



S SUBURBAN COLLECTION
SHOWPLACE 46100 Grand River Ave. Novi, MI 48374 ·

Dear Exhibitor,

Welcome and thank you for choosing to exhibit at the **Motor City Comic Con on May 13, 14 & 15, 2022!** Please read the following guidelines outlining everything you need to know about setting up and exhibiting at Motor City Comic Con. We appreciate your cooperation in complying with our policies to help ensure a positive experience for all.

1. General Set-Up Information: Exhibitor set-up hours are Thursday from 12pm - 9pm (No check-ins after 8:30pm) and Friday from 8am-12pm. If you set it up on Thursday, you will be able to drive your vehicle into the building. If you set it up on Friday, you will have to park outside and use a cart to bring in your merchandise. **We strongly recommend that Vendors plan to set up on Thursday and Artists & Crafters plan to set up on Friday.** Prior to setting up on Thursday or Friday morning all exhibitors must check in at the registration area located at the rear of the building just inside loading door No. 7 where you will receive your booth assignment and issued badges. No one will be allowed to enter the exhibit hall before 12pm Friday without a badge.

The overhead door will be closed *promptly* at 11:30am on Friday and anyone arriving late will have to unload through the small doors of the building. Please move your vehicle *immediately* after you have unloaded so other dealers can pull in and unload. Do not leave your vehicle unattended. **Please be on time and be prepared to open by 12pm on Friday. All Exhibitors must be completely moved out of the aisle before doors open each day of the convention. Failure to do so will result in a fine of \$1,000.**

2. Exhibitor Parking: Parking at the Suburban Collection Showplace is \$10 per day. Three-day parking passes will be available for a reduced rate of \$15 for all three days and will be on sale at the Suburban Collection booth near the check-in area. If you have a trailer or oversize vehicle you will need two parking passes. **You can pre-order passes with the form located on our website under the Exhibitor Resources tab.**

3. Exhibitor Badges: Vendors are allowed 3 badges for the first booth and 1 badge for each additional booth. Additional badges are available for purchase during set-up for \$85 (cash only). **Please Note: This is not applicable to Artist Alley or Crafters.** Please refer to Artist/Crafter contracts for badge details.

4. Exhibitor Breakdown: According to the terms of your contract: **ALL EXHIBITORS AGREE TO REMAIN SET UP UNTIL 5pm ON SUNDAY** (violation will result in the loss of exhibit space at future shows). The overhead door will not open until that time. Vehicles will be allowed into the building as soon as the show floor is clear enough to bring in vehicles safely (usually around 7pm). All Exhibitors must be out of the Suburban Collection Showplace by 11:59pm Sunday.

5. Show Hours: The convention hours are: Friday: 12pm - 7pm, Saturday: 9:30am - 7pm and Sunday: 10am - 5pm. Exhibitors may enter the hall at 8:30am on Saturday and 9am on Sunday.

6. Exhibit Space: All Vendor booths are 10'x10' with an 8' high curtain backdrop and 3' high curtained side rails. You may set up your area however you would like, but **you must remain within that area.** Please do not push tables or move any other objects (i.e., wire comic racks) into the aisles or move any other tables than your own. The size of the aisles is set to specifications from the Novi Fire Marshall and may not be changed or infringed upon. **Artist Alley and Crafters:** Your table is 8 feet with 3-6 feet behind. Please be considerate of your neighbor when setting up your display. No portion of your display should infringe on the aisles.

motorcitycomiccon.com

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Please take some time to read the display regulations set forth in your Vendor, Artist Alley, or Crafter contract. These regulations will be strictly enforced. Please note according to the terms of your contract, you have agreed not to sell any bootleg merchandise.

7. Additional Equipment: The Motor City Comic Con (MC3) will provide one 8'x2' table and two chairs in each standard booth. MC3 will provide an additional 8'x2' table with each corner upgrade and/or purchase of an additional booth. Do not remove tables from other booths or **you will be charged full rental price**. Exhibitors may provide their own furnishings or may rent them from Art Craft Display, the official convention decorator. Order forms are available on our website under the Exhibitor Set Up Info tab. Advance ordering is suggested as rates are higher at the show. **Please Note:** Payment for additional equipment should be sent directly to Art Craft Display, **not** to Motor City Comic Con. All additional equipment and furnishings are the responsibility of the Exhibitor.

8. Electricity: Electrical and internet services are provided by BoCo Enterprises. The exhibitor is responsible for all changes incurred. The basic electrical fee is \$85 in advance or \$125 at the con. Information and order forms are available on our website under the Exhibitor Tab. Please send payment for electrical services directly to BoCo Enterprises, **not** to Motor City Comic Con.

9. Security: Bonded security guards will be on hand from Thursday at 12pm through Sunday at 11:59pm. We will do everything possible to ensure the security of your merchandise but wish to remind you that Motor City Comic Con and the Suburban Collection Showplace are not responsible for loss or damages. Uniformed security officers will be on hand during show hours to provide a visible deterrent. However, you are responsible for your own security during convention hours. Should you catch a shoplifter, please bring them to the registration area or contact a convention staff or security member immediately.

10. Sales Tax: You are responsible for collecting 6% Michigan State Sales Tax. A Concessionaires Sales Tax Form will be provided to you at check in. If you do not have a valid State of Michigan Sales Tax License (a tax license from any other state is not valid in Michigan) you must fill out and return this form to the state within three days **after** the convention. The state may ask for a list of vendors and can assess taxes for you if this form is not returned. Michigan does not require you to obtain a tax permit in advance of the event.

11. Hotel Info/Directions: A hotel list and directions can be found on our website at motorcitycomiccon.com.

12. Smoking: The Suburban Collection Showplace is a non-smoking facility. No smoking is allowed inside at any time.

13. Social Media: If you are on social media, using the hashtag "#MC3" before and during the con is encouraged! Please tag us using [@motorcitycomiccon for Facebook](https://www.facebook.com/motorcitycomiccon) [@motcitycomiccon for Instagram & Twitter](https://www.instagram.com/motcitycomiccon)

14. COVID-19 Policy: Masks are highly recommended for unvaccinated guests. Proof of vaccination is not required. If you are feeling ill or have any COVID related symptoms, please stay home.

Thank you for your support, we are excited to be organizing another spring comic con, and we wish you a successful and fun-filled event!

Sincerely,

Michael Goldman – Promoter

Liz Allen- Executive Director

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