# GENERAL INFORMATION
# NEW YORK COMIC CON 2013

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email inquiry@nycomicon.com.

Click on the **Exhibitor Action Checklist/Additional (Official) Contractors Services** section of the manual to see all approved vendors for this event.

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**EXHIBITOR SERVICE CENTER**

**FREEMAN** is the Official General Contractor of the **NEW YORK COMIC CON** and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

**EXHIBITOR SERVICE CENTER HOURS –** staff will be available at the Services Center as follows…

| DAY | DATE | TIME |
|---|---|---|
| **Tuesday** | **October 8, 2013** | **8:00 AM – 6:00 PM** |
| **Wednesday** | **October 9, 2013** | **8:00 AM – 6:00 PM** |
| **Thursday** | **October 10, 2013** | **8:00 AM – 9:00 PM** |
| **Friday** | **October 11, 2013** | **8:00 AM – 4:30 PM** |
| **Saturday** | **October 12, 2013** | **8:00 AM – 4:30 PM** |
| **Sunday** | **October 13, 2013** | **8:00 AM – 10:30 PM** |
| **Monday** | **October 14, 2013** | **8:00 AM – 12:00 PM (NOON)** |

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**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high BLACK back drape, 3' high BLACK side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in RED.

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## SHOW SCHEDULE

### MOVE-IN & SET-UP HOURS

The installation of exhibits will take place during the following schedule. Obviously, your installation cannot begin until your freight is delivered. If you have questions regarding your move-in, please contact **FREEMAN** for more information regarding move-in times and dates at **(201) 299-7575**. For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

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- **Tuesday October 8, 2013 10:00 AM - 6:00 PM**
- **Wednesday October 9, 2013 8:00 AM - 6:00 PM**
  ***All crates must be off the floor by end of day on October 9, 2013***
- **Thursday October 10, 2013 8:00 AM - 10:00 AM**
  ***All booths must be set by noon and exhibitors off the floor to install aisle carpet***

**OVERTIME CHARGES APPLY** to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday and Holidays.

**NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or adverting/sponsorship fees.**

To facilitate the installation and cleaning of aisle carpet during move-in, all exhibits shipped via crate MUST have all crate contents unpacked and labeled for removal no later than by 6:00 PM, Wednesday, October 19, 2013. Empty crates will be stored and returned to the booth at the close of the show, as outlined in Dismantling and Move-out Hours ***provided you have used material handling services for the delivery of your booth*.**

In accordance with display rules and regulations and security measures, no one under the age of 18 will be admitted in the exhibit hall at any time during move-in and/or move-out, including infants. ***There will be no exceptions.***

### SHOW FLOOR HOURS

**All exhibits must remain fully intact until the official close of the Show.**

- **Thursday October 10, 2013** 3:00 PM – 9:00 PM
  ***Only open to Press, Professionals, VIPS and fans that purchase a 4-Day Ticket***
- **Friday October 11, 2013** 10:00 AM – 7:00 PM
- **Saturday October 12, 2013** 10:00 AM – 7:00 PM
- **Sunday October 13, 2013** 10:00 AM – 5:00 PM

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**ARTIST ALLEY HOURS**

- **Thursday** **October 10, 2013** 3:00 PM – 9:00 PM
  ***Only open to Press, Professionals, VIPS and fans that purchase a 4-Day Ticket***
- **Friday** **October 11, 2013** 10:00 AM – 8:00 PM
- **Saturday** **October 12, 2013** 10:00 AM – 8:00 PM
- **Sunday** **October 13, 2013** 10:00 AM – 5:00 PM

**PANEL & SCREENING HOURS**

- **Thursday** **October 10, 2013** 12:00 PM – 3:00 PM
  ***Only open to Professionals***
- **Thursday** **October 10, 2013** 3:00 PM – 10:00 PM
  ***Only open to Press, Professionals, VIPS and fans that purchase a 4-Day Ticket***
- **Friday** **October 11, 2013** 10:00 AM – 10:00 PM
- **Saturday** **October 12, 2013** 10:00 AM – 10:00 PM
- **Sunday** **October 13, 2013** 10:00 AM – 5:00 PM

****Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.***

**PLEASE NOTE: Children under the age of 16 must be accompanied by a parent or legal guardian at all times. There will be no exceptions.**

**DISMANTLING AND MOVE-OUT HOURS**

In accordance with the display rules and regulations, no exhibits or display may be dismantled before the official close of the show on **Sunday, October 13, 2013 at 5:00 PM.**

***Halls 3A, 3B, 3C, 3D – All exhibitor materials must be removed from the exhibit facility by Tuesday, October 15, 2013 at 12:00 PM. To ensure all exhibitor materials are removed from the facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, October 15, 2013 at 10:00 AM.***

- **Sunday** **October 13, 2013** **5:00 PM – 10:00 PM**
- **Monday** **October 14, 2013** **8:00 AM – 14:00 PM** - **HOLIDAY/DOUBLE-TIME RATES APPLY**
- **Tuesday** **October 15, 2013** **8:00 AM – 12:00 PM (NOON)**

***Halls 3E and North Pavilion– All exhibitor materials must be removed from the exhibit facility by Monday, October 14, 2013 at 12:00 PM. To ensure all exhibitor materials are removed from the facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, October 14, 2013 at 10:00 AM.***

- **Sunday** **October 13, 2013** **5:00 PM – 10:00 PM**
- **Monday** **October 14, 2013** **8:00 AM – 12:00 PM** - **HOLIDAY/DOUBLE-TIME RATES APPLY**

**FREEMAN will return empty containers by Sunday, October 13, 2013 at 10:00 PM.**

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The **FREEMAN** Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**POST SHOW PAPERWORK AND LABELS -** The Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Although security measures are in place after the show closes, ultimate responsibility for the security of product rests with each exhibitor. Safety containers are available through **FREEMAN** and security staffing is available through Citadel Security Agency located on the 4th floor terrace.

Make arrangements for someone to stay with your booth until it is completely packed, labeled and outbound Material Handling Agreements have been turned in at the **FREEMAN** Service Desk. Remember that trucks which have checked into the Marshalling Yard WILL NOT be dispatched to a loading dock for your materials unless the outbound Material Handling Agreement has been turned in at the Exhibitor Service Center.

In accordance with display rules and regulations and security measures, no one under the age of 18 will be admitted in the exhibit hall at any time during move-in and/or move-out, including infants. ***There will be no exceptions.***

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**New York Comic Con New York State Sales Tax Issues**

This document addresses the issue of the collection of sales tax at New York Comic Con and is not intended to be tax advice. If you have additional tax questions, we recommend that you consult your tax accountant. If you do not plan to make sales at New York Comic Con, you need not read any further.

All New York Comic Con exhibitors must comply with the sales tax laws of the State of New York. To this end, we are required to notify you that Form DTF-17, Application to Register for a Sales Tax Certificate of Authority, must be completed and mailed to the New York State Tax Department at the following address:

NYS Tax Department
Sales Tax Registration Unit
W A Harriman Campus
Albany, NY 12227

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It will be your responsibility to determine whether or not you are required to register for sales tax and apply for a Certificate of Authority. Publication 750, A Guide to Sales Tax in New York, provides guidance around some of the considerations in making this determination and how to properly fulfill these obligations. Below is a link to Publication 750.
Publication 750 - http://www.tax.ny.gov/pdf/publications/sales/pub750.pdf

If you conclude that you have a filing responsibility, attached is the link to Form DTF-17 and Publication 910, NAICS Codes for Principal Business Activity for New York State Tax Purposes. Publication 910 may be useful in completing Section F (Business Description) of Form DTF-17.

Form DTF-17- http://www.tax.state.ny.us/pdf/current_forms/st/dtf17_fill_in.pdf (the instructions for completing Form DTF-17 are included in Publication 750).

Publication 910 - http://www.tax.state.ny.us/pdf/publications/general/pub910.pdf

Questions regarding the completion of form DTF-17 can also be resolved by contacting the Sales Tax Taxpayer Contact Center at the NYS Department of Taxation and Finance at 518-485-2889 between the hours of 8:30 AM and 4:25 PM (Eastern Time).

For purposes of completing Form DTF-17, please note that the New York Comic Con show dates are October 10th through October 13, 2013. In completing Section F of Form DTF-17, you may want to include in your description that you are "exhibiting at a tradeshow."

One of the three descriptions and NAICS codes below (to complete Section F of Form DTF-17) may apply to you or your business:

| Retail store | NAICS Code = 453998 |
|---|---|
| Show Vendors | NAICS Code = 454390 |
| Manufacturers | NAICS Code = 339900 |

Certificates of Authority MUST be displayed in your booth during show hours.

**Please contact the NYS Department of Taxation and Finance or your tax advisor if you have questions regarding the sales tax rate to charge on your sales .**