

2023 Exhibitor Event Guide

Rules and Policies

Welcome: Thank you for your interest in Smallville Con! We appreciate your consideration of being part of a family-operated event which has been attracting world-wide attention and steady growth since our very first year!



SECURITY NOTICE: Please help up keep our event and your booth as secure and safe as possible! For security reasons, **all exhibitors must wear both their lanyard badge and their wristband at all times when at Smallville Con.** The lanyard badge permits entrance during set-up hours; the wristband permits entrance to the buildings, period. If you do not have your lanyard badge prominently displayed, you will not be allowed in the building during non-public hours. If the wristband is not on your wrist, you will be escorted from the premises. Lanyard badges are non-replaceable. Lost wristbands will require you to purchase admission to return.

Adult-Themes: Adult-themed merchandise and costuming will not be tolerated and strictly enforced. Smallville Con is a family-oriented event. We support your need to create, buy, sell, and trade the merchandise you commercially provide. However, **during your attendance at our event, you may not display or sell any Adult-Themed Merchandise.** Please take necessary precautions to insure such items are not visible to children and your booth maintains a PG rating. Your cooperation is greatly appreciated. Violators will receive one warning for corrective action. Continued violation may result in removal from the event.

Promoter: Smallville Con is presented by Artistic Consultants, P.O. Box 52, Little River, KS 67257 | 620-897-7420 | www.SmallvilleCon@yahoo.com | facebook.com/SmallvilleCon. The official event website is www.SmallvilleCon.com. Detailed information regarding guests and events can be found on the website which is updated frequently as plans change and are finalized. For more information contact Jon Robinson at Artistic Consultants.

Location: Smallville Con will be held in the Meadowlark Building and adjacent structures on the Kansas State Fairgrounds, 2000 N. Poplar, Smallville / Hutchinson, KS 67502. The Meadowlark Building is located near the southwest corner of the Fairgrounds, just east of Main Street. All buildings and entrances are no smoking, including electronic/vapor.

Parking: Exhibitor parking is available on the north and south sides of the Meadowlark building. The north side will accommodate trailers. There is ample access through both overhead and side walk-in doors for set-up on a limited, first come basis. Once the event opens to the public, all access will be restricted to the southeast entrance.

ALL FAIRGROUNDS PARKING IS FREE!!!

Hours: The schedule for the 2023 Smallville Con is:

Public Hours:	Saturday, June 24, 2023	10:00 am – 7:00 pm (VIP will enter at 9:30 am)
	Sunday, June 25, 2023	10:00 am – 5:00 pm (VIP will enter at 9:30 am)
Set-Up Hours:	Friday, June 23, 2023	12:00 – 8:00 pm
	Saturday, June 24, 2023	8:00 am – 9:30 am
	Sunday, June 25, 2023	8:00 am – 9:30 am
Tear-Down Hours:	Sunday, June 25, 2023	5:00 pm – 10:00 pm

Lodging: Please see our website.

Access: Exhibitor registration and entrance will begin at 12:00 pm on Friday, June 23, 2023. Upon arrival check-in with event staff to obtain your exhibitor badge and access wrist bands. Both the exhibitor badge and the access wrist band is required for entrance into the Smallville Con. No one will be allowed entrance without the approved access wristband. No one will be allowed into the buildings during set-up and tear-down without an exhibitor / staff / or security badge. Security is provided by 360 Security Operations, who will be present during set-up and throughout the event until final tear-down is completed. On Friday and Saturday, the Meadowlark Building will be secured overnight with security onsite.

Wi-Fi: Smallville Con does not operate or provide WiFi service. The Kansas State Fairgrounds' wireless internet service provider is MTC. The system operates much like a WiFi Hotspot, for a fee. Questions should be directed to MTC at 620-897-6200 | 866-253-4772 | service@mtc4me.com. **MTC is an independent contracting service and is not associated with Smallville Con!**

Booth Placement: An exhibitor's application does not guarantee entrance to participate in this event. An exhibitor's participation and placement within the event is at the discretion of the Smallville Con promoter. Placement will be made based upon the fees received and the type of exhibitor. Special needs and/or requests must be communicated to Smallville Con staff and will be evaluated on a first come-first serve basis. Exhibitors may not assign their booth to a third party. Every request will be considered but understand it is not possible to accommodate all.

Power: Electricity is available without charge through power drops to each row of booths. Exhibitors are responsible for providing their own electrical cords to access power. Depending upon booth placement, this may require a 30 foot extension cord; please prepare accordingly. Access to the electrical drops become more complicated as exhibitors establish their booths. Be respectful of other exhibitors. The earlier you arrive, the easier access to the electrical drop is.

Behavior: Smallville Con has a zero tolerance policy for harassment of any kind. Immediately report inappropriate behavior to Smallville Con staff – identified by special event t-shirts. Reports will be professionally investigated and an appropriate response implemented as warranted.

Rules:

- Proudly display your exhibitor lanyard badge and admission wristband at all times.
- Loaning, trading, or reassignment of exhibitor lanyard badges may result in expulsion.
- Be set-up prior to and prepared for event participants during the scheduled public hours.
- Recognize and adhere to all local and state laws, including those related to collection and remission of retail sales tax.
- Be responsible for yourself, your personnel, and your merchandise, money and other property during the course of the event.
- Conduct yourself in a safe manner at all times before, during, and after the event. Do not contribute to unsafe circumstances.
- Be considerate of others and do not encroach upon the aisles and neighboring booth spaces or interfere with traffic flow and designated aisles.
- Do not take chairs and tables from booths not assigned to you.
- Provide safely functioning electrical extension cords and power strips.
- Clean-up your own messes.

Firearms Policy: Smallville Con supports and defends your constitutional right to bear arms. Unfortunately, in an environment such as our event, the mixing of actual firearms and prop replica / costume weapons with live action role playing creates a potential for confusion and misunderstanding; which could lead to irreversible consequences. As such, the open and concealed carry of firearms or firearms accessories at Smallville Con is prohibited. Please cooperate with 360 Security Operations and their commitment to provide adequate security during our event. Thank you for your understanding.

Pet Policy: Other than service animals, absolutely no pets are permitted to attend Smallville Con.

Food Policy: The State of Kansas has a strict policy involving the sale of food. Unless you are an authorized food vendor contracted with the Promoter for the express purpose of food service, you are not allowed to sell any food or drink items.

Costume / Dress Code: Anyone is welcome to dress up when attending Smallville Con, regardless if they are competing in the costume contest, LARP activities, or just hanging out. Please remember this is a family-oriented event and costuming as well as clothing in general, should be safely within a PG rating. Additional rules are available on the website; however these general rules apply for all attendees in costume, to include our exhibitors:

- No partial or full nudity. Body paint, pasties, and lingerie do not qualify as a costume. Fabric must appropriately cover critical areas without risk of a wardrobe malfunction. No gratuitous display of flesh is permitted.
- No pyrotechnics, smoke, fog, fire, fireworks, explosions, concussions, etc., without prior arrangements made.
- No dripping or oozing of fluids, confetti, or glitter which could create an unsafe walking surface.
- A personal wrangler is required with costumes that limit visibility, are oversized or equipped with large components or associated props. Please be mindful of people, exhibits, and merchandise around you.
- Weapons and props will be inspected at the door each time they are admitted. Weapons are required to be replica or prop by design. No illegal or functioning weapons are permitted. Airsoft/paintball and similar weapons must be unloaded, not charged with air/gas, and rendered inoperable. Peace bonding will not be required provided you police yourself.
- Smallville Con staff reserve the right to deny entrance for inappropriate clothing / costumes – this will be strictly enforced.

Terms and Conditions: The State of Kansas and the Promoter have a number of terms and conditions which are both part of the booth application and outlined in this letter available to all exhibitors. Changes will be posted to the website and Facebook page as soon as possible. Smallville Con, Artistic Consultants, and Jon Robinson are not responsible for any injuries, damage, or theft occurring during this event unless the incident is directly caused by Smallville Con staff.

Cancellations: A full refund minus a 15% cancellation fee will be provided if written cancellation notice is received seven (7) days or more prior to the event (preferably e-mail). The date of the cancellation will be identified as the date Artistic Consultants or Smallville Con receives the written notice. There will be no refund if cancellation occurs within the seven (7) days prior to the event. Exhibitor booth fees will not be credited toward future events. In the rare instance the event itself is cancelled, all exhibitors will receive notification by telephone and e-mail as soon as feasible, followed by a full and complete refund.

Great Time! We greatly appreciate your interest in participating in our event. We strive to enhance the Smallville experience each year and look forward to the contributions our exhibitors bring to the excitement within Smallville, Kansas! Our goal continues: create an environment where everyone can relax, enjoy the experiences both at our event and within our town, and leave Sunday saying they had a great time!

Questions? Please do not hesitate to contact Jon Robinson at SmallvilleCon@yahoo.com for more information or with any questions you may have. Thank you again for your interest in Smallville Con!