

BELL COUNTY COMIC CON – EXHIBITOR INFO

CONVENTION PARKING

Parking at Bell County Comic Con is free for all attendees and exhibitors. All parking is on a first come, first serve basis. After all parking is in use, additional parking nearby can be used for a fee. We recommend parking near the entrance to your hall.

CONVENTION WIFI

Internet WiFi will be available to all Exhibitors on convention days. Password will be given at Exhibitor Check-in. To ensure the WiFi speeds for all Exhibitors, please restrict use to convention related business only, no streaming and do not give out password to any convention attendees.

We are working closely with the Bell County EXPO Center's IT Team to ensure bandwidth for all Exhibitors on convention days.

ELECTRICITY

Electricity IS NOT AVAILABLE IN SOME LOCATIONS.

Any Exhibitors who fail to purchase electricity with their booth space will NOT have it made available to them day of.

Please Note: Exhibitor must come prepared with their own 100'+ Commercial Extension Cord and any surge protectors or power-strips needed. The \$25.00 Electricity Fee includes access to one (1) 20amp circuit only. Neither BCCC nor EXPO Center will be renting out or have available cords or power strips for Exhibitors. Please make sure to properly tape down cords to the convention floor to prevent trip hazards.

EXHIBITOR PASSES

For each Exhibitor Booth Space purchase, you will receive two Exhibitor Passes. If you need additional Exhibitor Passes, they can be purchased on-site at Exhibitor Check-in for \$40.00 each.

LOAD IN & SET UP

Exhibitors will have access to the Bell County EXPO Center to load in and set up during the following times:

Friday, August 4, 2023 – From 10:00am to 8:00pm

Access through large roll-up doors is limited. Pedestrian doors will be available for the entire listed time. Any vehicles that are allowed to enter building for unloading must unload then immediately pull vehicle out to make room for others. All vehicles must be removed before 7:00pm or as the staff coordinator in your hall requests.

Saturday, August 5, 2023 – From 7:00am to 9:00am

Limited Exhibitor Access through Pedestrian Doors Only. No vehicles allowed inside the building.

Exhibitor will also have early access to the Bell County EXPO Center on

Sunday, August 6, 2023 – From 8:00am to 9:00am

Limited Exhibitor Access through Pedestrian Doors Only. No vehicles allowed inside the building.

LOAD OUT & BREAK DOWN

Exhibitors will have access to the Bell County EXPO Center to load out and break down during the following times:

Sunday, August 6, 2023 – From 6:00pm to 10:00pm

Large overhead doors opened at 6:30pm. Vehicles allowed into building by 7pm.

Hall A - Arena Vehicle access only allowed once entire booth is completely broke-down and ready to load.

PLEASE NOTE: The load in and set up times above are for the convenience of the Exhibitors. All Exhibitors must be in place one hour before the Exhibit Floor opens to the public.

All Exhibitors will be required to check in at Exhibitor Check-in PRIOR to setup. Exhibitors will be given their Credentials at time of check-in. You will be required to either print out space confirmation from GrowTix or have it available on a smart device for the registration staff. Alternatively, you can bring a photo ID tied to the person who booked the exhibitor booth.

If the exhibit area is not claimed by 9:00AM on August 5th, the exhibit space will be considered abandoned. It will be considered available for purchase and setup by another Exhibitor. Refunds will only be given at the discretion of Bell County Comic Con. Please see the section on our cancellation policy for details.

Bell County Comic Con reserves the right to remove any material left behind and place it in storage at the Exhibitor's expense or dispose of items left as abandoned. All Exhibitors are responsible for providing their own labor and staffing. Bell County Comic Con volunteers and/or hospitality staff are not available to help with Load In/Load Out or the setup of any merchandise in any way, nor will the Bell County Expo Center staff be available. The Load In/Load Out of exhibits must be through designated loading docks and freight doors. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

BOOTH SPACE

Artist Booth Space will measure 8' across by 8' deep.

Vendor Booth Space will measure 10' across by 10' deep.

Either One 8' Table OR One 10' Table AND 2 Chairs will be provided per booth space. If you require additional Tables or Chairs, you may bring your own. Any Exhibitors who failed to request additional tables/chairs when purchasing their booth space will not have additional made available to them day of.

Pipe & Drape will be provided.

Table Clothes and Table Skirts will NOT be provided. All tables MUST be covered, please bring your own table clothes.

ARTIST ALLEY

PLEASE NOTE: Exhibitors in Artist Alley will only be provided with one (1) eight foot x 30" table. Exhibitor may bring a second table up to 5.5' in length to enclose their space. However, the two foot aisle at the rear of the booth space CANNOT be obstructed by any table, display, boxes or other objects (per Fire Marshall). Any Booths whom are out of compliance will be forced to change their setup before the doors open.

BCCC will not be providing any additional tables to any artist space. Only corner artist booths are allowed to add a second table, and artist must provide table themselves. It cannot be purchased.

