

KAIJU-CON

Japanese American National Museum

GUIDELINES AND PROCEDURES

Event Date: Saturday, June 15, 2019

Event Hours: 10 a.m.–5 p.m.

Contact Information:

Email: kaijucon@gmail.com

Phone: 213.625.0414, ext. 7700

Mailing address: JANM/KAIJU-CON

100 N. Central Ave

Los Angeles, CA 90012

1. APPLICATION DEADLINE: DEADLINE HAS PASSED.

2. PARTICIPATION:

- **All product must relate in some way to the theme of *Kaiju* and/or Heroes.**
- Applications may be accepted or refused at the discretion of the organizers of Kaiju-Con. After receipt of your application, you will be notified of the acceptance decision via email.
- Vendors who have items for sale in JANM's Museum Store may not sell the same items at this event.

3. VENDOR SET UP/TEAR DOWN:

- Set Up: Friday, June 14, 2019, 11 a.m. to 5 p.m.
- Vendors must have their display set up by 9:30 a.m. on the day of event.
- Vendors are responsible for setting up/taking down their display and cleaning up their display area. Vendors may not take down their display and start packing up before 4 p.m. on Saturday, June 15, 2019.

4. TABLE AND SPACE SET UP:

- All table/space will be located indoors.
- Electrical outlets are limited. Please indicate your requirements on the Application Form. Vendor will be responsible for providing power extension cords.
- Vendors are responsible for setting up and decorating their own area with tablecloths, displays, and other props.

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- Nothing may be taped or nailed onto the walls or windows.
- Unloading and parking information will be provided upon acceptance of participation.

5. SALES:

- Vendor will be responsible for collecting and reporting sales tax for any item sold on the premises.
- Vendor will be responsible for providing customers with receipts with vendor contact information.
- Vendor must provide bags and be responsible for their own cash bank.
- Secure WI-FI will be available for credit card sales, but JANM is not responsible for issues arising from incorrect usage of WI-FI or POS systems.

6. RAFFLE PRIZE DONATION:

- We appreciate your very generous donation for our raffle.
- Please give your raffle donation to Kaiju-Con no later than 9 a.m. on June 15, 2019.
- Please staple or tape your business card or company tag with your name and phone number on your Raffle Donation Form.

7. CANCELLATION POLICY:

- Cancellations made on or before April 22, 2019, will receive full refunds.
- Cancellations made after April 22, 2019, and before May 22, 2019, will forfeit \$50 per space.
- No refunds after May 22, 2019.
- Cancellations may be made by email (preferred) or phone:
 - Email: kaijucon@janm.org
 - Phone: 213.625.0414, ext. 7700