

AIR CAPITAL COMIC CON
2023 EXHIBITOR INFORMATION RULES AND POLICIES

Air Capital Comic Con is presented by Evil Squid Comics, 1124 N Denmark Ave, Wichita, KS 67212 | 316-200-3055 | aircapitalcomiccon@gmail.com | www.aircapcomiccon.com Detailed information regarding guests and events can be found on the website which is updated frequently as plans change and are finalized. For more information call or email us.

Air Capital Comic Con will be held at Wichita Sports Forum 2668 N Greenwich Ct. Wichita, Kansas 67226

Exhibitor parking is available at various locations around the Sports Forum center. Try to park either behind the Sports Forum or towards the back end of the parking lot, to allow for our guests the closer parking spaces.

Public Hours: Saturday, Nov. 5, 2022 10:00 am – 6:00 pm

Sunday, November 6, 2022 10:00 am – 5:00 pm

Set-Up Hours: Friday, Nov 4, 3:00-7:00 PM and Saturday, Nov 5, 2022 7:00 am – 9:30 am

Tear-Down Hours: Sunday, November 6, 2022 5:00 pm – 8:00 pm

On Friday and Saturday, the **building will be secured overnight**. Upon arrival, check-in with event staff to obtain your exhibitor badges. No one will be allowed into the building during set-up and tear-down without an exhibitor / staff / or security badge.

Additional badges may be purchased through Air Capital Comic Con Staff prior to the event or at the Headquarters during the event. Please do not use Exhibitor badges to allow additional guests to enter the event, We at ACCC try to keep the ticket prices low so that guests will have money to spend on vendor booths when they attend.

An exhibitor's application does not guarantee them entrance to participate in this event. An exhibitor's participation and placement within the event is at the discretion of the Air Capital Comic Con promoter.

Booth placement will be made based upon when the fees are received and the type of exhibitor. Special needs and/or requests must be communicated to Air Capital Comic Con staff and will be evaluated on a first come-first serve basis. Exhibitors may not assign their booth to a third party. Every request will be considered but understand it is not possible to accommodate all.

The wireless internet service is provided by Wichita Sports Forum. There is no fee for this service as it is provided to the public. Electricity is available for \$50.00 per booth. Exhibitors are responsible for providing their own electrical cords to access power. Please let us know if you would like electricity at your booth no later than two weeks prior to the event.

Air Capital Comic Con Rules:

- Air Capital Comic Con has a zero tolerance policy for harassment of any kind. Report inappropriate behavior to Air Capital Comic Con staff. Reports will be professionally investigated and an appropriate response implemented as warranted.
- Be set-up prior to and prepared for event participants during the scheduled public hours.
- Recognize and adhere to all local and state laws, including those related to collection and remission of retail sales tax.
- Be responsible for yourself, your personnel, and your merchandise, money and other property during the course of the event.
- Conduct yourself in a safe manner at all times before, during, and after the event. Do not contribute to unsafe circumstances.
- Be considerate of others and do not encroach upon the aisles and neighboring booth spaces or interfere with traffic flow and designated aisles.
- Provide safely functioning electrical extension cords and power strips.
- Clean-up your own messes.
- Absolutely no pets are permitted to attend the Air Capital Comic Con unless they are licensed service animals.
- Air Capital Comic Con supports and defends your constitutional right to bear arms. Unfortunately, in an environment such as our event, the mixing of actual firearms and prop replica / costume weapons with live action role playing creates a potential for confusion and misunderstanding; which could lead to irreversible consequences. As such, the open and concealed carry of firearms at Air Capital Comic Con is prohibited.

Thank you for your understanding.

- A full refund minus a 5% cancellation fee will be provided if a written cancellation notice is received sixty (60) days or more prior to the event (preferably by email to aircapitalcomiccon@gmail.com). The date of the cancellation will be identified as the date Air Capital Comic Con receives the written notice. There will be no guarantee of refund if cancellation occurs within the sixty (60) days prior to the event. Exhibitor booth fees will not be credited toward future events. In the rare instance the event itself is canceled, all exhibitors will receive notification by telephone and e-mail as soon as feasible, followed by a full and complete refund.

- Air Capital Comic Con is a family-oriented event. We support your need to buy, sell, and trade the merchandise you commercially provide. However, during your attendance at our event no Adult-Themed Merchandise may be displayed or sold. Please take necessary precautions to ensure such items are not visible to children and your booth maintains a PG-13 rating. Your cooperation is greatly appreciated.

Questions - Please do not hesitate to contact Don Woodworth at 316-200-3055, Barbara Woodworth at 316-516-2987 or Kris Campbell at 316-518-8983.

Air Capital Comic Con appreciates your participation as an exhibitor and strives to make the event fun and profitable for everyone involved.