# **Vendor Guidelines**

#### **Reservations/Payments:**

Reserve up to 3 tables per show by texting Rachel at 614-581-5218 or

sixnickscomics@gmail.com.

Reservation will be confirmed and then payment is due 30 days before the show.

Paypal sixnickscomics@gmail.com or Venmo @Jeremy-Nicklaus

Please include with your payment: name, address, phone number, show date(s).

Table fees are non-refundable. If SixNicks Comics cancels a show, payment will be transferred to the next available show.

Receipt of payment is acknowledgment that you agree to all Vendor Guidelines.

### What you can/can't bring:

A card table up to (3ft x 3ft) in your area is permitted at no charge, but only if space allows. Please inquire before bringing.

Additional full-size tables used outside your space will be charged 1/2 a table fee. Please inquire before bringing them, as there may be lack of space. There is no extra space for additional tables at the Akron-Summit show.

No additional chairs; chairs are provided.

Vendors are allowed up to two helpers. Helpers will be charged admission if arriving after 10:00.

#### What to do/not do:

Set-up begins at 8am.

Load-out starts when the show ends at 4pm. Please do not tear down before 4pm as this lessens the experience for late attendees. No hand carts are allowed in the aisles during show hours. Nothing can be taped to the walls. If a display leans against a wall, place a towel or cushion between the two. Any damages/repairs will be the responsibility of the offending vendor. No alcohol or smoking on the premises.

## Vendors' Responsibilities:

Vendors pay for reserved tables 30 days prior to each show. Tables not paid for by 30 days prior may go to another vendor on the waiting list at SixNicksComics' discretion.

Vendors are responsible for vendor licenses (if applicable) and/or sales tax.

Any lost or stolen items are not the responsibility of SixNicksComics.

Vendors help maintain a family event atmosphere with their professional and polite conduct. Age 18+ materials must be sold discreetly.

SixNicks Comics reserves the right to decline future vendor reservations at our discretion, not limited to only these guidelines.

We want you to have fun and be a success! We are looking forward to a great year!

If you have any questions/concerns please reach out to us!

Text is best but calling and emailing are fine too. Communication is key!