



## EXHIBITOR GENERAL INFORMATION

### CONVENTION PARKING

Parking at Bell County Comic Con is free for all exhibitors and is on a first come, first served basis. We have reserved a lot for Exhibitor Parking. Trailers and oversize vehicles must be parked at the back of the Exhibitor lot except when loading or unloading. Always keep your Exhibitor Pass on your vehicle's dashboard.

### CONVENTION WIFI

Internet WiFi will be available to all Exhibitors on convention days. To ensure the WiFi speeds for all Exhibitors, please restrict use to convention related business only, no streaming and do not give out password to any convention attendees.

We are working closely with the Cadence Bank Center's IT Team to ensure enough bandwidth for all Exhibitors on convention days.

Network and password to be provided at Exhibitor Check-in

### ELECTRICITY

Electricity IS NOT AVAILABLE IN SOME LOCATIONS. Any Exhibitors who fail to purchase electricity with their booth space will NOT have it made available to them on the day of the event.

*Please Note: Exhibitor must come prepared with their own 100'+ Commercial Extension Cord and any surge protectors or power-strips needed. The \$25.00 Electricity Fee includes access to one (1) 20 amp circuit only. **Neither Bell County Comic Con nor Cadence Bank Center will be renting out or have available cords or power strips for Exhibitors.** Please make sure to properly tape down cords to the convention floor to prevent trip hazards.*

### EXHIBITOR PASSES

For each Exhibitor Booth Space purchase, you will receive a minimum of **two** Exhibitor Passes. If you need additional Exhibitor Passes, they can be purchased on-site at Exhibitor Check-in for \$40.00 each.

## **LOAD IN & SET UP**

All Exhibitors will be required to check in at Exhibitor Check-in **PRIOR** to set up. Exhibitors will be given their Credentials at time of check-in. You will be required to either print out space confirmation from Growtix/Leap or have it available on a smart device for the registration staff. Alternatively, you can bring a photo ID tied to the person who booked the exhibitor booth. Exhibitors will have access to the Cadence Bank Center to load in and set up during the following times:

### **Friday, August 1, 2025 – From 10:00am to 8:00pm**

*Access through large roll-up doors is limited. Pedestrian doors will be available for the entire listed time. Any vehicles that are allowed to enter the building for unloading must unload, then immediately pull their vehicle out to make room for others. All vehicles must be removed before 7:00pm or as the staff coordinator in your hall requests.*

### **Saturday, August 2, 2025 – From 7:00am to 9:00am**

*Limited Exhibitor Access through Pedestrian Doors Only. No vehicles allowed inside the building.*

### **Sunday, August 3, 2025 – From 8:00am to 9:00am**

*Limited Exhibitor Access through Pedestrian Doors Only. No vehicles allowed inside the building.*

***If the exhibit area is not claimed by 9:00AM on Saturday, August 2nd, the exhibit space will be considered abandoned. It will be considered available for purchase and set up by another Exhibitor. Refunds will only be given at the discretion of Bell County Comic Con. Please see the section on our cancellation policy for details.***

## **LOAD OUT & BREAK DOWN**

Exhibitors will have access to the Cadence Bank Center to load out and break down during the following times:

### **Sunday, August 3, 2025 – From 6:00pm to 10:00pm**

*Large overhead doors opened at 6:30pm. Vehicles will be allowed into the building by 7pm. Hall A - Arena Vehicle access only allowed once the entire booth is completely broken down and ready to load.*

***PLEASE NOTE:*** The load in and set up times above are for the convenience of the Exhibitors. All Exhibitors must be in place one hour before the Exhibit Floor opens to the public.

*Bell County Comic Con reserves the right to remove any material left behind and place it in storage at the Exhibitor's expense or dispose of items left as abandoned. All Exhibitors are responsible for providing their own labor and staffing. Bell County Comic Con volunteers and/or hospitality staff are not available to help with Load In/Load Out or the setup of any merchandise in any way, nor will the Cadence Bank Center staff be available. The Load In/Load Out of exhibits must be through designated loading docks and freight doors. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.*

## **BOOTH SPACE**

**Artist Booth Space will measure 8' across by 8' deep**

Pipe & Drape, One 6' Table, and 2 Chairs will be provided per booth space. **Tablecloths and Table Skirts will NOT be provided. All tables MUST be covered, please bring your own tablecloths.**

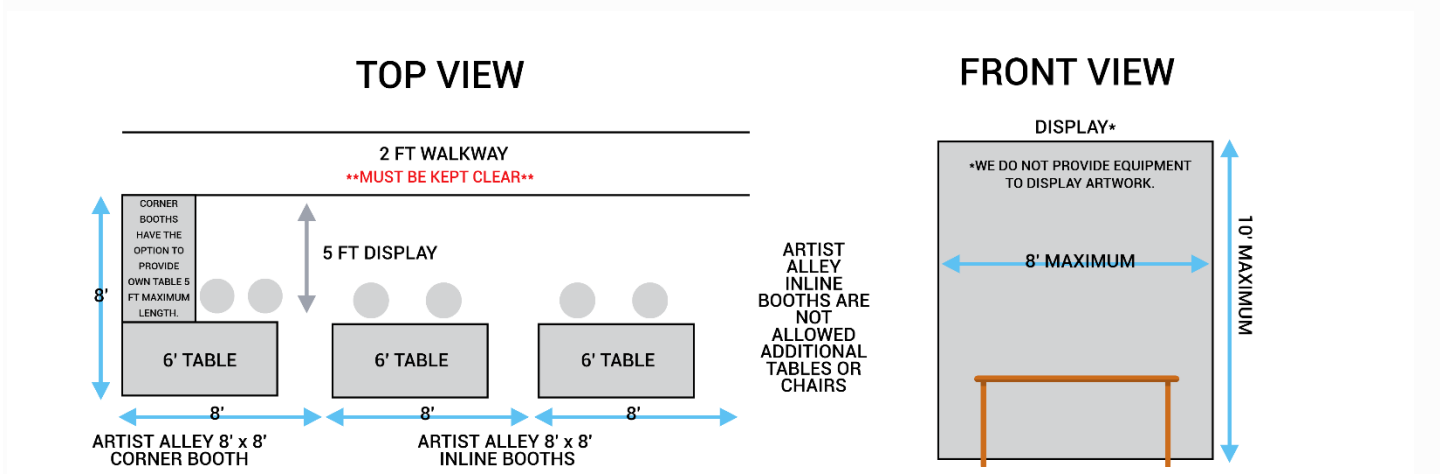
**Vendor Booth Space will measure 10' across by 10' deep.**

Pipe & Drape, One 8' Table, and 2 Chairs will be provided per booth space. If you require additional Tables or Chairs, you may bring your own. Any Exhibitors who failed to request additional tables/chairs when purchasing their booth space will not have additional made available to them on the day of the event. **Tablecloths and Table Skirts will NOT be provided. All tables MUST be covered, please bring your own tablecloths.**

## **ARTIST ALLEY**

*PLEASE NOTE: Exhibitors in Artist Alley will only be provided with one (1) six foot x 30" table. Artist Alley Corner Booth Exhibitor may bring a second table up to 5' in length to enclose their space. However, the two foot aisle at the rear of the booth space CANNOT be obstructed by any table, display, boxes or other objects (per Fire Marshall). Any Booths who are out of compliance will be forced to change their setup before the doors open. Artist Alley Inline Booths are not allowed any additional tables or chairs.*

*Bell County Comic Con will not be providing any additional tables or chairs to any artist space. Only corner artist booths are allowed to add a second table, and the artist must provide said table themselves. It cannot be purchased.*



# EXHIBITOR AGREEMENT

This document sets forth the rules for the Exhibitor Halls at Bell County Comic Con (henceforth known as “the Convention”). By renting space(s) in the Convention Exhibitor Halls, you (henceforth known as “Exhibitor”) agree to abide by these rules by written acceptance below. Acceptance is based on the terms set forth below and the plan of exhibits, rates, and rules and regulations may be established from time to time as set forth in updated and amended information, all of which constitute part of this contract. In any case where the Exhibitor Halls Agreement is amended, all other terms and conditions of this agreement remain in full force and effect.

- **Exhibitor Halls/Booths**

- The Exhibitor Halls for Bell County Comic Con 2025 is the Cadence Bank Center in Belton, TX.
- The date for the convention will be August 2-16, 2025. Each vendor booth space is at least (but not limited to) 10 feet by 10 feet, each artist booth space is at least (but not limited to) 8 feet by 8 feet, and both includes the following:
  - One (1) 8 foot Table
  - Two (2) Side Chairs
- No preferential treatment is given to any Exhibitor in booth location in the Exhibitor Halls. Spaces are chosen by the Convention for the best fit and flow of the room, not by order of payment received.

- **Artist Discount Policy**

- To qualify for the artist discount at the convention, a sample of work must be submitted for review along with your booth application. Please provide a link to images in the website area. Items that are sold must be created by the artist at the booth in order to qualify for the artist discount.

- **Booth Configuration**

- You may configure your booth(s) as you see fit, adding additional shelves, kiosks, etc., as long as they do not interfere with other Exhibitors’ areas or violate Cadence Bank Center requirements.

- **Payment/Refund/Cancellation Policy**

- Payment is required to secure your space prior to the show. After your application is approved, Bell County Comic Con will send you an email with information on how to process your payment.
- Booth Cancellation: Should Exhibitors find they cannot attend the Convention, or need to reduce the number of booths purchased, they may cancel booths by contacting the Exhibitor Coordinator to make arrangements. There will be no refund for cancelled booths beyond July 28, 2025. Booths for which Exhibitor has cancelled or given up any claim or reservation are returned to the pool of available space at the standard booth rate.

- **Procedures for Exhibitor Protection of Valuables**

- The Convention will be providing as secure Exhibitor Halls as possible. Please take extra precautions in the placement of your merchandise and cash to guard against the possibility of theft. Exhibitor is responsible for their own property, merchandise, and money. Under no circumstances will the Convention or the Cadence Bank Center or its personnel be liable for loss or damage (including but not limited to) merchandise, equipment, or revenue.

## BELL COUNTY COMIC CON – EXHIBITOR GENERAL INFORMATION & EXHIBITOR AGREEMENT

### ● Exhibitor Halls Hours

- Attendees will be allowed access to the exhibition hall between opening and closing. The Convention requires that Exhibitors or their associates be present at all times during convention hours.
  - Saturday, August 2, 2025: 10:00AM to 6:00PM (VIP 9:00AM)
  - Sunday, August 3, 2025: 10:00AM to 6:00PM (VIP 9:00AM)
- Convention Staff and Exhibitors will be allowed access to the hall earlier than the public on the days of the convention. Date / Time open for setup staff:
  - Friday, August 1, 2025: 10:00AM to 8:00PM
  - Saturday, August 2, 2025: 7:00AM to 9:00AM
  - Sunday, August 3, 2025: 8:00AM to 9:00AM
- These hours can change at any time, entirely at the Convention's discretion. Best efforts will be made to notify Exhibitor of any changes.

### ● Exhibitor Halls Setup

- Before unloading and setting up your merchandise, Exhibitor MUST check-in with the Exhibitor Coordinator. Exhibitor Check-in will be located in the Registration Pavilion in Hall C.

### ● Exhibitor Passes

- Two passes will be given out for each booth reserved. For example, if you have four booths reserved, you will receive a total of eight badges. Exhibitor badges must be worn at all times by any person working at a booth. Passes may not be sold, loaned, or otherwise transferred to persons who are not working for you. Exhibitor Hall passes may be shared among employees, but the practice of using one pass shared among multiple employees simultaneously is prohibited and could result in the confiscation of passes. Every individual working your booth(s) must wear a pass at all times. If you are with a production house, animation/comic studio, or other part of the industry and wish to have more badges for your industry (i.e. non-retail) personnel, please request additional passes at Exhibitor Check-in. They will be available for \$40 per pass.

### ● Exhibitor Halls Policies

- Food and Cosmetic Products Policy
  - Outside food and/or drink concessions are not permitted to be sold inside the Cadence Bank Center due to the Center's policy. Food purchased outside the Cadence Bank Center may be brought inside to be eaten in the Arena Stands
  - All food or cosmetic products sold at Bell County Comic Con require compliance with FDA labeling guidelines. For more information, please visit:  
<http://www.fda.gov/Cosmetics/ResourcesForYou/Industry/ucm388736.htm#6>
- Weapons Dealer Policy
  - Exhibitors who sell weapons at their booth will be expected to adhere to the Weapons Dealer Policy. Because Bell County Comic Con is a crowded convention and the handling of weapons within the Exhibit Halls by Attendees can become dangerous – all weapons dealers will be required to hold the weapon purchased at their booth after the purchase until the purchaser is exiting the convention.
  - The purchaser may pick up the weapon when:

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- A) If the purchaser is willing to exit the convention and take the weapon directly to their vehicle at time of purchase, leave the weapon in their vehicle, and return to the convention.
  - B) The purchaser is ready to exit the convention for the day and may pick up their weapon before exiting.
  - The Exhibitor will be required to hand over the weapon in the original box/packaging or peace bonded if the original packaging is not available.
  - The Exhibitor is required to ensure that weapons are not sold to minors (under 18 years of age). In order to comply with local laws and regulations, exhibitors may be asked to verify the age of buyers by requesting valid identification (foam/soft weapons are excluded from this policy).
  - Failure to comply with this policy will result in removal of the Exhibitor from the Exhibit Halls, the revocation of Exhibitor status, and forfeiture of booth rental fees.
  - Please plan to have a system to identify each purchasers' item with their name and phone number. Any items not picked up at the close of the convention day will be collected by a convention representative and held at the information booth.
- **Adult Materials Policy**
- Bell County Comic Con is being marketed as a family friendly show. As such, there will be an increased number of minors and families attending the convention. We require that all Exhibitors, particularly those with adult merchandise, keep any merchandise or artwork with adult content in a separate portfolio available only upon request to adults. There will be a zero tolerance policy for displays of adult content. Discerning what constitutes adult content is at the sole discretion of the Exhibitor Coordinator; failure to comply with initial warning may result in removal from the Exhibitor Halls, the revocation of Exhibitor status and forfeiture of booth rental fees.
  - Any Exhibitor selling adult material must ID purchasers to make sure they are 18 or older. Bell County Comic Con has a no tolerance policy regarding the sale of adult material to minors. Failure to comply with the Bell County Comic Con Adult Materials Policy may result in removal from the Convention and forfeiture of all Exhibitor fees.
- **Artificial Intelligence (AI) Generated Art**
- Bell County Comic Con supports artists who create original, hand-crafted, or traditionally created works and wants to ensure that all participants have an authentic experience.
  - Artists are not permitted to sell artwork that is created solely or primarily through AI programs at their booths.
  - Vendors are prohibited from selling products that feature AI-generated art, including but not limited to prints, merchandise, apparel, and other items featuring AI-generated designs.
  - Failure to comply with this policy will result in removal of the Exhibitor from the Exhibit Halls, the revocation of Exhibitor status, and forfeiture of booth rental fees.
- **Bootleg / Piracy Policy**
- The Convention does not allow the sale of bootleg merchandise such as burned CDs/DVDs, music or DVDs that are manufactured in China without observation of legitimate copyrights, etc. The Convention does not allow the advertising of bootleg or knockoff products/services, and "shuttle" service to other locations for the purchase of such products or services. Advertising legitimate products and services is, of course, both allowed and encouraged. Bell County Comic Con has a no tolerance policy regarding bootleg merchandise. If you are found to be selling or offering for sale bootleg merchandise, you will be immediately removed from the Exhibitor

Halls, without refund, and will not return to the event at any future date. All bootleg merchandise identification and warnings are at the Convention's discretion. Failure to comply with Bell County Comic Con Bootleg Policy or a subsequent violation may result in removal from the Convention and forfeiture of all Exhibitor fees. The burden of proof as to the legitimacy of any item offered for sale rests solely with the Exhibitor.

○ **Solicitation Policy**

- No Exhibitor is allowed to solicit for any other convention, show, or event either at their booth or when walking around Bell County Comic Con – unless they have received prior permission in writing from the exhibitor director.
- Any Exhibitor found breaking this policy will be asked to leave and not invited back to Bell County Comic Con in the future.

○ **Bootleg Items which may NOT be sold at the Convention include (not limited to)\*\***

- "Knockoff" or bootleg merchandise (for example: Son May and Ever Anime CDs). "Grey Market" CDs (re-imports from other Asian countries)
- Bootleg video tapes, video CDs, or DVDs (this includes bootlegged videos recorded on blank videotapes or DVDs with printed labels; pirate copies of any titles that have been released commercially in the United States, Japan, or elsewhere; titles taped off the air in Japan—and any and all "fansubs").
- Any posters, idol cards, etc., which read "Kodak," "Fuji," etc. on the back.
- Any figures or model kits manufactured by "LWDragon", "GHD", "Bendi" or "Phantom"
- Unlicensed reproductions of any products actually released by any Japanese or American companies.
- Any items which depict, replicate, or portray characters or designs protected under intellectual property rights laws, and are manufactured without proper license. This includes but is not limited to figures, posters, wall scrolls, costumes, jewelry, key chains, accessories, prop or live steel weapons, etc.
- Food, snacks, or beverages. The Cadence Bank Center holds an exclusive catering and concession contract.
- Items that Exhibitor did not disclose in their Exhibitor Application when applying for booth space.

○ **Items which MAY be sold at the Convention include (but are not limited to)\*\***

- Garage Kits/Figurines.
- Doujinshi/Fanzines.
- Fan Art in the form of homage (in the Art Show).
- Any and all genuine imported Japanese merchandise. This includes toys, CDs, LDs, posters, art books, manga, and anything else you can come up with, even if an American company is selling a translated version.
- Items which have images of characters or designs which are protected under Parody and Fair Use laws.
- Clothing and costumes not protected by intellectual property rights, such as Chinese dresses, kimonos, sufficiently generic school uniforms, historical outfits, etc.
- Any and all legitimate American-produced merchandise.

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*\*\*The Convention has final say over whether any specific item is allowed to be sold at the Convention, and reserves the right to deny any item from being sold at the Convention for any reason. We request that you do not bring any of the listed prohibited merchandise to the convention.*

- **Noise**
  - Exhibitor Hall noise is to be kept to a minimum so as not to interfere with other Exhibitors and to permit attendees to hear Exhibitors and ask questions. All noise rules are subject to enforcement at Convention's discretion.
  - No merchandise hawking with yelling; especially using cupped hands or bullhorns.
  - TV's can be audible but must not interfere with neighboring Exhibitors.
  - Music can be audible but must not interfere with neighboring Exhibitors. The Exhibitor must have the legal right to play any selection. Exhibitor assumes all responsibility for acquiring the license to play the music at their booth.
  
- **Service to Exhibitors**
  - If there's anything else we can help you with, before or during the con, please let us know. We can't guarantee we can do it, but we will certainly try if possible. Please keep in mind that we will need to vacate the Exhibitor's hall area by 10pm on Saturday evening. While we will have staff available, please plan in advance for this quick exit.
  
- **Hold Harmless**
  - Exhibitor agrees to assume all risk, and to indemnify and hold harmless the Convention, the Cadence Bank Center, its Owners, their respective officers, subsidiaries, agents, affiliates, operators, officers, volunteers and employees (hereafter "the Indemnified Parties") from and against any and all claims, demands, defense costs, liability, expense or damages of any kind arising out of or in connection with the Convention's use of the leased premises or arising out of any act or omission of the Convention or any of the Convention's employees, agents, contractors, representatives, patrons, guests or invitees; excepting such claims, demands, defense costs, liability, expense, or damages arising out of the sole negligence of one or more of the Indemnified Parties.
  
- **Responsibility**
  - Exhibitor assumes responsibility and agrees to defend the Indemnified Parties from and against any and all claims, demands, defense costs, liability, expense or damages of any kind arising out of or in connection with Exhibitor's or Convention's use of the leased premises. Neither the Convention nor the Indemnified Parties will be responsible for any injury, loss or damage that may occur to Exhibitor, Exhibitor's employees or property from any cause whatsoever.
  
- **Liability**
  - Anyone visiting, viewing, or otherwise participating in Exhibitor's exhibit is deemed to be the invitee or licensee of Exhibitor, rather than the invitee or licensee of the Convention. The Convention shall not be liable for any injury whatsoever to the persons conducting or otherwise participating in the conduct of Exhibitor's exhibit or to invitees, licensees or guests of Exhibitor. Exhibitor assumes full responsibility for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to hold harmless the Indemnified Parties from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors.
  
- **Warranty**
  - There is no other agreement or warranty between Convention and Exhibitor except as set forth in this document. The rights of Convention under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of the Convention.



## BELL COUNTY COMIC CON – EXHIBITOR GENERAL INFORMATION & EXHIBITOR AGREEMENT

Any action which Convention or Exhibitor may bring against each other, based upon or in any way relating to this contract or its performance, shall be brought in the Bell County Municipal Court located within the County of Bell, State of Texas, and Convention and Exhibitor hereby waive all defenses concerning personal jurisdiction and/or venue in order to give effect to this provision.

- **Subletting**
  - The subletting of exhibit space without prior permission of the Convention is prohibited. This includes sharing space with friends momentarily.
- **Exhibitor Privacy**
  - Exhibitor gives the Convention the right to Exhibitor's name or image for promotional purposes. Exhibitor also grants to the Convention the right to release Exhibitor contact information to the public.
- **Exhibitor's Age**
  - The Convention will not rent space in the Exhibitor Halls to any person under the age of 18 years.
- **Insurance**
  - Exhibitor acknowledges that neither the Convention nor the Indemnified Parties maintains insurance covering Exhibitor's property and it is the Sole Responsibility of Exhibitor to obtain such insurance.
- **Right of Refusal**
  - Recognition and acceptance of Exhibitor's contract for Bell County Comic Con is entirely at the Convention's discretion. While it is the Convention's intention to provide opportunities to as many Exhibitors as possible, the Convention is not obliged to register any particular Exhibitor. Not registering a particular Exhibitor may be the result of not having an appropriate space available, documentation and the payment of fees not being completed in a timely manner, a previous history of Exhibitor problems, or many other factors.

If you have any questions about this document or the rules put forth within, please contact:

[exhibitors@bellcountycomiccon.com](mailto:exhibitors@bellcountycomiccon.com)



### **Emergency Evacuation Policy for Bell County Comic Con**

In the event of an emergency requiring evacuation, all vendors and attendees must follow the procedures outlined below to ensure a safe and orderly exit.

#### **1. Hall A:**

- All vendors and attendees must exit through the rolling door behind the main stage.
- After exiting, Bell County Comic Con staff will direct everyone towards the designated safe area by the trees.
- Please remain calm and follow staff instructions.

#### **2. Halls B, C, E, and F:**

- Evacuate via the nearest available exit.
- Once outside, move as far from the building as possible to ensure your safety and avoid potential hazards.

#### **3. Hall D:**

- All vendors and attendees must go down the stairs to the ground level.
- Once on the ground level, exit through the door to the right.
- Proceed to the designated safe area away from the building.

#### **General Instructions:**

- Do not use elevators during an evacuation.
- Keep all walkways clear, and assist others, especially those with mobility challenges.
- Follow the directions of Bell County Comic Con staff and emergency responders.

#### **Important Reminder:**

- Stay calm, do not push or shove, and evacuate as quickly as possible but in an orderly fashion.
- In the event of confusion or uncertainty, follow the crowd and ensure everyone is safely outside.

We wish to ensure everyone's safety. Thank you for your cooperation.