

IMPORTANT EXHIBITOR INFORMATION

WE HAVE IMPLEMENTED A NEW WRISTBAND POLICY FOR SET UP AND BREAK DOWN. EVERY PERSON ON SITE WILL GET A WRISTBAND WHICH WILL ALLOW YOU ONTO THE FLOOR DURING SET UP. AN EXHIBITOR WRISTBAND BY ITSELF WILL NOT SUFFICE. THIS IS TO ALLOW US TO KEEP TRACK OF ALL PEOPLE ON PREMISES (EVEN IF THEY ARE YOUR FRIEND WHO IS JUST THERE FOR AN HOUR TO HELP YOU SET UP..THEY WILL HAVE TO BE WRISTBANDED)

THESE BANDS DO NOT ALLOW ENTRY DURING THE SHOW AND ARE SINGLE USE ONLY

Thank you for becoming a trader at DCC Spring Edition 2019

****** IF YOU ARRIVE WITH STOCK ON PALLETS, THEN THOSE PALLETS MUST BE RETURNED TO YOUR VEHICLE UNTIL NEEDED OR DISPOSED OF BY YOU, DCC AND CCD WILL NOT STORE PALLETS ******

***** IF YOU HAVE NOT PAID, AND NOT CONTACTED US BY NOW, YOU WILL NOT BE ALLOWED ON SITE *****

***** Those of you who have emailed us in relation to difficulty with payment in advance, we will chat the weekend or before hand via email but you will be allowed on site *****

Do you wish to get multiple items signed by a guest at DCC? If so be sure to let your floor manager, Ciaran McGuinness know during set up and we can try arrange pre scheduled times at the show or have DCC staff bring the items for you if you cannot leave your stall.

Venue staff will also be visiting stall holders during the show to take requests for food orders. This is a service provided by the venue and set up by DCC. The food is delivered to your stall and you pay the venue directly.

Set-Up/Breakdown Times

- Set up Times : Friday 9th from 10am to 6pm SHARP!
- No Saturday Set Up for stall holders, artists tables may set up from 8am to 9.30am, if you arrive after 9.30am you MUST join the main queue) the Cargo Door is closed at 9am and you must enter via the front of the building.
- ALL traders/exhibitors, whether or not you are setting up on Friday, must arrive at registration during the allotted 10am to 6pm slot to get your wristbands, we will **not be doing it** Saturday morning as it is too busy.
- Opening times for Saturday and Sunday Event Days : 8.30am for exhibitors (should you need to be there earlier please let us know during set up on Friday) and doors open for Early Entries at 9.30am. Enter via the front entrance as seen on your info pack before 9.30 am. Afterwards enter via the exhibitor entrance. General entry at 10.30am.
- Closing times for event days : 6pm Saturday, 5pm Sunday

- Breakdown Times : Sunday 5pm to 10pm with all stock to be cleared out of premises. Any storage/collection of stock via courier must be arranged in advance between you and the venue. DCC does not take responsibility for stock left on site. If you have a pallet being collected, please ensure it is loaded and wrapped accordingly, incorrectly loaded pallets may not be collected by couriers. Once we leave the venue this is no longer our concern.
- Rubbish must not be left at your stall, if your area is left in disarray you will be charged for removal of rubbish.
- DCC trollies, wheels, lifts etc are property of DCC. If you have not requested use of them from the floor manager, then do not take them. There may be some available for rent on the day if not in use.

Load In

EXHIBITORS MUST BE PAID IN FULL BEFORE BEING ALLOWED TO UNLOAD AND SET UP.

- Exhibitors will receive their tickets via Eventbrite before the show, you MUST bring these along in to be given your passes.
- Exhibitors must collect their weekend wristbands on Friday from the Floor Manager Ciaran McGuinness or Artist Alley manager James Sharkey who will have a list of all pre pre purchased passes/additional tables as well as locations for traders. Any questions please email exhibitors@dublincomiccon.com or j.sharkey@dublincomiccon.com
- Please refer to the Exhibitor Location Excel Document for your location along with your order number or invoice number (which matches up to your floor plan number)
- Entrance via loading bay door located at side of building only (no loading in via main doors which will be locked. If you are located on the Liffey level then you must still report to the loading bay door to register.
- If you need to transport stock to the Liffey level via the Cargo Lift then please register via the side loading door and arrange with venue staff to access the Cargo lift via the underground car park.
- You may have friends help you carry stock to your stall during set up but only those with exhibitor wristbands may remain on site (we do not want you and your 5 friends standing around chatting)
- No children are allowed on site during set up or manning your stall during trading hours.
- Please report to CCD and DCC staff before bringing your vehicle into the loading area. Any vehicles remaining on site for prolonged periods must have a tarp placed underneath and be drained of fuel.
- Parking : If you wish to park at the convention centre, you can pre book it via <https://parkpnp.com/ie/parking/the-convention-centre-dublin> . We are afraid that the car park is owned by a third party and as such we cannot get discounts or free parking for exhibitors (We have to pay aswell) but there are multiple options in the area which can be found here : <http://www.theccd.ie/parking>

On Site

- DCC must be informed of staff numbers in advance to ensure an adequate stock of exhibitor wristbands. Additional Passes can only be purchased Saturday or Sunday during opening hours if you have not pre purchased before this point. There is a limit of 4 exhibitor bands available per 3 x 2m and 2 x 2m stalls and 2 bands per Artist Alley table. Custom stalls please contact us to confirm. This is done to ensure non working personnel are not on site during set up and prior to opening and so that the system is not abused to get 'friends' in early.
- Failure to wear/show your wristband will incur a 50 Euro fee for replacement. Loss of wristbands will incur a 50 Euro fee for replacements.
- Extra tables must be purchased in advance as there is no guarantee we will have adequate spare stock on the day. If we have spare stock and you request an extra table, please note it is a 25 Euro charge. If you need additional chairs please let us know.

- You may not remove tables, chairs or barriers from other locations for your own stall. Doing so will result in the items being taken back to their original location and your goods left in where they were found.
- If you have not purchased the correct stall option (i.e a retailer/re-seller purchasing an Artist Alley table), your payment will be refunded and your selection cancelled. If you are found during the event selling unauthorized items, you will be asked to pay the difference or leave the premises without refund.
- Table only units may only have a max of 2 workers per table for health and safety & security concerns.
- Live animals and displays over 3m in height must have pre approval from the venue to ensure they conform to health and safety regulations
- No display, partition, racks or any other exhibitor constructed unit may lean or be adhered to the venue walls or pillars in such a way that damage may be incurred. A venue walk through is conducted by DCC and the venue for an pre existing damage to the building. Any additional damage caused by exhibitors will be billed directly to the exhibitors by the venue.
- Please note that due to the high spec nature of the Convention Centre the repair costs are quite significant
- If you require dedicated WiFi an application with your requirements for download/upload speed must be made in advance. *please note there is a venue charge for dedicated WiFi set up
- Exhibitors must refrain from approaching and interfering with DCC sets and props or going behind any barriers. Photos are not permitted. Anyone caught disobeying will be removed from the premises
- If you are transporting stock on pallets then you must ensure they do not block up walk ways during set up or damage any venue property. CCTV is in operation and any damage caused by stock or staff will be billed directly to you.
- DCC does not accept deliveries of stock or store stock for exhibitors if you wish to have a pallet delivered then please contact the venue in advance to arrange.
- Power points/sockets must be purchased in advance, we cannot facilitate requests on the Friday set up.
- There is no facility in place to allow for credit card/laser card payments, please make your own arrangements for cash or other payment methods on the days of the event.
- If you are selling any sharp items/replica swords/airsoft guns etc this must be cleared by us in advance due to bagging procedures. If you do not inform us in advance we reserve the right to restrict sale of items.
- There is NO SHARING of table only options at DCC this year following incidents among traders at DCC 2016.
- Do not leave your many empty shipping boxes and waste behind. Any costs incurred by Dublin Comic Con for cleaning of your stall will be billed directly to you.

Legal

- You will not be covered by Comic Con Ireland of the Convention Centre's insurance, if you wish to insure your products/staff you must have your own in place
- Please note: You are responsible for ensuring you are in compliance with Irish Revenue Authorities as per previous emails. Non ROI based traders must also comply with Revenue instructions, please see the attached VAT/Revenue information at the end of this document.
- You are agreeing to comply with the regulations regarding sales of goods and services
- You will comply with the general convention policies, failure to do so may result in you and your stall being removed.
- Be sure to read our full list of FAQ's located on our website.
- If you fail to appear at your stall by mid day Saturday and do not inform us of non attendance or late attendance we reserve the right to re designate your space.
- In Accordance with the venue's health and safety policy, no children are allowed on site during stall set up

Other

- Please refer to the stall types below and policies for more info. We are here to help and ensure you have a successful time at our show.

TYPES OF STALLS AND WHAT THEY INCLUDE

Custom Stalls : These Stalls are set up on an individual basis and can sell a wide range of stock like standard stalls. Tables, partitions and passes are covered on an individual basis, custom stalls as standard come with just tables and chairs but not connected to any other stall. If you require partitions, please let us know as there is an additional cost, the custom stalls are sought after due to the ability to sell from all 4 sides compared to Aisle units

Partitioned stalls : (3m x 2m or 2m x 2m) : Best for those who want to stand out more and set up a more attractive stall to attract customers or those who are selling high volumes of stock, retail items, games etc. If you are promoting your business, group, service etc this is also an option for you. Each stall contains 1 table (or 2 tables if you are located on a corner unit), 2 passes as standard (additional passes must be purchased at the time of purchasing the stall using the option provided), 2 chairs and partitions which can be used to hang items/posters etc. If you purchased multiple stalls you will get additional passes, tables , chairs etc.

Wall Stalls : These stalls are the same as above but are located against the convention centre wall and include side partition walls but no backing wall to ensure the convention centres pristine walls are kept clean and undamaged and must remain as such. Each stall contains 1 table (or 2 tables if you are located on a corner unit), 2 passes as standard (additional passes must be purchased at the time of purchasing the stall using the option provided), 2 chairs and partitions separating you from the other stalls. If you purchased multiple stalls you will get additional passes, tables , chairs etc.

Table Only Option now combines both characteristics of Craft Table and Artist Alley Tables

Craft Table : While limited in number, these tables are ideally suited to those selling small handmade crafts, face painting, keyrings etc or those who do not have a large volume of stock. We do not offer this option to retailers or resellers. Only handmade/custom items may be sold here. Each table contains 1 table, chair and pass and no backing wall. Your own backing wall/display wall/banners can be brought provided it does not interfere with your neighbours or extrude onto the convention floor. Exhibitor passes were limited to 1 per table due to the nature of the table not requiring multiple staff to man them. Additional passes must be purchased as normal and your friends can be at your stall but may not avail of exhibitor privileges

Arist Alley Table : These tables are restricted to independent comics, sketches, artists, writers etc. No commercial/main stream comics are to be sold in this area or handcrafts, only comics can be sold here.. If you wish to sell commercial comics please enquire about a table only or partitioned area. Each table contains 1 table, chair and pass and no backing wall. Your own backing wall/display wall/banners can be brought provided it does not interfere with your neighbours or extrude onto the convention floor. Exhibitor passes were limited to 1 per table due to the nature of the table not requiring multiple staff to man them. Additional passes must be purchased as normal and your friends can be at your stall but may not avail of exhibitor privileges

Policies

BOOTLEG POLICY

Any exhibitors selling bootleg items will be asked to remove these items from their booth(s). If these items are put back out for sale during the convention, or if the exhibitor refuses to comply, the exhibitor will be removed from the convention immediately, and will not be refunded any payment(s) made for their booth.

WEAPONS POLICY

No metal based weapons may be sold to attendees under the age of 18. Please keep in mind that we are trying to make this a safe event for everyone. Weapons must remain sheathed at all times. Comic Con Ireland reserve the right to ask the exhibitor to remove items for sale should they be considered dangerous, improperly handled, etc.

ADULT MERCHANDISE

Exhibitor agrees not to sell or distribute any adult material to minors. All 'Adults Only' material must be either behind the table, or if displayed, must be bagged and/or covered so that minors cannot open it. Any adult material depicting nudity or sexual conduct must be covered (blinded). Adult videos and magazines are not allowed to be openly displayed.

LIABILITY & SECURITY

Comic Con Ireland and Convention Centre Dublin are not responsible for any theft or loss. Exhibitor is responsible for their own security during the show hours. The Exhibitor agrees to protect, keep, and save Comic Con Ireland, the promoter of the event, forever harmless from any dam-age (s) or charge (s) imposed for violations of any ordinance or regulation by the Exhibitor, his/her employees or agents, as well as failure to comply with the terms and agreements of this contract. Further, Exhibitors shall at all times protect, indemnify, save, and keep harmless Comic Con Ireland against and from any loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his/her employees, or agents.

In the event that The National Show Centre or any part of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, snow storm, or other such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, labour disputes, riot, or agency which Comic Con Ireland has no control, or should Comic Con Ireland decide that because of any such

cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time, or move-out time, Comic Con Ireland shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof. Comic Con Ireland shall have the full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary and proper. The foregoing represents the agreement between the undersigned Exhibitor and Comic Con Ireland, the promoters of Comic Con Ireland for the convention held on August the 6th and 7th, 2016

ERECTION OF DISPLAYS AND STANDS

No Exhibitor will be permitted to erect their display in a manner such as to obstruct the light or impede the view along the open spaces or gangways, or to occasion inconvenience or otherwise affect the display of other exhibitors. No exhibitor will shall display their exhibits in such a manner as to endanger visitors or other exhibitors passing near to or entering their stand.

EXHIBITS AND SUB LETTING

No Exhibitor will be allowed to sublet any space allotted to them unless consent is given in writing prior to the event by the organisers. No exclusivity is provided for any exhibit and any claim to exclusivity is denied by the organisers, the organisers reserve the right to restrict certain exhibits if, in their sole opinion to do so would be in the best interest of the exhibition without any liability to the exhibit

Irish VAT

Please note that under current Irish VAT legislation if you are a trader or an Artist whose main area of business is outside of Ireland (in this instance Ireland refers to the 26 counties only) and you will be selling goods or services to people at our shows then you are required to register for and account for Irish VAT.

You should discuss the above with your own tax advisor / accountant.

Comic Con Ireland will accept no responsibility or liability if you fail to comply with Irish Tax regulations.

Further information can be found on the following link -

<http://www.revenue.ie/en/tax/vat/leaflets/foreign-suppliers.html#section12>