



2018 Grand Rapids Comic-Con Load In

Welcome vendors, artists, authors and crafters to the 2018 Grand Rapids Comic-Con! We are working hard to put on another great and memorable event. We appreciate your business and thank you for attending! If you have any questions contact Jenn Hodges at vending@grcomiccon.com.

****We will be collecting toys for Toys for Tots again this year. We will have posters available at load in if you would like to hang one in your booth.

Address: DeVos Place 303 Monroe Ave. NW, Grand Rapids, MI 49503

Directions to DeVos Place/Grand Rapids Comic-Con: <https://devosplace.org/driving-directions-0>

Extra Vendor Badges: If you need to purchase extra vendor/artist alley badges (\$50 each) please email vending@grcomiccon.com and let me know your company name, how many, and what email address to send the PayPal invoice to. Reminder: each purchased booth includes 2 vendor badges.

Electricity or wi-fi: may be ordered here: <https://devosplace.org/exhibitor-forms> Please be advised that Wi-Fi hotspots that run on the 5.0ghz band can interfere with the ticket scanning at the venue. **If you are using a hotspot, please be sure to make sure that it is only broadcasting in the 2.4ghz range.** Failure to do so will result in the ticket scanners slowing down and it makes the lines to get into the venue longer.

Hi-low service: There will be free hi-low service available during these times:

- Thursday: 1 pm to 8 pm
- Friday: 8am to 1pm
- Sunday from: 5pm to 9pm.

Freight Service: <http://www.artcraftdisplay.com/event-support-services-freight-handling>

Exhibitor check-in/load in times and locations: Check-in will be located near loading dock door Hall B.

**Vehicles are to be removed from the loading dock before exhibitors spend time "setting up" or "arranging" their booths. There are limited carts available for use.

- **Thursday: November 8, 2018 from 1:00 PM to 9:00 PM**
- **Friday: November 9 from 8:00 AM to 1:00 PM.**
- You will be given an application for 2019, information, tax form and issued badges; no one without a badge will be allowed into the exhibit hall.
- **For their safety:** Children under the age of 16 are NOT permitted in the loading docks areas. If you have someone under 16 with you make sure to report that to the dock worker upon entering the dock. Your child will then be escorted by DeVos Place workers to your booth and be required to stay in the booth during load in.

If you are driving a **box van, semi or large vehicle and trailer** you may load-in at the Michigan Street loading dock. If you are driving a **van or car with small trailer** you might be directed to unload in the parking garage off Michigan Street under DeVos Place. The freight elevator is at the North end of the building. There will be

limited carts to use. **You will be charged for parking during load in and load out in the parking ramp. We have no control over parking prices.**

Parking and Rates:

Parking rates: <file:///C:/Users/Jenn%20Hodges/Downloads/Rate-Chart.pdf>

Parking map: file:///C:/Users/Jenn%20Hodges/Downloads/Updated_Parking_Facilities_Map.pdf

Vehicles that are too large to fit in a parking ramp may be given a permit during load in to park on Scribner Street during the dates of the event. Parking on Scribner Street is available on a first come –first served basis. There is no charge for parking on the street, but you must present the parking permit in the windshield of the vehicle. All vehicles must follow all posted city sign regulations.

The cut-out areas in front of DeVos Place® and DeVos Performance Hall are intended as drop off zones, not a place to park. Parking Facilities at DeVos Place are managed by the [City of Grand Rapids](#).

Hotels: You can find information about hotels to stay at here: <http://www.grcomiccon.com/hotels/>

Restaurants: You can find a list of local restaurants and bars here: <http://www.experiencegr.com/restaurants/>

Show hours:

Show hours are as follows, we will allow **VIP access** to vendor rooms a **half-hour early** on Saturday and Sunday. **Vendors will be allowed in the vending hall at 8:30 AM on Saturday and Sunday.**

- Friday: November 9, 2:00 PM to 8:00 PM
- Saturday: November 10, 10:00 AM to 7:00 PM
- Sunday: November 11, 10:00 AM to 5:00 PM.

Exhibitor Breakdown: will begin at 5:01 PM on Sunday, November 11. According to the terms of your contract: *Dealer agrees not to break down his/her table and/or display before the conclusion of the show without permission of the promoters* (violation will result in the loss of exhibit space at future shows). Vehicles will not be allowed in the building.

All exhibitors must be completely loaded out of DeVos Place by 10:00 PM Sunday.

Exhibitor Guidelines:

Here is the link to the DeVos Exhibitor guidelines. Please read! [Exhibitor Guidelines.pdf](#)

1. **Exhibit Space:** You may set up your area however you would like, but **you must remain within that area**. Do not push or move any other (i.e. wire comic racks) into the aisles or move any other tables other than your own. The size of the aisles is set to specifications from the Fire Marshall and may not be changed or infringed upon. Do not remove anything from other booths!
2. **Additional Equipment:** Each standard vendor booth comes equipped with one eight-foot table and two chairs and one small wastebasket. **If you need extra tables, chairs, etc. you will need to pay for it.** They can be ordered here: <https://www.artcraftdisplay.com> They will have a service desk, if you order day of you will be charged higher rates. Do not remove tables from other booths. Violators will be charged double the normal rate.
3. **Electricity:** Air, water/drain, internet, electrical, and telephone services must be ordered 14 days prior to the event. Service Order forms are available here: <https://devosplace.org/exhibitor-forms> All multiple booth areas should include a layout with utility locations with the order. This will help

everyone set the order accurately. Services may be ordered during load in at the Floor Rate through the exhibitor service desk. **Prices go up 50% if service is ordered at show.**

4. **Security:** Bonded security guards will be on hand 24 hours a day from Thursday evening to Sunday evening. We will do everything possible to ensure the security of your merchandise but wish to remind you that Grand Rapids Comic-Con, West Michigan Convention Ventures, LCC and DeVos Place and Conference center are not responsible for loss or damage. Should you catch a shoplifter, please bring them to the registration area or contact a convention staff member or security member immediately.
5. **Tobacco Free:** DeVos Place convention center is a smoke and tobacco-free environment. Please do not smoke in the facility. Smoking cannot occur within 10 feet from any entrance or in the parking structure.
6. **Sales Tax:** You are responsible for collecting 6% Michigan State Sales Tax. A Concessionaire's Sales Tax Form will be included in your check-in packet. 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 to you if this form is not returned. The State of Michigan does not require you to obtain a tax permit in advance of the event.

Planning for Next Year: The next Grand Rapids Comic-Con will be held on **November 8-10, 2019** at the DeVos Place in Grand Rapids, Michigan. Vendor applications for 2019 will be included in your check-in packet.

Returning vendors will have the option to keep the same space they have in 2018 and will have first dibs on that space ONLY if you sign up weekend of show with application and pay 50% down on your booth space for 2019. You will be able to reserve your space with both a 50% deposit AND filled out application to the vendor check in kiosk in the back of the vendor hall. Hours will be posted. *The balance of your booth space would then be due on or before February 1, 2018. If the remainder due is not received by February 1, 2019 your booths will be released. There will be no exceptions this year!*

7. **Times to sign up for next year!!!:** We will be accepting applications and payment at the Vendor check in booth at the back of the hall during these times to sign up for a booth at the 2019 Grand Rapids Comic-Con:

Thursday: 1:00 PM to 9:00 PM at vendor check in

Friday: 8:00 AM to 1:30 PM at vendor check in

Saturday: 8:30 AM to 9:30 AM at vendor check in

Sunday: 8:30 AM to 9:30 AM and 5:00 PM to 7:00 PM at vendor check in