

**MAUI COMIC CON 2019**  
**Artist Alley Guide and Contract**  
**University of Hawaii – Maui College**

This is your guide to the key information you need to know about the Maui Comic Con Artist Alley. Read it carefully and email any questions or comments you have to mauicomiccon@gmail.com. Artist's Alley tables are free to all Artists who qualify and are selected to appear at Maui Comic Con.

**Artist Alley Information**

- Maui Comic Con will be held October 26 & 27, 2019 at the University of Hawaii – Maui College located at 271 W Kaahumanu Ave, Kahului, HI 96732
- The Artist Alley will be located inside the Pa'ina Building at the University of Hawaii – Maui College, Kahului Campus
- Maui Comic Con expects at least 4,000 unique attendees for the 2019 show.

**Artist Alley Tentative Room Schedule**

10/25 Friday 2pm–7pm: Artist Setup

10/26 Saturday 8am: Artist Setup, 9am–6pm: Artist Alley Open, 6pm–7pm: Clean up

10/27 Sunday 8am: Artist Setup, 9am–6pm: Artist Alley Open, 6pm–7pm: Clean up

**Table Specs**

Full table with electricity available via extension cord (1 6-8 foot table + 1 chair)

**Table Cancellations / No Show Policy**

Table reservations are non-transferable. If you have not checked in by 12pm on the Friday (10/26) before the convention then your spot will be considered abandoned. You must contact the Artist Alley Director if you will not be able to check-in by that time. Once a space is considered abandoned, Maui Comic Con may re-designate that space to another artist.

**Artist Information**

Artist Legal Name:

Listed Name (what you want in the guide):

Email:

**Authorization**

By signing below, the Artist certifies that the information provided in this application is correct.

Additionally, the Artist accepts full responsibility for acceptance of the contract and acknowledges he/she has read, understands, and agrees to the terms and conditions of this contract.

Artist Legal Name:

Signature:

Date:

Artist's Initials: \_\_\_\_\_

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## 2019 ARTIST EXHIBITION CONTRACT TERMS AND CONDITIONS

This Document forms the basis of an agreement between Maui Comic Con, and the artists who wish to sell merchandises or services at Maui Comic Con, herein known as Artists. Maui Comic Con is the host organizer and promoter of entertainment conventions and services. Artists are in the business of selling their own printed or commissioned artwork and self-made creations hereinafter designated as the Property. The terms Maui Comic Con shall be termed to mean the individual or individuals assigned by the board of directors of Maui Comic Con as Artist Alley Room Liaisons.

Artist shall be fully responsible to pay for any and all damages to property owned by the University of Hawaii – Maui College or Maui Comic Con or their owners or managers, which results from any act or omission of Artist. Artist agrees to defend, indemnify and hold harmless, University of Hawaii – Maui College, Maui Comic Con, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Artist's use of the property. Artist's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Artist, their agents, employees, and business invitees which arise from or out of the Artist's occupancy and use of the exhibition premises, campus or any part thereof.

Artist is responsible for providing their own insurance, if desirable, to protect Artist and Artist's property from damage, loss, theft, harm or injury. Neither Maui Comic Con nor the venue - UH Maui College will obtain insurance on Artist's behalf. Artist is solely responsible for its own company exhibited material, goods, samples, and other property.

Artist will hold harmless Maui Comic Con and event facilities or any of their respective officers, agents, employees, representatives or affiliates, from any liability, damage, loss, harm, claim, or injury to property or person of the Artist, Artist's officers, agents, employees or other persons, whether caused by the negligence of Maui Comic Con or event facilities, or from theft, fire, water, accident, or any other cause whatsoever that are not covered under Maui Comic Con's standard insurance policy.

Maui Comic Con reserves the right to make changes or amend the contract and has the final say on all matters pertaining to the use and function of the Artist Alley during the run of the show.

1) Once this contract is signed and returned, an email will be sent with instructions to reserve an Artist Alley table. ARTISTS will have 7 days from the date of the email to confirm and reserve a table. If no table is reserved the artist's submission will be canceled.

2) Any ARTIST who reserves a table without a completed contract or prior acceptance will not receive a table.

3) Any ARTIST who reserves an Artist Alley table but is found to be selling merchandise that is only appropriate for sale in the Vendor Section will be immediately asked to discontinue sales of said merchandise. If artist wishes to continue selling said merchandise, they can upgrade to a professional table, (upon space available), **and incur an additional transfer penalty of \$50**. Example of merchandise would be non hand-screened t-shirts or other items, which are primarily pre-fabricated.

4) Provide a valid email address and check your email often. If you do not hear from us, contact the Artist Alley Director. Maui Comic Con is not liable if you do not receive information because you did not check

your email or provided a faulty/invalid email address.

5) If special arrangements are required, please contact the Artist Alley Director no later than 6 weeks before the convention.

#### CODE OF CONDUCT:

6) Maui Comic Con reserves the right to remove you from Artist Alley for any reason. You will not be allowed to exhibit for the remainder of the convention. Severe violations may result in a suspension or permanent ban as an Artist Alley exhibitor.

7) ARTISTS are expected to follow the same rules of behavior as the rest of the convention attendees during off-hours. Any ARTIST ejected from the convention during off-hours must leave immediately the next morning during the set-up time.

8) Artist Alley promotes a safe and respectful environment for the artists and guests. As such, ARTISTS should conduct themselves in a professional manner and must abide by all instructions given to them by Maui Comic Con and Artist Alley Directors and Staff.

9) All convention, local, state, and federal rules will apply while in the Artists Alley. ARTISTS who break any of the convention rules will be dealt with in an appropriate manner. ARTISTS who break any laws should expect to deal with law enforcement and face possible prosecution. This contract does not protect ARTISTS who break the law.

#### LIMITATIONS ON SALES:

10) We encourage the sale of any products featuring your own creations, commissioned and hand-drawn works, unique hand-made items, fanzines, and similar items.

11) All ARTISTS must obey federal, state, and local laws and ordinances regarding the sale of material that, intentionally or unintentionally, infringes upon the trademarks or copyrights of another party. ARTISTS selling material that infringes upon the trademark or copyright of another party may be ejected without warning and without refund. Maui Comic Con reserves the right to inspect and/or eject questionable material at any time.

12) Artist Alley ARTISTS may only sell their own ORIGINAL artwork and creations. ARTISTS cannot sell licensed or logo merchandise unless it can be considered "fan art."

13) ARTISTS may not sell "mass produced" items. Artist Alley defines "mass produced" as more than 100 units of a single item. Resellers and commercial artists are welcome to purchase booth space in the Dealer's Room. ARTISTS may sell an unlimited number of prints.

14) ARTISTS may not display material deemed offensive or inappropriate. Maui Comic Con has the sole right to determine what is offensive or inappropriate. You may not sell offensive or inappropriate material to minors (under age 18). Artists who fail to comply or are caught selling such materials to minors shall be ejected without warning and without refund.

#### TABLE USE POLICIES:

15) All ARTISTS certify that they have complied with all federal, state, and local policies regarding the collection of any and all required taxes.

16) You may share your table with other ARTISTS, but you may not resell, sublet, or otherwise profit off the table space itself. If you share table space, the table owner (reserved artist) will be held liable for rule violations committed by all ARTISTS at their table.

17) You may not damage, mark, or disfigure any of the provided equipment (including tables, chairs,

table skirting, carpets, etc.). Report any accidental damage to the Artist Alley Staff as soon as possible. You may be held responsible for any fines incurred by Maui Comic Con resulting from these damages.

18) No more than 2 chairs will be allowed per full table. Freestanding forms must fit within the ARTISTS designated area, and not protrude at any height into neighboring booths or the convention guest walkway.

All displays, chairs, tables and merchandise must be maintained within ARTIST'S designated area.

19) There is to be no smoking, burning of objects, or open flame in Artist Alley at any time.

20) Additional power strips may not be plugged into the ones provided.

21) University of Hawaii – Maui College requires special tape on their floors. Do not tape anything to walls or floors without permission from Maui Comic Con. If you require more outlets or if an area poses a tripping hazard, see the Artist Alley staff.

22) Artists may play video/audio devices at a reasonable volume. Maui Comic Con reserves the right to determine the definition of 'reasonable volume.' If there are complaints you will be asked to turn down/off your music. Furthermore, Maui Comic Con also reserves the right as to what audio/video content may be played during the hours of operation of Artist Alley.

23) If you want to have a raffle or giveaway, please inform the Artists Alley Liaison ahead of time so that we can assist with any possible line forming or crowding issues. Crowding becomes a problem when it begins to block the thoroughfares between tables becoming a fire hazard. Therefore please get your raffle/giveaway taken care of as quickly as possible. Please make sure any raffles comply with state and local laws, as well as University of Hawaii – Maui College rules.

24) At the completion of the convention, ARTISTS are expected to clean up their own space. If you fail to clean up your space, a cleanup fee of \$20 will be assessed. If you are found to be disposing of your trash/boxes/etc improperly, the Maui Comic Con may assess a housekeeping fee of up to \$50.

25) Artist Alley tables will be assigned on a basis that sets preference for artists who have exhibited at Maui Comic Con previously, and then on a board selection basis. There will be no "seat by" requests.

26) Maui Comic Con staff are not responsible for personal items or merchandise.

27) Maui Comic Con may use pictures of your booth setup for promotional purposes.