling hours and on hand to enter the room during non-selling vendor only access hours before and after each day.  Not needed for initial set up or tear down times. | $45.00 each |
| Additional Marketplace Badges at door | $60.00 each |
|  |  |

**Booth space pricing includes a mandatory room cleaning charge.**

# Additional Furnishings

You may bring additional tables/display stands and racks for your booth area as stated above.

Additional booth needs are also available and must be requested and paid for through the event decorator. Information, phone number, and order forms are available to you on the website.

# Power, phone, and internet for your Booth Space

Internet, phone lines, and power are provided for a fee by the Hyatt Information, phone number, and order forms are available to you on the website.

**Important Dates to Remember:**

Payments need to be sent in within 20 days from the payment link email being sent unless you contact us.

Emails that need response, must recieve that response within 10 days (unless otherwise stated within the email) or you risk losing your place within the Marketplace.

**Merchant/Artist Badges:**

# Badge registration

All Pre-convention Marketplace registration badges are set at a price of

$45.00 for the convention until Set up starts, after which time the Marketplace at door booth price will go up by $15.00 to a total of $60.00. So please be sure to contact [marketplace.dept@animeiowa.com](mailto:marketplace.dept@animeiowa.com) to have everything in order beforehand to avoid the mark up. Membership to all areas of the convention is Required. Marketplace membership will allow you access to all the areas of the convention a normal attendee has, and it will allow you access to the Marketplace at times when normal attendees cannot come in. The hour before we open and the hour after we close is dedicated time for the Merchants/Artists to restock and get ready for business.

# Badge Pickup

Marketplace Merchant and Artist badges will be available for pick up in the Marketplace. The 'Vendor Relations Booth' will be located at the front of the room as you enter the Marketplace.

# Badge Violations

**Badge loaning or sharing:**

Badge loaning or sharing in order to avoid paying for the convention membership will be dealt with on an individual basis.

This may result in:

* Both the badge holder and the person he/she is sharing/loaning the badge with/to being ejected from the convention without refund.
* Both parties could be required to pay the at the door price to stay at the convention. (Registration at door price is $60.00.)
* If the parties are part of a retail Merchant or Artists group, the entire group could be in jeopardy of ejection without refund.

**Ghosting:**

Anyone caught ghosting (no badge at all) will be dealt with on an individual basis.

* They may be ejected from the convention.
* Allowed to stay after payment of the full at the door price of the convention. (Registration at door price is $60.00.)
* If the person ghosting is a part of a retail Merchant or Artists group, the entire group could be in jeopardy of ejection without refund.

If the party caught is under the age of 18, they may be held for parental pickup or (if from out of town/state) turned over to authorities as a possible runaway.

**Payment:**

Payment Options

1. The preferred payment method for the Marketplace is the AnimeIowa PayPal account via the website link, given after signing the contract.
2. Payment may be made by check or money order made out to “AnimeIowa.” with The Marketplace Heads knowledge. You must recieve the address from the Head as well as email the date the check is taken to the post office.

# Cancellation/Refund Policy

If a cancellation is received on or before May 1st, 2024, you will receive a full refund less a $150 service fee. Additional badges are nonrefundable. After this date we are required to follow the Mindbridge refund policy listed here:

<http://mindbridge.org/by-laws/refund-policy/>

Merchandise Freight Service (shipping your merchandise prior to the convention)

Freight Service will be managed by the Event’s decorator service. Information on freight service and other services are availableon the website.

# Selling of Merchandise outside the Marketplace

Merchandise may only be sold by a registered Merchant/Artisan/Guests in the Marketplace. Any person or persons found selling merchandise outside the Marketplace without authorization will be removed from the Marketplace and the convention. Approval may be requested before the convention for Merchants/Artists wishing to sell during specific events outside of normal Marketplace room hours and location.

**Policies:**

# Weapons Policy

Pursuant to Iowa law, bladed weapons over 5 inches in total length (including handle) **may not be handled or sold to people under the age of 18**. It is the responsibility of each Merchant to ensure that these items are only handled by/sold to those 18 and older. AnimeIowa badges are not a suitable means of determining a person’s legal age. A State issued photo ID is the only acceptable means of determining a person’s age. Live steel is not allowed in the Marketplace and all bladed weapons must be in a sheath, scabbard, or under 'glass' in a display case. Violation of these sections of the weapons policy is grounds for immediate removal from the Marketplace and contention; no refund of any kind will be issued. The Merchant must box any weapon purchased at the time of sale. It is the Merchant’s responsibility to inform the purchaser that the weapon may not be removed from the box in the Marketplace or any public convention space.

Unless the weapon is used as part of a costume and correctly peace Ma

rked by convention staff. AnimeIowa has the final say as to what merchandise must abide by this policy.

There will be peace binding available on the bridge. Or you are expected to peace bind weapons not sold in a box.

# **Merchandise/Bootleg/Theft Policy**

The sale of bootleg merchandise - which includes but is not limited to, fan subs, Son May CDs, mass produced knockoffs of official licensed anime merchandise - is not allowed at AnimeIowa. Please take the time to refer to the Pirate Anime FAQ at: http://www.otakunews.com/downloads/Pirate\_Anime\_Guide.pdf for identification of bootleg/pirated merchandise.

Remember just because you purchased your items from Japan, does not mean they are genuine. If you are not sure if the item is allowed, please ask.

The Marketplace staff will utilize a 2 strikes policy when dealing with violations.

(Zero tolerance for refund deposit to be taken upon being found guilty)

1. Inventory report – the Merchant/Artisan is required to shut down their booth and complete a check on ALL MERCHANDISE at their table. A list of removed goods must be submitted to the Marketplace staff, and will undergo a final check by staff, before the booth can be reopened.
2. Removal of the Merchant/Artisan from the Marketplace AND Convention. This will also result in a ban from future AnimeIowa conventions.

Theft inside the Marketplace whether it is a vendor/artist stealing from another vendor/artist or from an attendee; AnimeIowa has a ZERO tolerance policy for stealing. The vendor/artist will be removed from the Marketplace and from AnimeIowa. They will be blacklisted and will loose their deposit for violation of the Marketplace contract.

“Grab Bags” are a common way to circumvent the Bootleg policy and sale of sealed grab bags is not allowed in the Marketplace. Unsealed grab bags will be allowed once they have been inspected by the marketplace staff. It is suggested that you display the bags where they cannot be handled by customers until purchased. Random inspections of these bags will occur from time to time during the convention. If the seller reseals the grab bags, they will no longer be able to sell them and must remove them from their booth. This will count as a strike against the Merchant/Artist.

The Marketplace staff has the right to pull merchandise at any time to validate authenticity of the product. \*Build-a-bags do not fall under the grab bag policy as they are assembled in front of the customer.

# Display of Merchandise Policy

# Merchandise display including 18+ must be done in a family friendly layout. Use of 8.5 x 11 sheets of paper over parts on banners or other merchandise is not allowed. You must create a way to cover those areas of your merchandise which is tasteful.

# Adult Merchandise Policy

Material depicting nudity or sexual content may not be viewed or sold to people under the age of

18. It is the Merchant/Artisan’s responsibility to ensure that the material is only viewed and/or sold to those 18 and older. AnimeIowa badges are not a suitable means of determining a person’s age. A state issued photo ID is the only acceptable means of determining a person’s age. Violation of this policy is grounds for immediate removal from the Marketplace and no refund of any kind will be issued.

**\*NO PERSON UNDER THE AGE OF 18 WILL BE ALLOWED TO BE PART OF AN ADULT TRANSACTION SALE\***

# Fanart Policy

In the interests of protecting intellectual property rights, Mindbridge will make a good faith effort to ensure that copyrighted material will not be sold without the permission of the copyright holders. Mindbridge will request and require all individuals participating in sales through a Mindbridge sponsored event to accept that by submitting your payment they are signing a waiver acknowledging that they are responsible for ensuring that their items comply with copyright and trademark laws. Additionally, such agents will be required to sign a statement accepting full responsibility for ensuring that they have the legal right to sell those items and to waive and hold harmless Mindbridge Foundation, its subsidiaries and projects (AnimeIowa), from any recourse that selling those items may provoke.

The full policy and Waiver can be viewed here: http://mindbridge.org/by-laws/mindbridge-art-show-policy/ Please read it and be ready to sign a copy at the convention

\*\*Note – Fanart is defined differently from bootleg/pirated merchandise by the following criteria. Bootleg/Pirated merchandise:

1. mimics licensed goods.
2. is mass produced.

**Merchants purchasing merchant booths are not to sell non-licensed Fanart, nor can any more than 10% of their booth consist of Fanart items.**

# Violation Policy

Violation of any items in this packet/reservation application/contract or any special instructions (verbal or written) That you have received by AnimeIowa Marketplace Staff is grounds for removal from the Marketplace, the convention event center. No refund of any kind will be issued to merchants/artists removed from the Marketplace/Artists Alley.

AnimeIowa has a responsibility to inform the authorities of any violations of local, state, and/or federal laws.

# Other Policies and Useful Guidelines

•Artists may not sell items they have purchased or own for resale. These items include but are not limited to new or used manga, DVDs, CDs. Violation of this policy will utilize the same two strike policy used for bootlegs.

* All merchandise left on tables must be covered when the Dealers Room is closed. It is the responsibility of the Merchant/Artists to provide their own covers for their tables. A twin-size flat sheet works well for covering merchandise.
* All boxes must be placed under your tables. If you run out of space under your tables, boxes maybe neatly stacked within your allotted space, and must be covered in a neat fashion.
* AnimeIowa is not responsible for providing or acquiring food or beverages for Merchants/Artisans.
* Marriott Staff has the right to come through on nightly bases to clean the exhibition hall.
* Only trash cans placed in front of your booth space will be emptied during the nightly cleaning by the maintenance staff.
* NOTHING MAY BE TAPED, TACKED, OR STAPLED TO THE FLOORS, WALLS, CEILING, AND/OR BOOTH DRAPES/BACKDROPS.
* You must take your broken-down boxes with you to dispose of. The Marriott is not responsible for the cleanup or disposal of your booth’s boxes. If you leave boxes, they will bill you for the cleanup.

•Email any questions, comments or concerns to: marketplace@animeiowa.com

**Contract:**

Receipt of Payment in Full and signature on vendor contract constitutes your acceptance and understanding of the information contained in this information packet between yourself and AnimeIowa to be a part of the AnimeIowa Anime Marketplace and Artists Alley.

Please Save this packet as it contains all the provisions of the contract.

Contact information:

Mailing Address:

AnimeIowa Marketplace 2022

308 East Burlington St. PMB 110

Iowa City, IA. 52240

Email: marketplace@animeiowa.com