



## Exhibitor Letter

### January 12<sup>th</sup> - 15<sup>th</sup>, 2024, Columbia, SC

The SCARAB Bazaar is a place for Exhibitors to sell and showcase products. The Bazaar is open to the public, an event badge is not required for admittance. Set-up begins Friday, January 12th, 2022 at 10am. Exhibitors will have daily access to the Bazaar one hour before and after listed hours. Exhibitors, like all attendees, are subject to SCARAB Convention rules. Please refer to the convention website. Failure to adhere to the rules will result in the removal of the Exhibitors, the revocation of their status and the forfeiture of any fees paid. Questions can be directed to the Bazaar Coordinator.

Tabletop.Events (<https://tabletop.events/conventions/scarab-2024>) is the required method for registering for Exhibitor space. **Registration closes December 1, 2023.** Registration is subject to approval. Exhibitors may register for multiple spaces.

#### Exhibitor Space

There are 3 size options for Exhibitor space; see below for details. Due to hotel policy the Exhibitor Space **does not** come with a table. You may supply your own table for no additional cost or purchase a 3x6 table for \$100 for the weekend when selecting your Exhibitor Space. Special request must be submitted with the application. Once assigned, Exhibitor space cannot be moved or expanded without consent.

#### Demo Space

Demo space is available if an Exhibitor promotes their product for at least 30 hours during the convention. Demo Space is located in other areas of the convention and not in the SCARAB Bazaar. You may sell the products you are showcasing at the Demo Space without paying a separate fee. Once assigned, Demo Space cannot be moved or expanded without consent. If the Exhibitor does not demonstrate the product the required number of hours, unless arranged ahead of time, they will be subject to the Small space price listed. You may purchase Demo Space as well as Exhibitor Space.

**Small: Roughly 6x6 foot space, 2 badges, and Advertising. \$150**

**Medium: Roughly 10 x10 foot space, 2 badges, and Advertising. \$200**

**Large: Roughly 15x15 foot space, 2 badges, and Advertising. \$250**

**Demo: Roughly 6x6 foot space, a table, 2 chairs, 2 badges, and advertising. 30 hours of demonstration.**

**Other: Additional badges. \$40**

#### Payment

SCARAB accepts cash, check, credit/debit card, merchandise and/or Exhibitor's gift certificates as payment. Merchandise must be new and in unopened/unused condition. We reserve the right to refuse any product offered as payment. Payment in full is required prior to admission. If an Exhibitor cancels after payment has been remitted, and the refund deadline has passed (December 31, 2023), the funds will be applied to Exhibitor Space for the next year's event. If the Exhibitor does not wish to attend the next year's event then payment is forfeit. Payment is not required until the application is accepted and you have selected your Space. ***If you are paying with Product or gift certificates you will be contacted and given a code to use at checkout when selecting our Space.***

#### Advertising

Exhibitors will receive a 1/4 page ad in the digital convention book, a link on our TTE site, a slot on the video display near registration, and at least 1 post on SCARAB's social media accounts. SCARAB does offer other advertising options, for a fee, located on our Sponsorship page if interested. **Adverts are due by December 1, 2023.** After this date, convention staff will use the image submitted with your TTE Exhibitors application.

#### Security

Exhibitors are responsible for their own property and merchandise. SCARAB is not responsible or liable for the loss or damage of merchandise, equipment, or revenue. SCARAB does not provide bag checks or other security. Convention Staff will attempt to monitor the Bazaar on a regular basis, but this monitoring is not a replacement for the vigilance of each Exhibitor. Each Exhibitor is responsible and assumes the risk for the security of their merchandise. Displays of adult merchandise and weaponry should be inaccessible to minors.

#### Banned Items

Any items that infringe on existing copyrights will not be allowed. Examples include bootleg CD's, copyrighted materials, commercially licensed software, bootleg videotapes, fan subs, unlicensed reproductions, photocopied or scanned copies of game books, etc. Failure to comply with this warning may result in loss of space and ejection from the convention without refund of any fees paid.

Sincerely,

**Ruby Jones**

**SCARAB Bazaar Coordinator**

**Bazaar@SCARABcon.com**