

MANEKI NEKO CON 2014

Vendor/Artist Invitation and Application

Dated this _____ day of _____, 20_____

Primary Vendor/Artist/Company Name _____
hereinafter called “vendor” or “artist”, requests the right to vend at Maneki Neko Con (MNC).

Hello, prospective vendors. We are proud and pleased to announce that we will be extending Maneki Neko Con to 3 days of programming. Our theme for 2014 is **Maneki Neko Con 3D** (3 days of fun starting on Oct 3rd).

Here are the basics on location, set-up, check-in, parking, payment, teardown and more.

When: Friday-Sunday, October 3-5th, 2014.

Set-up: Friday October 3rd from 9 am-1 pm. We will have staff to help you unload your stock to your vending space. Any other times for load-in must be approved in writing from the Con.

Hours of Operation:

Fri: 1 pm – 8 pm

Sat: 10 am – 8 pm

Sun: 10 am – 3 pm

Teardown: Sunday October 5th from 3:00 pm to 7 pm. Staff will be provided from approximately 4 -7 pm to help load your already packed stock into your vehicle.

Parking, unloading, loading out and Check-In:

We will have at least two contact persons on the ground at the convention to assist you in finding your table/booth(s), and help you with any dealers/convention questions you may have while on site. You may unload behind the building in the back parking lot, West side of the building, during designated times only. After loading, you must park your vehicle in any general open parking spot. Parking is free. If you cannot make the loading times, please contact us, to see if other arrangements can be made. We ask that you unload expeditiously and park before setting up your booth so that other vendors or artists may load-in. Maneki Neko Con staff, from Operations/Logistics, will be available to help you load/unload your vehicle during authorized set-up/teardown times.

Location and Directions: We are hosting Maneki Neko Con at the Matteson Community Center located at 20642 Matteson Ave, Matteson, IL 60443 from October 3-5th of 2014.

From Chicago: you may travel south on I-90 E/ I-94 E to the Dan Ryan; continue onto I57 South (Memphis) and exit at 340A; Lincoln Highway East Then

From the North/West: You may take 294-S to I-80 West, continue onto I57 South (exit 342A) toward Memphis and exit at 340A; Lincoln Highway East Then

From the South: Drive north on I-57 South and exit at 340A; Lincoln Highway East Then

From the East: Follow I-80 West, continue onto I-57 South (exit 342A) toward Memphis and exit at 340A; Lincoln Highway East Then

From the West: Follow I-80E and merge onto I-57 South (exit 342A) toward Memphis. Then exit at 342A; Lincoln Highway East Then

THEN (from ALL directions) when on Lincoln Highway (Route 30) East bound from I57 you should turn Left at the 1st stop light (Corporate Lakes Dr) and then take it left at the “T”. Corporate Lakes Dr will curve right and turn into Matteson Ave. The Community Center is on the Left after the stop sign at 207th Street.

Table/Booth Perks and details:

Free electricity. Wi-fi may be available, please check when you check-in at the convention as the site is trying to have it installed by then. **Please bring along extension cords** if you require electricity for your space. **Vendors** - Each booth includes a 10' x 10', or 100 sq. ft equivalent booth space and 2 chairs. We have a limited amount of 8' tables, if you need one, they will be assigned on a first-come first-serve basis so please check with us. **Artists** – Each artist's alley space will provide a 4' table. If you feel you need more space, you can register up to two (2) Artist Alley tables or as a vendor instead of an artist. Vendor/Artist space may be shared by multiple merchants/artists as long as each is disclosed as well as their product. Each vendor/artist space includes a 1-line, text only, ad in the on-site program book including Company Name and a point of contact (e.g. web site or phone number). If you would like to purchase a larger ad in our book, please let us know as attending vendors will receive a discount.

Sponsorship:

We will be doing everything possible to max out our registration and make the event as accessible to the community as possible. Of course, any publicity you would like to do on our behalf would benefit us both. Please contact our **Con Chair** if you want to discuss ideas for cross-promotion and/or paid advertising/sponsorship. We are also collecting optional donations for our charity (American Cancer Society) and our Scholarship fund. Donations of Art, product, or money are tax deductible.

Food:

The on-site café will be open on Friday from 4:00 – 8:00 pm, Saturday 8:00 am – 7:00 pm, Sunday 8:00 am – 2:00 pm. We strongly encourage you to patronize the on-site café; however, there are many local food establishments and of course you may bring in your own brown bag lunch should you choose. The site also has vending machines with beverages available at all times.

For Sale:

Vendors - must inform MNC of the types of items they plan to sell before being considered for approval at our event. Vendors may sell pre-packaged Japanese snacks and/or drinks as long as they have current expiration/best buy dates on them. **Artists** – must only sell items made by said artist. Artist must sit their own tables, no sale by proxy, and must submit photos/links to products for approval. **Vendors/Artists** - Clothing, accessories, jewelry, furry wares, movies, books, comics, games, art work, and services will all be considered. All visible items for sale

MUST be family friendly and revolve around one or more of the following themes: Anime, Japanese Culture, Sci-Fi, Comics, Gaming, Fantasy, Furry, Steam Punk, and Fairy. **18+ Policy:** Non family friendly items may be sold with permission. Please inform us of what you intend to sell. If it is reasonable, then all we require is that you keep it out of plain site and require proof of 18+ before discreetly showing/selling said item/s. For weapons, please list all you would like to sell. As we are in a government, public building we need to inquire on the sale of certain items and we need to be assured that you will check ID per state/federal law AND inform the purchaser that the item needs to be immediately put in their vehicle, hotel room, or other off site location. While displayed, assuming we have permission for you to sell those particular items, they MUST be out of reach from all minors at all times. If item/s are found to violate these policies or you have not allowed us to check with the city on the sale of said items in advance, we reserve the right to have you pull said item/s and/or to ask you to leave the premises.

 Initial

Immutable Policies:

To avoid sales of bootlegs, all grab bags/boxes are ineligible for sale unless the contents can be seen prior to sale. **No illegal weapons of any kind can be sold or displayed at the event and no solicitation to vend these is acceptable and will be considered grounds for expulsion from the convention vendor's room this included, but is not limited to, any non-toy guns.**

 Initial

It is understood that the artist(s)/vendor(s) executes this agreement as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including, but not limited to, sales tax, Social Security laws, Workman's Compensation Insurance, Income Taxes, State Employment taxes or contributions, Public Liability Insurance, and the vendor(s) will hold Maneki Neko Con and LCEE, LLC harmless against any and all such laws.

If any suit is brought or claim made by anyone regardless anything in conjunction with the ownership of the presentations of said act of appearance is an infringement on the property rights, copyrights, patent right or other rights, vendor(s) will indemnify Maneki Neko Con and LCEE, LLC against any Representative, and in signing this contract warrants that he or she signs as a properly authorized representative of the institution and assumes all personal liability for meeting the terms of this contract. By signing this, you also agree not to hold Maneki Neko Con and LCEE, LLC liable for lost, stolen or damaged property or personal injury.

Payment Details:

Payment may be made by Paypal (We will send an invoice to the e-mail address you provide) or check or money order payable to: **Maneki Neko Con**

Maneki Neko Con
P.O. Box 581
Chicago Heights, IL 60411

Payment for booth(s)/artist alley space is only secured after signed application and payment in full is received AND approved by MNC. Once approved, you will be contacted with

verification. If you are approved to vend after we are full, we will hold (not deposit) your check and will not send you a Paypal invoice while we put you on a waiting list. If a spot becomes available, we will contact you before proceeding with your payment. If you are not accepted as a vendor, we will immediately void your check.

Vendors AND Artist's Alley will BOTH be located in the main hall together this year.

All artist alley tables include one badge/membership to the convention. You may purchase up to two additional badges for assistance/family, at a pre-rate of \$20 per person or an at the door rate of \$30 per person, up to and including the day of the convention. Artists may purchase up to two (2) tables in artist's alley. Feel free to upgrade to vendor's status if you need more space.

All vendor booths include one badge/membership to the convention. You may purchase up to two additional badges for assistance/family, at a pre-rate of \$20 per person or an at the door rate of \$30 per person, up to and including the day of the convention. (e.g.: 2 booths, 2 included, 2 more optional, max. 4 persons). Vendors may purchase up to three (3) booths.

Returning Vendors Special: If you purchased a vendor booth last year at MNC then you are entitled to one (1) FREE additional badge. Please see the last page to fill in their information.

If you have additional questions not resolved herein, please contact our staff by e-mail:
Dealers@Maneki-Neko-Con.org

Co-Con-Chairs: Chris Owens and Harvey Pierson

Vendor Contact: Shanett Jones

When a dispute arises, the final decision lies with these capable persons listed above. We understand that life arises, so if your plans change and you need to cancel please notify us as far in advance as is possible (At least 30 days for consideration). If we are able to resell your booth to another vendor then we will roll your table fee into 2015. All requests will be on a case-by-case basis. Initial

Vendor Application

Company Name/Contact Person: _____

Address: _____

City, State, Zip: _____

On-Site Contact & number: _____

Email: _____

Link/website: _____

Description of items for sale: _____

I am a (check one):

☐

Vendor 100 sq ft booth/s

☐

Artist Alley w/ a 4 ft table

Pricing:

Fri-Sun:

Dealer

\$100/booth

Artists Alley

\$50/ 4' table

Additional Badges:

\$20/pre-reg

\$30/ after 9-28-14

Artist Table or Vendor Booth/s:

Qty at \$ =

Additional Badges:

Qty at \$20 =

(To purchase graphic Ad space in the program book, please fill out Ad Agreement and pay separately)

Total: Booth / Tables + Additional Badges =

\$

Included 1st Badge:

Legal Name: _____ Badge Name: _____

Free Returning Vendor Badge:

Legal Name: _____ Badge Name: _____

Additional Badges:

Legal Name: _____ Badge Name: _____

Legal Name: _____ Badge Name: _____

Included, 2nd Booth/Table Badge:

Legal Name: _____ Badge Name: _____

Included, 3rd Booth:

Legal Name: _____ Badge Name: _____

Notes: Please specify any space requirements, note if you need your booth space in a particular shape or if you have any grid walls or items that will rise more than 3 ft off your table, or have any items that may obstruct the view of other vendors so that we may place everyone in the best possible spot for all.

Make check payable to: Maneki Neko Con and mail to:

Maneki Neko Con, P.O. Box 581, Chicago Heights, IL 60411

Signature: _____ Date: _____

Print Name: _____

(Please retain a copy of this completed application for your records. Contract is not valid unless signed by Maneki Neko Staff. You will be contacted once approved/denied/waitlisted.)

To be completed by staff.

Approved by: _____ Date: _____

Staff Signature: _____ Check #: _____ Amount \$ _____

Name on Check: _____