



Dealer's Information

April 24th, 2010 at Centennial High School in Ellicott City, MD

Dealer's Space overview

Each space is 10 ft. x 10 ft. in size and comes with one 8 ft. table and two dealers' badges. There is a discount for the purchase of multiple spaces. Each additional space comes with one additional badge (so two tables = three badges).

Discounts are also being offered for those who help out Otaku Fest by hosting a panel or aiding the convention in similar ways. If you are interested in this discount please state so in your initial email.

Dealers pricing:

<u># of Spaces</u>	<u>Before 1/31/09</u>	<u>After 1/31/09</u>	<u>Additional Items</u>
1 space	\$50	\$60	Additional Badges \$10 ea.
2-3 spaces	\$45 ea.	\$55 ea.	Additional 6 ft. table \$10
4+ spaces	\$40 ea.	\$50 ea.	Additional 8 ft. table \$12
			Panelist/Aid Discount -\$10

NOTE: the discount deadline date applies to those who have completed the registration process (step 5) by that date.

Dealer Registration Process

1. E-mail dealer.otakufest@gmail.com with an official request. Including the following information:

- Company name
- Contact information
- Business Website
- Range of possible products
- Any special materials required (electricity, etc.)
- Amount of space units required (each unit is 10 ft. x 10 ft.)
- Number of Badges
- Are you interested in hosting a panel or helping the convention in other ways? (Specify).

2. Otaku Fest will confirm your request and reply with further information and appropriate paper work.

3. Complete the Otaku Fest Dealer Registration Form and Howard County Public School System (HCPSS) Application for Fund Raising Vendor.

4. Mail payment, and completed forms to

CHS Otaku Fest
 P.O. Box 1692
 Ellicott City, MD 21043

5. Receive an e-mail confirming your payment and county approval along with a map of dealer's room to choose a desired space. Spaces are first come, first serve!



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Policy and Procedure

Dealer's Room Hours

Attendee hours 10:00 am - 6:00 pm
Dealers' hours 8:15 am – 7:00 pm

Dealer Set-up

Set up starts at 8:15 am day of the convention. Dealers will have two hours to do set up. The dealer's room is scheduled to open at 10:00 am and will be open until 6:00 pm. The room must be cleared by 7:00 pm. If you believe more time is required for set up and break down, please contact us at dealer.otakufest@gmail.com and we will try to make alternative arrangements.

Anti-Piracy Policy

Otaku Fest has an anti-piracy policy for dealers who participate in it. We support efforts to reduce piracy that is detrimental to the industry, such as bootleg tapes. Violation of this policy will result in a warning. If the items in question are not immediately removed from the dealer's room, the dealer will be expelled from the convention with no refund, and asked not to return to future events. The following are items that are **NOT to be sold** at Otaku Fest:

- Burned copies of CDs or knockoff CDs
- Bootleg videotapes (includes the obvious cheap bootlegs recorded on blank video tape with printed labels, pirated copies of titles that have been released commercially in the United States)
- Any posters, idol cards, etc. which read "Kodak," "Fuji," etc. on the back
- Unlicensed reproductions of any products actually released by an American company

Adult Materials Policy

Absolutely no adult materials may be sold at CHS Otaku Fest. Otaku Fest has a strict policy against the selling of adult materials. We apologize if this is inconvenient, but due to the fact we're held on public school ground, no materials considered inappropriate for minors may be sold at a Dealer's space. Any violation of this policy will result in a warning. If the items in question are not immediately removed from the dealer's room, the dealer will be removed from the convention **with no refund**. If you have any questions as to what is appropriate at Otaku Fest, please email dealer.otakufest@gmail.com Otaku Fest will have staff in the dealers' room at all times to make sure that you are compliant with this regulation.



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Weapons Policy

Due to Otaku Fest's location all dealers must be in compliance with HCPSS weapons policy, thus may not vend any of the items below:

Guns/firearms

- gun
- rifle
- firearm
- pellet gun
- bb gun

Knives

- pocket knives
- dirk knives
- bowie knives
- switchblade knives
- star knives
- buck knives
- hunting knives

Others

- throwing stars
- razors
- metal knuckles
- nunchakus
- explosive devices

Please check <http://www.hcpss.org/board/policies/9250.pdf> if you're unsure if your merchandise is allowed. For further question please contact dealer.otakufest@gmail.com with the **subject: weapons**. In addition to these rules Otaku Fest will have an overall strict weapons policy any items that could be considered a weapon or appears weapon-like (i.e. a prop weapon) must be cleared directly with the Otaku Fest Staff prior to the convention and sale of said items. Please contact dealer.otakufest@gmail.com if wish to inquire about the sale of certain items. If there are any objectionable items found in the vendor's room during the convention Otaku Fest reserves the right to have them removed from the convention premise.

Taxes and Licensure

All vendors accept full responsibility for the collection and payment of any local, state, and/or federal taxes. Additionally, prior to the convention, all Vendors have to become approved Howard Public School System vendors (see the registration process for details). All other appropriate forms are the responsibility of the vendor.

Further Questions

If you have any other questions, please contact dealer.otakufest@gmail.com with the subject: Question.



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Contracts

Dealers Contract

Dealers have read and agreed to all policies and procedures detailed in the Dealer's Information Packet. Dealers understand that Otaku Fest is not responsible for injury, loss, or damage that may happen to the dealer, dealers' associates or property for any reason. Dealers will comply with all Federal, State, Local, and School System law/regulations concerning copyright, trademark agreement, controlled substances, etc.

Attendee Waiver

By signing below, I acknowledge that I understand the intent thereof, and I hereby agree to absolve and hold blameless CHS Otaku Fest, Howard County Public School System, Centennial Anime Club and its subsets, sponsors, cooperating organizations, other parties connected with this event in any way, individually or collectively, and any of its members, from and against any blame or liability for injury, misadventure, harm, loss, inconvenience or damage hereby suffered or sustained as a result of participation in Otaku Fest events or any activities associated herewith. I hereby consent to and permit emergency treatment in the event of injury or illness. I understand that information and policy about this event is subject to change without my consent or knowledge. I also here by consent to abide by all Otaku Fest attendee polices and understand failure to do so is grounds for removal from the convention. I also give full permission for the use of my photograph in connection with this event