



LAS CRUCES COMIC CON 2017 EXHIBITOR SCHEDULE, LOAD-IN, & REGULATIONS

For assistance outside of the scope of this document please contact lascrucescomiccon@gmail.com.

Exhibitor Registration

Exhibitor Registration is located inside the pre-function area of the Las Cruces Convention Center.

This area will be staffed and operational during the following times:

Friday, August 25 9:00AM – 8:00PM

Saturday, August 26 9:00AM – 6:00PM

Sunday, August 27 9:00AM – 6:00PM

Exhibitor staff and personnel wishing to enter the Exhibit Hall must wear an exhibitor badge at all times during load-in, during show days, and during load-out. Access to the exhibit floor begins at 9:00 AM during show days. Only booth personnel wearing an exhibitor badge or individuals who made prior arrangements for meetings may enter the Exhibition Hall prior to show hours. Please stop by Exhibitor Registration to make the proper arrangements if you have not already done so.

Additional Exhibitor Badges

Additional exhibitor badges may be purchased for \$40.00 each as follows:

- Up to four (4) additional badges per Vendor booth
- Up to two (2) additional badges per Artist Alley booth

To purchase additional badges please visit Exhibitor Registration during setup.

Additional Exhibitor Tables

Booths include one (1) table. If you need to purchase additional tables for your booth please contact Las Cruces Convention Center staff during setup.

Internet Access

Access to the Internet/Wi-Fi is free of charge in the Las Cruces Convention Center. Please coordinate with the Las Cruces Convention Center during setup.

Inspection Deadline

Any Vendor or Artist Alley booth not occupied by **Friday, August 25 at 4:00PM** will be presumed abandoned. If you need additional time to set up please notify by email lascrucoscomiccon@gmail.com. Vendors with booths may not break down prior to **Sunday, August 27 at 5:00PM**.

Exhibitor Load-In

Please check in at Exhibitor Registration before unloading. Exhibitor Registration is located in the pre-function area of the Las Cruces Convention Center. Exhibitor load-in will begin **Friday August 25 at 9:00AM**. Exhibitor Booth setup must be complete by **Friday August 25 at 4:00PM**.

ALL BOXES AND CONTAINERS MUST BE CLEARED FROM THE EXHIBIT FLOOR BY FRIDAY, AUGUST 25 AT 3:00PM.

Waiting area and parking for Load-In is located in the rear of the Las Cruces Convention Center.

Bootleg Policy

The buying and selling of counterfeit, knock-off, and/or unlicensed materials will not be tolerated at Las Cruces Comic Con. Bootlegs have no place at the event. Any violation of this rule will result in one and only one warning. On a repeat violation, you will be removed from the event and will not be invited back for subsequent events!

Demonstration Areas

Demonstration areas must be confined within your exhibit space so as not to interfere with traffic in the aisles. Exhibitors must contract sufficient space to be in compliance with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

No signs or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageway, lobby, or exit leading to any fire extinguishing appliances.

Demonstration Equipment

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

Good Taste and Rights of Others

Event Management may require any Exhibitor to make changes to his or her exhibit if in Event Management's opinion the exhibit does not conform to prevailing standards.

Graphics on Neighbor's Side

The backside of walls – the common border facing a neighboring booth – must be finished, neutral and clear of copy, logos, or other graphics as not to be an eyesore to neighboring exhibitors.

Sound Levels

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Event Management will exercise their right to provide and maintain a fair exhibiting environment to all exhibitors and attendees. Excessive sound levels can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business without excess noise from other Exhibitors. Any audio equipment (i.e. sound systems, audio from a video wall, microphones, etc.), whether in the booth or as part of a display may not exceed a sound level of eighty-five (85) decibels. Las Cruces Comic Con will be sensitive and responsive to complaints registered by spectators, neighboring exhibitors, or other personnel. Appointees will respond to all complaints.

For all other questions, please contact: lasrucescomiccon@gmail.com.