

**Little Wars 2019**  
**Combined Arms**  
**April 25, 2019 – April 28, 2019**  
**Vendor Terms and Conditions**

The following TERMS AND CONDITIONS contain important information that has changed from the previous Vendor SOP, published in 2010.

**APPLICATION**

- To be included as a vendor at Little Wars 2019 your application and payment must be received or post marked by February 23, 2019. After the date mentioned, we will be working on a first come, first served basis.
- Full payment for booths/tables/ads/membership MUST accompany your completed and signed Vendor Application Form(s). Booths/tables will NOT be assigned without full payment for all items.

**FEES, SPECIFICATIONS AND PAYMENT**

- In the Junior Ballroom -
- Each Standard Booth Space is 10' x 10', (Junior Ballroom) includes 2 tables 8' x 30", and 2 chairs, and 2 Badges. Additional tables, chairs, and badges are available for purchase.
- Each Half Booth is 5' x 10', (Junior Ballroom/Lilac Room) includes 1 table 8' x 30", and 2 chairs, and 2 Badges. Additional tables, chairs, and badges are available for purchase.
- In the Lilac Room
- Each Standard Booth Space-*with included Demo Table* (Lilac Room Only) is 10' x 10', and includes 2 tables 8' x 30", 2 chairs, and 2 Badges. Additionally, each Standard Booth (Lilac Room Only) includes a 6' round demo table with 4 chairs, in an adjacent 10' x 10' space.
- Each Half Booth is 5'x10', (Junior Ballroom/Lilac Room) includes 1 table 8' x 30", and 2 chairs, and 2 Badges. Additional tables and chairs are available for purchase.
- There is a charge of \$35.00 for each additional badge beyond those included with your booths.
- Payment may be by credit or debit card using PayPal, or by check. Make all checks payable to: HMGS-Midwest, Inc. There will be a \$35.00 charge for checks returned for insufficient funds, and a cashier's check, money order, or electronic payment will be required to replace any returned check.
- Exhibit space assignments will be confirmed by email and phone call, only when HMGS-Midwest receives full payment and the completed and signed Exhibitor Application Form.

**OPERATION**

- Tables will be assigned as detailed by convention management; all decisions as to assignments shall be final and binding.
- It is the vendor's responsibility to ensure sale of any product, is made to only those individuals who possess a current Little Wars badge (Vendor/Staff/Press/GM/Attendee/Visitor/Shopper).
- Vendors may begin setting up in the Vendor Halls on Thursday from 5 PM – 12 AM. (Potential earlier set up time may be determined later) Friday setup will be from 9 AM until 12:00 PM. Please plan accordingly. Prior to setup all vendors must check-in at the main registration desk.
- In the event the vendor fails to occupy space by Friday 12 PM, Convention Management has right to use said unoccupied space to suit its own convenience, including renting said space to another vendor, without rebate or allowance due to defaulting vendor.
- Hours of public operation are Friday 12 PM - 7 PM, Saturday 9 AM - 6 PM, and Sunday 9 AM – 1 PM.
- Vendors may not begin dismantling or packing any table or display before the official close of the Vendor Hall at 1 PM Sunday. Dismantling or packing prior to that time needs to be pre-coordinated with the Vendor Manager and may result in forfeiture of any future preferred status.

## **LIMITATIONS**

- Vendors may not sublet or assign any portion of their space without prior consent of Convention Management.
- If a vendor or their staff wishes to submit one or more games to run at the convention, please request a, Little Wars 2018 Judge Event Registration Form.

## **SECURITY AND LIABILITY**

- No vendor or member of a vendor's company may promote, display, or behave in a manner considered offensive to decency or good taste as determined by Convention Management.
- Little Wars will arrange for personnel to control access to the Vendor Halls, but is not responsible for any injury to vendors' agents, helpers, employees, or damage to or theft of property from any cause prior to, during, or subsequent to Little Wars. Vendors hereby expressly agree to indemnify and hold harmless Little Wars and HMGS-Midwest against any and all claims for such loss, damage, or injury.
- There will be no general access to the Vendor Hall during its closed hours. Vendors who need to gain access to their booth during closed hours should make arrangement for such with the event staff. Vendors will be allowed into the hall at least one hour before it opens to the public each day.

## **DECORATIONS AND SIGNAGE**

- Decorations, signs, banners, or any other material, may NOT be taped, nailed, stapled, or otherwise fastened to ceiling, walls, painted surfaces, columns, furniture, or floors.
- No holes may be drilled, cored, or punched on the property of the hotel. No adhesive-backed (stick-on) decals or similar items may be used in the building. Damage fees will be assessed.
- Special banner and sign hanging from the ceiling is closely regulated by the hotel (please contact the Convention Manager for information if you have a special banner or sign to hang).

## **GENERAL RULES AND REGULATIONS**

- The Westin Hotel is a NONSMOKING site. Smoking is not permitted anywhere inside any of the buildings.
- Electrical equipment and wiring must conform to national and local electrical codes.
- Compliance: All vendors and advertisers are obligated to comply with these Terms and Conditions. Failure to comply will result in the refusal of advertising materials, alteration or removal of unacceptable products/activities, or closure of displays/space found to be in noncompliance. In this case, no refunds will be issued for table/space, badges or advertisement
- HMGS-Midwest, reserves the right to reject any Vendor Application, for any reason, as it sees fit.

## **CANCELLATION POLICY**

- Cancellation by Convention Management: If a Vendor fails to comply with the payment terms as outlined in this application, or fails to adhere to the rules, regulations and/or policies set forth in this application, Convention Management reserves the right to cancel vendor reservations without issuance of a refund. Cancellation by Vendor: Vendors wishing to cancel a reservation must provide
- Convention Management with the request for cancellation in writing. Cancellation of a reservation will may result in the forfeiture of all monies previously paid to Little Wars (HMGS-Midwest). Booth/table costs and advertisement may not be refunded. Note: Convention Management may reassign or resell any cancelled table/space, at its sole discretion, regardless of previously paid table/space costs.
- Little Wars reserves the right to decline any advertising material submitted if its content is deemed inappropriate for the convention.