

ANIME EVOLUTION



2019 Vendors Package

Saturday July 27th – Sunday July 28th, 2019

**Nikkei National Museum and Cultural Centre
6688 Southoaks Crescent
Burnaby, B.C.**

Payment Methods

Methods of acceptable payments:

- PayPal
- Cash, in person, by appointment
- Debit / Credit, by appointment
- E-Transfer (contact us for further information)
- Cheques / Certified Cheques

Contact **vendors@animeevolution.com**. Any further inquiries please contact Troy. Phone calls can provide immediate results while emails can take up to 72 hours.

Troy Cybak
AE 2019 Vendors Manager
Email: **vendors@animeevolution.com**
Phone: (604) 807-4729

Vendor spaces are sold on a first come, first serve basis. Please submit full payment with your contract to ensure your spot at Anime Evolution. Because of the extremely limited space available, we cannot hold spaces without full payment. If you like to place a deposit, please contact our vendors manager to arrange payment method and further instructions will be sent to the recipient.

Vendor's Booth

A vendor's space measures **8X10** and comes complete with piping and draping, a single 6ft skirted table, and 2 chairs. Each registered vendor will receive 3 booth passes for Anime Evolution. Additional passes can be purchased for \$35 each. Extra chairs can be purchased at \$10 each and are on a first come first serve basis.

A standard vendor's booth costs: **\$350 (April 15th until May 31st), \$450 (June 1st until July 26th)**

Vendors requiring electricity or other utilities, please indicate this on your form and we will provide further instructions. If you have any other specific requirements please inform us on your registration form. We cannot guarantee any specific booth placement, but will do our best to accommodate utility and special requests in the order they are received.

Booth Information

All displays built by vendors must not exceed 10 feet in height due to safety regulations.

Vendors are required to supply mats or floor coverings under display units.

Application acceptance, rejection and table placement within your table category is at the sole discretion of Anime Evolution.

All Vendors must follow the same rules of behavior as the rest of the attendees during the convention. All Vendors must wear the vendor badge for the duration of the event. Only Vendors and artists with

proper badges will be allowed in the designated Vendor areas during setup, closing, and tear-down periods, behind Vendor tables, or act in any function as an employee for the Vendor. Badges must be displayed at all times.

Set Up Load In/Load Out

Vendors will each be assigned a **loading time block** and a **specific loading zone** for Friday night / Saturday morning load in. During this time our staff will be on hand to coordinate the load in process. Failure to arrive during your loading time block may result in delays.

The setup times are as follows:

Friday July 26th: 6:00pm – 10:00pm

Saturday July 27th: 7:30am – 10:00am

Each Vendor is responsible for the **initial setup** and **final removal** of all of its displays, materials, equipment and merchandise. Anime Evolution shall not be liable for any loss or damage to the Vendor's property, or for any personal injury suffered by the Vendor or any of its agents and employees.

Vendors are responsible to have any **licenses, Tax IDs, or any other legal documents** that they require to do business at the convention. Please bring your payment confirmation to show to the Vendor Coordinator in order to pick up your passes (ie paypal receipt).

Upon request, and given available manpower, Anime Evolution may provide limited assistance in loading / unloading Vendor's materials, and in arrangement of provided equipment (tables, chairs, etc.).

We strongly encourage that Vendors bring their own hand-carts as there are limited quantities available for your use within the facility. Any garbage produced by the Vendor should be placed in the appropriate containers or taken with the Vendor off site.

Vendor Policies

Proof of Purchase / No Refunds Policy

All Vendors must provide receipts for customers upon request. If a vendor has a "no refund" policy, they must clearly indicate this at their space by prominently displaying an easy-to-read sign.

Safety and Security

Anime Evolution has **volunteer staff** that aid in the Vendor's Hall to help ensure safety, security and flow of traffic to provide a welcoming environment for businesses. Traffic flow is important to maintain not only fire regulations but line of sight for Vendors to monitor their merchandise and security to watch the con goers. If you have a crowd forming please contact any staff member to help guide the con goers.

Anime Evolution asks that if a problem arises that you **notify any of the staff immediately**. This goes for noise, thefts, crowd problems, issues with other Vendors, and anything that you as a vendor feel are unwelcome. We would like to handle the issues as they occur.

Atmosphere and Noise Policy

Anime Evolution and the Vancouver Anime Convention Society reserve the right to preserve a friendly atmosphere and suitable noise levels within the Vendor's Hall, convention grounds, and other facilities used by the convention, and in doing so reserves the right to determine what audio content may be played during the convention. Vendors may play audio devices at a moderate volume, as long as it does not cause significant complaints from the other Vendors or convention attendees.

Offensive Displays

The first offence will result in a request for the offending material to be removed from the display. The Vendor can return it to a box in their exhibit space or return it to their vehicle. The second offence is the final notice and the Vendor may be asked to leave the Vendor's Hall which could result in a ban, based on individual circumstances.

Licences and Regulations

Each vendor is responsible for obtaining any and all **licenses, permits, or approvals** required under law, applicable to their activity at Anime Evolution. Each vendor is responsible for paying all taxes, license fees, fines, or any charges incurred due to any governmental authority in connection with their activity at Anime Evolution.

Fire Regulations

No fire equipment or exits are to be blocked. We also reserve the right to request the immediate removal of any property or personnel deemed to be obstructing a safe flow of traffic. Lane and walkways must be kept clear at all times.

Bootleg, Counterfeit and pirated goods

All forms of bootleg, counterfeit, and pirated goods are restricted from sale at Anime Evolution. Any vendor found selling items of this kind will be asked to remove them immediately. Failure to comply will result in forfeiture of the vendor's space and potentially banned from vending at future conventions.

If your unsure of an item to bring for sale at Anime Evolution, please feel free to contact / email us of the item (please attach a photo) and we can quickly investigate on your behalf.

Refunds & Cancellations

Due to the difficulty in re-selling space made available from last-minute cancellations, Anime Evolution requires cancellation, in writing, at least **30 days before the convention start (July 27th, 2019)**. If notification is provided before this, all monies minus a 25% non-refundable deposit will be returned. Failure to provide proper notification will result in the vendor forfeiting all monies submitted to Anime Evolution Vendors who cancel give up any claim or reservation to the cancelled space. Any exhibition spaces that are not claimed by the convention start may be resold at the sole discretion of Anime Evolution. The vendor agrees to hold the convention and organizing organizations harmless for any lost investments or revenue as a result of either: (a) unclaimed; or (b) cancelled tables. Please allow **four to eight weeks after Anime Evolution** to process a refund cheque.

Weapons Sales Policy

- No steel, edged, or wood weapons may be sold to patrons under the age of 18.
- Receipts must be provided with all weapons upon sale as proof of purchase.
- No weapon during the sale will be removed from the table area of the Vendor's space. All weapons may be examined and checked over the table under strict supervision.
- Vendor is required to inform the purchaser that the weapon must be stored in coat check, their vehicle, or hotel room. It may not be brandished, displayed openly, or removed from its packaging while on con grounds.
- Anime Evolution reserves the right to revoke the distribution of weapons from vendors upon the infringement of these regulations.

A weapon sale to minors has no warnings. If you are found to have sold to a minor you will be asked to stop selling weapons and may be asked to leave the Vendor's Hall if that is your only product and based on the circumstances, legal action may be warranted.

Food and Beverages

Vendors could sell food and beverages at their, but will need to fill out a form from Fraser Health to getting a permit for allowance. Please allow approximately 7 to 14 business days for form to be approved by a representative from Fraser Health. Also we would request for any vendor to bring **any** certification that you may have (ie FoodSafe) in case Fraser Health requests to see on site. If you would like a form, please feel free to contact us and we can assist you with it.

Adult Materials

Vendor may sell adult material from their booths, but it must be kept out of public display. We encourage Vendor wishing to sell adult material to have a sign listing the availability of said products, encouraging interested parties to ask to see them. Vendors must comply with all Canadian, provincial, and municipal laws and by-laws with regard to the sale of any adult material, including (but not limited to) restrictions on selling to minors. Only valid Government identification may be used to determine proof of majority age for the sale of any adult item.

Limits of Liability

The vendor agrees to assume all risk and to indemnify Anime Evolution, and the organizers of Anime Evolution, from and against any and all claims, demands, defence costs, liability, expense, or damages of any kind arising out of or in connection with use of leased premises by Anime Evolution, or arising out of any act or omission of Anime Evolution, or any of its representatives, patrons, guests or invitees. Any damages or charges imposed for violations of any applicable laws or regulations by the vendor are the sole responsibility of the vendor. In the event that the venue or any part of the Vendor's Hall therein is unavailable, whether for the entire convention or a portion of the convention, Anime Evolution, and the Nikkei National Heritage and Cultural Centre will not be held liable for any losses. This may be due to fire, natural disaster, acts of war or terrorism, acts of God, labour dispute, or riot.

There is no other agreement or warranty between the vendor and Anime Evolution. This contract is not to be construed as a joint venture, or to give power to either party to obligate the other in any other manner whatsoever, other than what has been specifically stated in this contract. If any part of this contract is found to be invalid, it shall NOT invalidate the entire contract.

Promotion & Photography

Anime Evolution agrees to be responsible for the promotion and marketing of the convention and Vendor's Hall. However, individual businesses are encouraged and recommended to promote their attendance at the convention to their existing customer base and may opt to participate in promotional opportunities offered by Anime Evolution or purchase sponsorship for additional promotion within and/or before the convention. Anime Evolution makes no guarantees or representations as to the number of attendees and/or customers at the convention. For the additional promotion of the convention, Anime Evolution has photographers and videographers who are taking photos in the vendor's room for further promotion. If you choose not to participate, please notify the Vendor's Hall Manager to get on a "Do Not Photograph" list.

Insurance

Anime Evolution, or any of its facilities, will not be maintaining insurance covering any and all Vendor property and it is the sole responsibility of the Vendor to secure such insurance. The Vendor is solely responsible for its exhibited materials, merchandise, promotions, personnel, and other property. Anime Evolution, and by extension the organizations that run it and AE personnel, are NOT responsible for the protection of Vendor property from damage, loss, theft, harm, or injury.

Amendments

Anime Evolution reserves the right to make amendments to the provisions set forth in this agreement only after the consultation of the Vendor if the agreement has already been signed. Anime Evolution has the full power to make amendments to this agreement without such notice should become necessary by facility action, and such further rules and regulations as shall be considered necessary and proper. In these cases, Anime Evolution will take reasonable efforts to notify all affected parties. Reasonable efforts is giving proper written notice at least 30 days prior to affected date of changes that has cleared all levels of Anime Evolution and Executive staff including the Vendor's Hall Manager.

Advertising Opportunities

Vendors may wish to raise their profile in the vendor's hall to make attendees more aware of their presence and merchandise that they have made available, as well as potential deals or con specials that individual vendors may be running.

Vendors may also wish to raise their profile through sponsorship. If this is an attractive option for you, or you would like to know more about sponsorship opportunities, please contact Anita Chan at anita@animeevolution.com

AE 2019 Vendors Registration Form

EXHIBITOR NAME

ADDRESS

PHONE NUMBER

EMAIL

HOW MANY BOOTHS (Please Check)

1

2

EXTRA PASSES (Please Check): YES

NO

IF YES, HOW MANY: _____

PAYMENT METHOD (Please Check):

Cheque E-Transfer* PayPal

Debit / Credit** Cash**

* Contact us for more information

** Contact us to arrange transaction date

SPECIAL REQUESTS