

MANEUVERS CON 2020

Exhibitor Hall Information

We will be using TableTop Events (<https://tabletop.events/>) to manage Exhibitors application and booth rentals.

Any questions contact Tim Harwood on:
Tim95th@gmail.com

If making payment by check, make payable to Tim Harwood and mail check with details of requested space etc:

ManeuversCon 2020
12337 S. 105th E. Avenue
Bixby, OK 74008

For more information visit:

www.ManeuversCon.com

EXHIBITOR INFORMATION

This year's ManeuversCon will be held April 3-5, 2020 at the The Wyndham Tulsa at 10918 E. 41st Street Tulsa OK

Exhibitors

We will be using TableTop Events (<https://tabletop.events/>) to manage Exhibitors application and booth rentals. All Exhibitors need to register on Tabletop Events and complete application online. Exhibitor request for booth or table rentals will be assigned on a first come first served basis. Space is limited so not every Exhibitor is guaranteed a booth. Any Exhibitor who cannot be accommodated as requested will be put on a wait list. If a booth becomes available, Exhibitors placed on the wait list will be notified of the opening in the order in which the applications were received.

Exhibitors Tables and Booths

The exhibitor area is designed to help small or independent game designers, publishers, authors, artists, and hobby related businesses to network, promote, and sell items at the convention... Applications are reviewed before space is given. The price is per booth for is Friday-Sunday with some extras offered.

- Tables - \$50/each
6ft x30in (approximately) for the weekend
- 12' x 12' Booth - \$125 - for the weekend

Exhibitor Table Booking Includes

Each Exhibitor booking comes with two exhibitor badges and two chairs whether 1, 2 or 3 tables booked. Note that there are TWO weekend entry badges per vendor sign up included. The enrollment of multiple tables may allow for more badges but, this is restricted to two included per vendor. Additional badges can be purchased if desired.

Exhibitor Registration Includes

Each booth or table combination comes with, 2 exhibitor badges and 2 chairs. Floor space of 12' x 12' to allow the exhibitor to setup their own display. If tables are needed, they are no charge based upon availability. Additional equipment needed must be provided by the exhibitor. Tables are 6 feet by 30 inches wide approximately each table.

Payment for Exhibitor Space

When the Exhibitor application is received, it will be processed by ManeuversCon Event Management. You will receive a confirmation of your application via email along with a link to take you back to our site to allow you to pick table(s) or a booth. After selecting your exhibitor area by placing items into the cart you will proceed to checkout and pay for your selection. For tables, please select contiguous tables. Final assignment will be at the discretion of Convention staff.

Exhibitor Hall Hours

Exhibitor setup starts on Friday when the convention opens to the public. Friday is available from 8:00 AM for set up.

New in 2020: Exhibitors are required to be present at their exhibitor space for all 3 days of the convention.

Any Exhibitor who fails to show up and who has not contacted ManeuversCon may lose any opportunity to exhibit at a later convention and may not be refunded for the table.

Exhibitor may enter the hall via the rear door for easy access and setup. Sales hours match the Exhibitor Hall hours, which are:

Friday: 8:00 am - 8:00 pm
Saturday: 9:00 am - 8:00 pm
Sunday: 9:00 am - 2:00 pm

Exhibitors may have an option to extend open hours, but must confer with Tim, prior to the convention and build agreements on breakdown time. Exhibitors may continue to demo their game or network into the evenings as well.

Convention space must be cleared by 6:00 pm Sunday.

EXHIBITOR BADGES

If you need to register additional staff. Payment for additional badges is due by March 31st, 2020.

Exhibitor Badge Information

Two badges are provided with each exhibitor space purchased. Exhibitor passes offer Exhibitor hall access plus registration for the convention.

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All names for badges must be submitted on or before March 31st, 2020. Names can be filled out on the TableTop.Events website at the time of selecting and renting your Exhibitor space. If you need to register more than two people per exhibitor space, please contact Tim Harwood at Tim95th@gmail.com The cost for each additional badge is \$25.00 for the convention.

Individuals may pick up their badges with a photo ID if their name is on the badge list submitted by your company's organizer. All badges will only be released to or modified by the exhibiting company's organizer or onsite contact who are identified in on the application form.

All Exhibitor badges will be available for pick-up at the Registration Desk on-site at the convention located near the Exhibitor hall. Badges will not be mailed out.

If the person listed as the on-site contact will not be able to attend the convention, please notify us as soon as possible with the name of your alternate contact.

Contact

Tim Harwood Tim95th@gmail.com 954 562 7927

Exhibitor Hall Application Packet

Exhibitor Space Payment Policies

No application will be processed for a company whose past accounts are not in good standing. Any balance due to ManeuversCon must be paid in full prior to registering for the upcoming ManeuversCon.

Minimum space rental is one table. Maximum rental space may be limited to 3 tables or 1 booth. Contact Tim Harwood if more tables are required. Tables and booths are rented out to an individual vendor.

Exhibitor Convention Policies

ManeuversCon must enforce certain policies, impose rules and regulations, and set standards for Exhibitor in order to ensure a safe and successful ManeuversCon. Be sure to read all the information below and sign and date the last page.

Security

ManeuversCon senior and associate staff are on site during and after Exhibitor hall hours to discourage loss and vandalism; however, ManeuversCon is not responsible for property loss, so please arrange your exhibit to discourage shoplifting. We strongly encourage all Exhibitor to take reasonable precautions to prevent theft and damages. If an incident occurs, please inform staff at the Registration Desk immediately.

General Rules and Regulations

1. Handbill distribution is permitted only within the exhibiting company's booth or at the Exhibitor sponsored events. No material may be posted on convention walls, fixtures or furniture. Violators are responsible for all fees and damages incurred from the removal of such postings.
2. Absolutely no selling, soliciting, or handbill distribution is allowed outside of rented booth spaces. Violation of this rule may result in

ex-pulsion from the convention including Exhibitor and all employees.

3. Exhibitor must comply with, and be bound by, all laws, ordinances, and regulations of the country, state, county, city, facility, and when-ever applicable, police and fire departments.
4. Authorized company representatives must staff exhibits during all Exhibitor hall hours.
5. No Exhibitor or member of an exhibit may promote, display, or behave in a manner considered offensive to decency or good taste as determined by Event Management.
6. Demonstrations and all other activities must be confined to the limits of the Exhibitor booth space. Aisles may not be obstructed at any time. Exhibitor may not conduct activities of any kind that lead to congestion of aisle traffic.
7. Music may not be played without proper license of copyrighted music. Volume must be appropriate as determined by Event Management.
8. Attendees and Exhibitor are expressly prohibited from carrying weapons and/or weapon replicas.
9. ManeuversCon prohibits the sale and/ or use of games of chance. Games of chance are defined as games in which a fee is paid specifically for the opportunity to receive an item of interest or value. Games of chance are permitted only as a free promotion or giveaway. Violators will be issued a warning to cease such activities, after which further violation may result in removal from the convention.
10. All exhibit decorations must meet fire-proof standards and city fire ordinances. Certification presented upon request.
11. Electrical equipment and wiring must conform to national and local electrical standards.
12. Displays and activities must be designed so that they do not block or reduce the flow of traffic. This is a fire and safety consideration that both Event Management will enforce.
13. All displays must be dismantled at the close of the Exhibitor hall on the final day and must be removed by the Exhibitor or the Exhibitor's staff. Any banners, displays or other decorations left behind will result in the exhibiting company being charged a fee of \$100.00 for the removal and disposal of the items.

Exhibitor Hall Application Packet

Standards for ManeuversCon

1. Profanity - The gratuitous use of profanity and symbols considered vulgar by contemporary standards of a product's target market is not acceptable unless integral to a character or story. At the sole discretion of the Event Management, such material may not be advertised, displayed or sold at ManeuversCon.
2. Violence and Gore - Products depicting lurid scenes of excessive bloodshed, gory or gruesome crimes, depravity, lust, filth, sadism, or masochism, presented editorially or graphically, are unacceptable. Products featuring depictions of unnecessary violence, brutality, physical agony, and gore, including but not limited to, extreme graphic or descriptive scenes presenting cannibalism, decapitation, evisceration, amputation or other gory injuries, may not be advertised, displayed or sold.
3. Sexual Themes - Displays containing items and/or sexual themes are not permitted. Products depicting rape and graphic lust may not be advertised or sold. Products featuring sexual perversion

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- and/or sexual abnormalities are un-acceptable for advertising, display or sale.
4. Nudity - Displays or advertising containing nudity are not acceptable. Degrading or salacious displays are unacceptable. Explicit depictions or facsimiles of reproductive organs are not permitted.
 5. Affliction - Advertising or selling items containing disparaging graphic or editorial references to physical afflictions, handicaps, or deformities are not permitted.
 6. Supremacy - Advertising or selling products that depict minority and/or nationalities as inferior to other races is not permitted.
 7. Religion and Mythology - Actual, current religions are not to be depicted, ridiculed, or attacked in any way that promotes disrespect. Ancient or mythological religions, such as those prevalent in ancient Greek, Roman and Norse societies, may be portrayed in their historic roles. Satanic symbols, ritual and phrases are not permitted in any advertisements or displays.
 8. Unacceptable Activities-Actual rituals (spells, incantations, sacrifices, etc.), weapon designing, the use of illegal devices and activities of a criminal or distasteful nature may not be presented in ads, display or conducted onsite.
 9. Addictions - Addictions of any kind should not be presented as glamorous or entertaining. Addiction or the encouragement of addiction should be shown as a dangerous habit with harmful effects.
 10. Wearing and Selling Costumes or Weapons - Advertising, wearing, and selling costumes is permitted if they are in good taste and do not present a hazard to others such as sharp edges or protrusions (measured by contemporary standards/values). All twentieth century costumes or uniforms are prohibited from the convention. Uniforms or those currently on active duty in the military are exempt, assuming they are properly attired. No one may carry weapons or weapon replicas. Weapons for sale must be inoperable and/or locked and/or encased and/or have a limited range of motion so that customers do not have access to them.
 11. Video reproductions - You must be officially licensed to sell videos. Sales of re-productions (bootlegs) will not be tolerated.
 12. Compliance - All Exhibitors are obligated to comply with these standards. Failure to comply will result in the refusal of advertising materials, alteration or removal of unacceptable products/activities or closure of non-complying exhibits/displays. In this case, no refunds will be issued for exhibit space or badges.
- reassigned to another Exhibitor. Cancellations must be made in writing. In the event that an Exhibitor fails to occupy his or her space and does not contact the Event Manager for late start approval, ManeuversCon has the right to use said unoccupied space to suit its own conveniences, including renting said space to another Exhibitor without rebate due the defaulting Exhibitor. Exhibitors agree that if any default is made in any covenant or agreement contained herein, ManeuversCon assumes no responsibility for including the name of the defaulting Exhibitor, or descriptions of its products or services, in the ManeuversCon program book, brochures, new releases, or other materials stated herein, and all applicants hereby irrevocably grant ManeuversCon the right to use their name or describe their products and services.
5. Exhibitor may not begin dismantling any display before the official close time of the ManeuversCon Exhibitor hall. Dismantling prior to the official close of the Exhibitor hall must be agreed in advance of convention with Event Staff.
 6. Included in the rental of each booth are those items identified in the Exhibitor packet. Additional equipment, materials or services needed or used in the display areas are the sole responsibility of the Exhibitor.
 7. Exhibitor using their own displays are responsible for arranging and paying for all transfer and storage fees, all labor and equipment rental necessary to assemble and dismantle said display and all costs related to moving said display in and out of the exhibit area and the ManeuversCon site. A fee of \$100.00 for the removal and disposal of any display or promotional items left behind.
 8. ManeuversCon reserves the right to require the alteration or removal of any article or activity brought into the exhibit area that is deemed objectionable to nature or offensive to the average person attending ManeuversCon and shall not be held liable for loss, damage, or injury resulting from alteration, omission, or rejection of said material. Exhibitors agree to indemnify, defend, and hold harmless ManeuversCon against any and all claim of such loss, damage or injury. Exhibitors will be given a reasonable period of time in which to consider any changes required by ManeuversCon and may withdraw material so altered if the Exhibitor finds such changes unacceptable. See "Exhibitor standards".
 9. Exhibitors may not sublet or assign any portion of their display without prior consent of ManeuversCon.
 10. No mechanical, electrical, or other apparatus will be allowed to create noise or otherwise interfere with other Exhibitors in any way as solely determined by ManeuversCon. Any Exhibitor who fails to regulate such apparatuses when so asked by ManeuversCon will be removed from the exhibit area.
 11. No self-adhesive decals or helium balloons are permitted without the prior written consent of ManeuversCon.
 12. Exhibitors may post and distribute promotional materials only from within their paid areas. All such material must meet the standard of good taste (see "Standards for ManeuversCon"), Exhibitors and their agents or employees may not affix promotional materials to the ManeuversCon site buildings and Exhibitors are not allowed to distribute materials that encourage the public to affix such materials to buildings.
 8. Exhibitors agree to participate in any prize redemption, coupon promotions and promotional programs that the Exhibitor has advertised during ManeuversCon.

Exhibitor Terms & Conditions

1. Companies, organizations or individuals selling or promoting products or services at ManeuversCon must rent exhibit space and must confine such activities to the space so rented. Any exceptions to this requirement must be obtained in writing from ManeuversCon prior to the start of ManeuversCon.
2. Exhibitor space assignments will only be confirmed after receiving a completed application form and this signed agreement form or paid online purchase. The Event Manager will contact you with your confirmation and bill for the amount due.
3. Exhibitor space will be assigned as detailed under "Exhibitor Information" in the Exhibitor Packet and according to the preferences indicated by each applicant. ManeuversCon's decisions about Exhibitor space assignments is final and binding.
4. The Exhibitor rental fee for each exhibitor space is described in "Exhibitor Information". Rental fees are refundable after the end of the convention if the space was purchased by another Exhibitor. ManeuversCon strongly suggests any cancellations be made as early as possible to increase the likelihood that the space will be

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9. Exhibitors may not engage in live-action gaming activities that pose any potential injury to participants or bystanders.
10. Exhibiting company must furnish ManeuversCon with its tax id number if requested.
11. Exhibitors are solely responsible for paying all applicable city, county, state, and federal taxes on sales and promotional activities at ManeuversCon. Exhibitor space assignments is final and binding.
12. ManeuversCon is not responsible for any injury to Exhibitors' agents, servants, employees, or damage to or the theft of property from any cause prior to, from or subsequent to ManeuversCon. Exhibitors hereby expressly agree to indemnify and hold harmless ManeuversCon against any claims for such loss, damage or injury.
13. Exhibitors are required to insure their own exhibits and display materials. In the Event that ManeuversCon or the owners of the convention site shall be held liable for any reason that might result from an Exhibitor's action or failure to act in any manner whatsoever, said Exhibitors shall reimburse ManeuversCon and/or the convention site owners for all costs and liability resulting there from.
14. Exhibitors are fully responsible for any loss, damage, or injury to the convention site owners or personnel resulting from Exhibitors' displays or actions. Exhibitors are fully responsible for any loss, damage, or injury to ManeuversCon attendees resulting for Exhibitors' displays or actions.
15. Exhibitors are liable to the convention services firm for any and all damage, from whatever cause, to rented or leased booth equipment and shall indemnify, defend or hold harmless ManeuversCon against any and all claims or suits for such damage.
16. ManeuversCon reserves the right to cancel arrangements or contracts or close an exhibit whenever it is deemed necessary for the safety or comfort of those attending ManeuversCon whenever the exhibit, activity, or material sold is objectionable or offensive to the average person attending ManeuversCon whenever legal conditions, convention policies, or requirements of the convention site so dictate or whatever portions of the convention site are destroyed or damaged. Likewise, ManeuversCon re-serves the right to cancel arrangements, contracts, or exhibits if ManeuversCon fails to take place as scheduled, is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lock out, act of war, act of God, emergency declared by a government agency or ManeuversCon Event Management, or for any other reason that terminates this contract. In the event of such termination, Exhibitors waive all claims of damages and agree that the sole liability of ManeuversCon shall be the display space rental fee paid, less a pro rata portion of all costs and expenses incurred and committed to, by ManeuversCon Event Management.
17. ManeuversCon reserves the right of editorial discretion over any material submitted to ManeuversCon that is deemed objectionable to the average person attending ManeuversCon. Exhibitors must meet the ManeuversCon Event Management standards of good taste.
18. Exhibitors will comply with all laws of the United States as well as all applicable state or local ordinances, rules, and

requirements of police and fire departments or other authorities of such jurisdictions, will obtain all necessary permits and licenses with respect to their activities and will not do or suffer to be done anything during the term of this agreement in violation of any such laws, ordinances, rule, or regulations. If the attention of said Exhibitors is called to any such violation committed by said Exhibitors, or committed by any person employed by or admitted to the premises by said Exhibitors, said Exhibitors will immediately desist and correct, or cause to be corrected, such violation. Exhibitors agree to indemnify, defend, and hold harmless ManeuversCon from any and all costs, suits, and legal proceedings alleging violations of any such law or regulations.

22. Use of any product by any Exhibitor, employee or agent thereof containing the ManeuversCon trademark, the ManeuversCon logotype or other trademarks owned by ManeuversCon is prohibited without the ex-press written permission of ManeuversCon. Exhibitors agree that if any materials making such unauthorized use appear at the convention, ManeuversCon shall have the right to take possession of and destroy all such materials, as well as to pursue other available legal remedies.
23. All matters and questions not covered by this application and these terms are subject to the decision of ManeuversCon Event Management. Exhibitors agree to abide by and conform to all additional rules and regulations from time to time adopted or prescribed by ManeuversCon for the management of ManeuversCon and the exhibit areas. Exhibitors acknowledge that they have read the proceeding terms and conditions, expressly agree to comply with them and authorize ManeuversCon to enforce them.

New in 2020: Exhibitors must be present at their table for a minimum of 3 days at the convention unless prior agreement is obtained from Tim Harwood, Convention Director.

I have read the Rules & Regulations, Standards and Terms & Conditions of this agreement and have the authority to agree on behalf of the exhibiting company, organization or individuals named above to be bound by the provisions of this application. You can confirm acceptance of these terms as part of the online registration process.

Name

Date

Your printed name will constitute your signature and acceptance of these terms and conditions.