

## EL PASO COMIC CON EXHIBITOR SCHEDULE, LOAD-IN, & REGULATIONS

For assistance outside of the scope of this document please contact [troy@fatmanevents.com](mailto:troy@fatmanevents.com).

### Exhibitor Registration

Exhibitor Registration is located inside the Mount Franklin Lobby of the El Paso Convention Center. This area will be staffed and operational during the following times:

Thursday 10:00AM – 4:00PM

Friday 10:00AM – 4:00PM

Saturday 10:00AM – 6:00PM

Sunday 9:00AM – 5:00PM

Exhibitor staff and personnel wishing to enter the Exhibit Hall must wear an exhibitor wristband around their wrist during show days. If you have a medical reason preventing you from physically wearing the wristband around your wrist, please let us know so other arrangements can be made. Badges are a keepsake/decoration. A wristband is required for access to the venue.

Access to the exhibit floor begins at 9:00 AM during show days (Except on Sunday for the Sensory Friendly Opening which you can enter starting at 8AM. Only booth personnel wearing an exhibitor wristband or individuals who made prior arrangements for meetings may enter the Exhibition Hall prior to show hours. Please stop by Exhibitor Registration to make the proper arrangements if you have not already done so.

### Additional Exhibitor Badges

Additional exhibitor badges may be purchased for \$50.00 each as follows:

- Up to two (2) additional badges per Exhibitor

To purchase additional badges please visit Exhibitor Registration during load-in.

### Backlot Parking, Internet/Wi-Fi, Electrical, Drayage, Additional Tables/Chairs

The forms to request any of these Exhibitor Services are located at <https://elpasocomiccon.com/vendor-services/>. Complete the correct form and submit it to the venue as per directions on the form. It is best to get these forms in before the event to prevent long wait times during load-in. Submitting these forms before the event will also get you the advanced rate.

The Backlot Parking passes are very limited and are first come/first serve. Backlot parking passes are not required for load-in, but your vehicle must be out of the Backlot when load-in is complete if you do not have a Backlot Parking Pass.

### Inspection Deadline

Any Exhibitor booth not occupied by Friday at 4:00PM will be presumed abandoned unless prior arrangements have been made. If you need additional time to set-up, please notify us by email at [troy@fatmanevents.com](mailto:troy@fatmanevents.com). Please do not break down booths prior to Sunday at 5:00PM.

### Exhibitor Load-In

Please check in at Exhibitor Registration before unloading. Exhibitor Registration is located in the Mount Franklin Lobby of the El Paso Convention Center. Exhibitor load-in times will be strictly adhered to. Load-in times are as follows:

Thursday 10:00AM-4:00PM

Friday at 10:00AM – 4:00PM

Exhibitor Booth setup must be complete by Friday at 4:00PM for the Fire Marshal walk through. All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense. Only 6 vehicles will be allowed inside the venue at any given time. Please unload your wares and remove the vehicle before starting booth setup so we can accommodate as many Exhibitors as possible.

Crates, wooden boxes, packing material, etc. may not be stored in exhibit hall, meeting rooms, exit areas, dock wells, or on the dock apron. Under no circumstances will crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building. Crate storage is considered a potentially hazardous situation and service contractors should submit all crate storage plans to venue management for approval.

**ALL BOXES AND CONTAINERS MUST BE CLEARED FROM THE EXHIBIT FLOOR BY FRIDAY AT 4:00PM.**

Waiting area and parking for load-In is located in the rear parking lot of the El Paso Convention Center.

### Event Hours

Operating hours for the event are as follows:

Friday: 5:00PM – 9:00PM

Saturday: 10:00AM – 7:00PM

Sunday: 9:00AM – 10:00AM *Sensory Friendly Opening*

Sunday: 10:00AM – 5:00PM Open to the Public

### Bootleg Policy

The buying and selling of counterfeit, knock-off, and/or unlicensed materials will not be tolerated at El Paso Comic Con. Bootlegs have no place at the show. Any violation of this rule will result in one and only

one warning. On a repeat violation, you will be removed from the show and will not be invited back for subsequent shows!

### **Booth Setup**

Your booth comes with a table and two chairs. If you need additional tables/chairs they may be rented from the venue. You may also bring your own additional tables/shelves/etc. You can set your booth up how you like as long as it fits safely within the confines of your booth space.

### **Demonstration Areas**

Demonstration areas must be confined within your exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be in compliance with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

No signs or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageway, lobby, or exit leading to any fire extinguishing appliances.

### **Demonstration Equipment**

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

### **Good Taste and Rights of Others**

Show Management may require any Exhibitor to make changes to his or her exhibit if in Show Management's opinion the exhibit does not conform to prevailing standards.

### **Graphics on Neighbor's Side**

The backside of walls – the common border facing a neighboring booth – must be finished, neutral and clear of copy, logos, or other graphics as not to be an eyesore to neighboring exhibitors.

### **Use of Music**

Absolutely no unlicensed music will be allowed.

### **Sound Levels**

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all exhibitors and attendees. Excessive sound levels can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business without

excess noise from other Exhibitors. Audio equipment (i.e. sound systems, audio from a video wall, microphones, etc.) whether in the booth or as part of a display may not exceed a sound level of eightyfive (85) decibels. Show Management will be sensitive and responsive to complaints registered by spectators, neighboring exhibitors, or other personnel. Appointees will respond to all complaints.

### Additional Venue Rules

- Helium balloons may not be given away inside the facility or on EPCPAC property
- Adhesive backed decals and stickers may not be given away on EPCPAC property
- "Glitter" is not permitted in the EPCPAC without written consent of MANAGER
- Animals and pets are not permitted in the building, Service Animals are permitted
- EPCPAC permanent graphics, signs, or displays may not be visibly blocked in any manner
- Temporary signs or decorations are not to be attached to permanent building graphics
- Consumables that are to be given to attendees free of charge must be arranged for in advance with the in-house concessionaire
- Smoking is not permitted inside the EPCPAC
- Loading or unloading is permitted only through the loading dock, no loading or unloading is permitted through the front of the building **NO EXCEPTIONS**
- Use or possession of illegal or controlled substances and/or firearms of any kind is prohibited
- No speeding or reckless use of vehicles or equipment will be permitted
- No re-fueling activity of any kind is permitted inside EPCPAC, re-fueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building
- Exit doors may not be blocked with freight, equipment, display materials, etc.
- Motorized vehicles, forklifts, and gas or electric carts may only be used on EPCPAC property with written permission
- Clear access must be maintained to all food and beverage areas
- Please maintain your booth and all trash within the booth
- Do not use chairs, tables, or any other equipment as ladders or in any other manner that the equipment is not intended to be used as
- Do not move and/or relocate facility equipment or furniture, all usage of facility equipment needs to be approved by the Venue Manager

For all other questions, please contact: [troy@fatmanevents.com](mailto:troy@fatmanevents.com)