



33228 W. Twelve Mile Road, PMB 286 • Farmington Hills, MI 48334 • (248) 426-8059 • fax (248) 426-8064

Dear Exhibitor,

Welcome and thank you for choosing to exhibit at the **30<sup>th</sup> Annual Motor City Comic Con on May 17, 18 & 19, 2019!** Please read the following guidelines outlining everything you need to know about setting up and exhibiting at the Motor City Comic Con. We appreciate your cooperation in complying with our policies to help ensure a positive experience for all.

**1. General Set Up Information:** Exhibitor set-up hours are Thursday from 12pm - 9pm (No check-ins after 8:30pm) and Friday from 8am-12pm. If you set up on Thursday, you will be able to drive your vehicle into the building. If you set up on Friday you will have to park outside and use a cart to bring in your merchandise. **We strongly recommend that Dealers plan to set up on Thursday and Artists plan to set up on Friday.** Prior to set up on Thursday or Friday morning all exhibitors must check in at the registration area located at the rear of the building just inside loading door No. 7 where you will receive your booth assignment and issued badges. No one will be allowed to enter the exhibit hall before 12pm Friday without a badge.

The overhead door will be closed *promptly* at 11:30am on Friday and anyone arriving late will have to unload through the small doors of the building. Please move your vehicle *immediately* after you have unloaded so other dealers can pull in and unload. Do not leave your vehicle unattended. **Please be on time and be prepared to open by 12pm on Friday.**

**2. Exhibitor Parking:** Parking at the Suburban Collection Showplace is \$10 per day. Three-day parking passes will be available for a reduced rate of \$15 for all three days and will be on sale at the Suburban Collection booth near the check in area. If you have a trailer or oversize vehicle you will need two parking passes. **You can pre-order passes with the form located on our website under the Exhibitor Set Up Info tab.**

**3. Exhibitor Badges:** Dealers are allowed 3 badges for the first booth and one badge for each additional booth. Additional badges are available for purchase during set-up for \$80. **Please Note: This is not applicable to Artist Alley or Crafters.** Please refer to Artist/Crafter contracts for badge details.

**4. Exhibitor Breakdown:** According to the terms of your contract: **ALL EXHIBITORS AGREE TO REMAIN SET UP UNTIL 5pm ON SUNDAY** (violation will result in the loss of exhibit space at future shows). The overhead door will not open until that time. Vehicles will be allowed into the building as soon as the show floor is clear enough to bring in vehicles safely (usually around 7pm). All Exhibitors must be out of the Suburban Collection Showplace by 11:59pm Sunday.

**5. Show Hours:** The convention hours are: Friday: 12pm - 7pm, Saturday: 9:30am - 7pm and Sunday: 10am - 5pm. **Please note: Although most of our ads state that the show opens at 12:30pm on Friday and 10:30am on Saturday & Sunday, advance ticket holders will be admitted earlier as noted above.** Exhibitors may enter the hall at 8:30am on Saturday and 9am on Sunday.

**6. Exhibit Space:** Each booth that you have purchased is a 10'x10' area. You may set up your area however you would like, but **you must remain within that area.** Please do not push tables or move any other objects (i.e. wire comic racks) into the aisles or move any other tables than your own. The size of the aisles is set to specifications from the Novi Fire Marshall and may not be changed or infringed upon. **Artist Alley and Crafters:** Your table is 8 feet with 4-6 feet behind. Please be considerate of your neighbor when setting up your display. No portion of your display should infringe on the aisles.



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Please take some time to read the display regulations set forth in your Exhibitor, Artist or Crafter contract. These regulations will be strictly enforced. Please note: according to the terms of your contract, you have agreed not to sell any bootleg merchandise.

**7. Additional Equipment:** Each standard booth comes equipped with one eight-foot table and two chairs. Each corner booth comes with two eight-foot tables and two chairs. Do not remove tables from other booths or **you will be charged full rental price**. If you need extra tables/chairs or require freight services, please order from Art Craft Display, Inc. Order forms are available on our website under the Exhibitor Set Up Info tab. Advance ordering is suggested as rates are higher at the show. **Please Note:** Payment for additional equipment should be sent directly to Art Craft Display, **not** to Motor City Conventions.

**8. Electricity:** Electrical and internet services are provided by BoCo Enterprises. The basic electrical fee is \$85 in advance or \$125 at the con. Order forms are available on our website under the Exhibitor Tab. Please send payment for electrical services directly to BoCo Enterprises, **not** to Motor City Conventions.

**9. Security:** Bonded security guards will be on hand from Thursday at 12pm through Sunday at 11:59pm. We will do everything possible to ensure the security of your merchandise but wish to remind you that Motor City Conventions Inc., Motor City Comics Inc. and the Suburban Collection Showplace are not responsible for loss or damages. Uniformed security officers will be on hand during show hours to provide a visible deterrent. However, you are responsible for your own security during convention hours. Should you catch a shoplifter, please bring them to the registration area or contact a convention staff or security member immediately.

**10. Sales Tax:** You are responsible for collecting 6% Michigan State Sales Tax. A Concessionaires Sales Tax Form will be provided to you at check in. If you do not have a valid State of Michigan Sales Tax License (a tax license from any other state is not valid in Michigan) you must fill out and return this form to the state within three days **after** the convention. The state may ask for a list of vendors and can assess taxes to you if this form is not returned. Michigan does not require you to obtain a tax permit in advance of the event.

**11. Hotel Info/Directions:** A hotel list and directions can be found on our website at [motorcitycomiccon.com](http://motorcitycomiccon.com).

**12. Smoking:** The Suburban Collection Showplace is a non-smoking facility. No smoking is allowed inside at any time.

**13. Social Media:** If you're on social media, using the hashtag "#MCCC" before and during the con is encouraged! Please tag us using [@motorcitycomicon](#) for facebook [@motcitycomiccon](#) for Instagram & Twitter

**14. Saturday Night Bash:** Please join us on Saturday night for some Motor City fun in the Diamond Center Ballroom located at the Suburban Collection Showplace from 9pm – 1am-ish.

Thank you for your support. We're excited to celebrate our very special anniversary with you and we wish you all a very successful and fun-filled event!

Sincerely,

Michael Goldman – Promoter

Miriam Kruger - Executive Director