



Midwest Gaming Classic 2021

Vendor Operations Guide

Or "Everything that you wanted to know about vending for the weekend"

VENDOR CHECK-IN (FRIDAY, NOVEMBER 5TH)

- Vendor check-in is on **Friday, November 5th** from 10:00am until 10:00pm. If you are unable to check-in on Friday, please contact us to confirm Saturday morning check-in options.
- Use the ramp located at the northwest corner of the property (850 N. 6th Street) and drive up to the third level. Inform the dock staff you are a vendor for the Midwest Gaming Classic.
- Drive toward the closest ramp for Exhibition Hall D and park as directed. Paperwork will be checked, badges issued, and you will be shown to your booth.
- Please proceed to unload the items from your vehicle(s) to your vendor booth, however, **please do not unpack or set anything up at this time**. Once unloading is finished, vehicles should clear the dock area so others can unload.
- Re-enter the Wisconsin Center and proceed up to the third level exhibition halls. **Make sure you are wearing your vendor badge as security personnel will be checking everyone attempting to enter the Vendor Hall.**
- Begin unpacking your items and setting up your booth.
- The Vendor Hall will begin clearing people out at 10:45pm and will lock the Hall at 11:00pm. Entry to the Vendor Hall after this time is not permitted until the Hall is re-opened the following morning for vendor prep time.
- Under no circumstances are you to leave your vehicle unattended in the upper dock area or ramps if you are not actively unloading.
- Parking vehicles in the upper dock area is not permitted. Special permission must be received for large trailers parked at docks.

SATURDAY, NOVEMBER 6TH

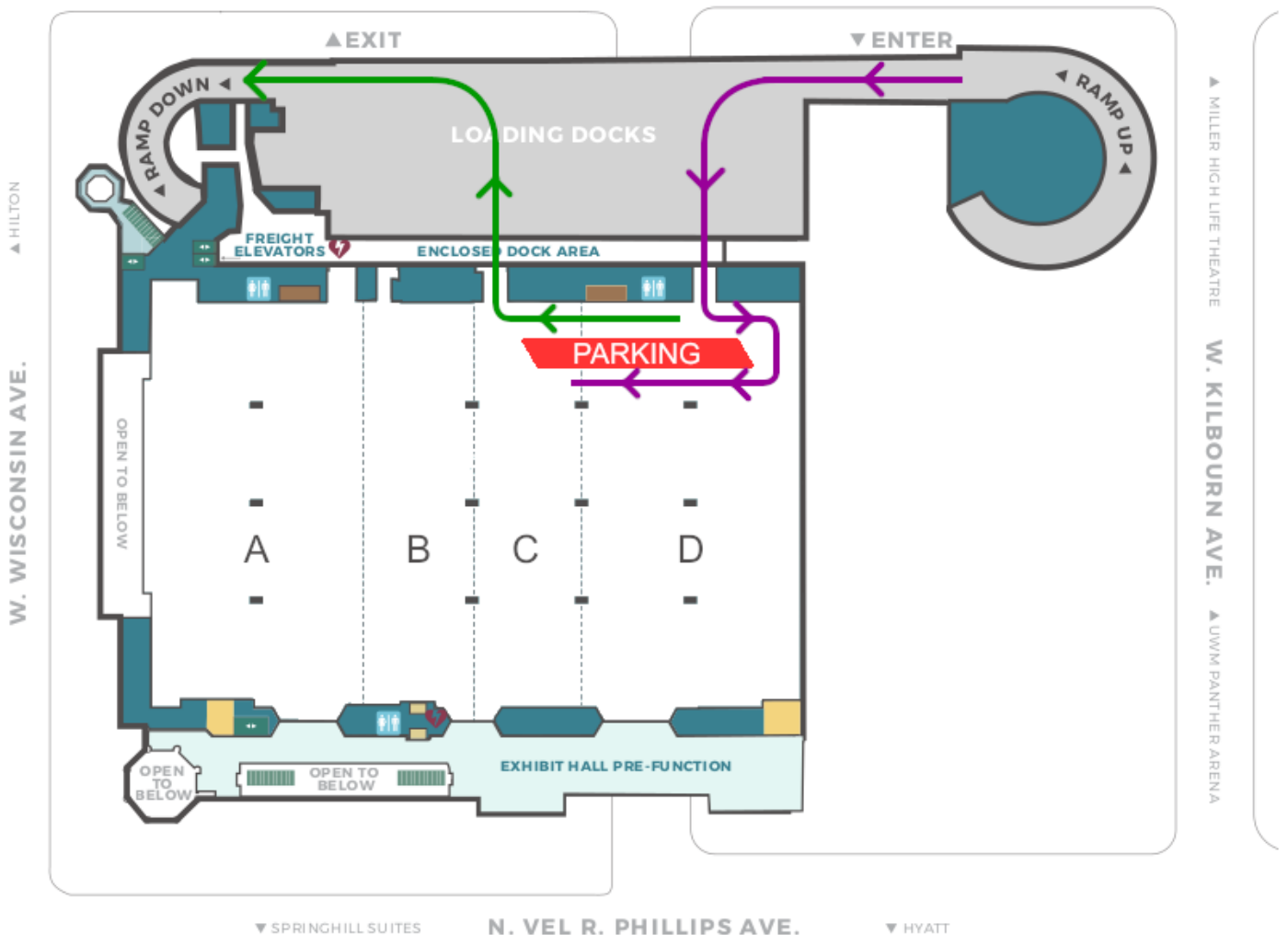
- Morning prep will begin at **7:30am**
- Very Important Gamer (V.I.G.) ticket holders will be allowed to enter the hall starting at **9:00am**. Please make sure your booth is ready.
- All other pre-order ticket holders can enter the hall starting at **9:30am**.
- The Hall will open to the public at **10:00am**.
- The evening ends at **8:00pm** when the Hall is closed to the public.
- Vendors will have one hour to finish for the evening and the Hall will be locked at **9:00pm**.
- Re-entry to the Vendor Hall overnight is not permitted.

SUNDAY, NOVEMBER 7TH

- Morning prep will begin at **8:30am**
- The Hall will open to the public at **10:00am**.
- The evening ends at **5:00pm** when the Hall is closed to the public.
- Teardown begins at **5:00pm**

TEARDOWN/LOAD OUT (SUNDAY, NOVEMBER 7TH)

- Begin breaking down your booth and packing items on Sunday at **5:00pm**
- Once your booth is fully broken down, get a **dock pass** from our event staff to allow you to bring your vehicle up the ramp for **Exhibit Hall D** and drive inside. You will be directed to park in a specific location. Please turn off your vehicle after parking. Large/long vehicles may have to utilize the ramp or docking bay depending on size/available space inside.
- Proceed to load items into your vehicle. Once everything is loaded, you will be directed to exit using the ramp in **Exhibit Hall C**.
- Under no circumstances are you to leave your vehicle unattended in the upper dock area, ramps, or inside the building if you are not actively loading.



EVENT HOURS OF OPERATION

Friday, November 5th, 2021

- 10:00am – Vendor check-in / setup begins
- 10:00pm – Vendor check-in ends
- 11:00pm – Vendor setup ends, hall is closed/locked for the evening

Saturday, November 6th, 2021

- 7:30am – Vendor Hall open for morning prep
- 8:45am – Booth is staffed and ready
- 9:00am – Vendor Hall opens for VIG ticket holders
- 9:30am – Vendor Hall opens to pre-order ticket holders
- 10:00am – Vendor Hall opens to all ticket holders
- 8:00pm – Vendor Hall closes
- 9:00pm – Vendor Hall locked for the evening

Sunday, November 7th, 2021

- 8:30am – Vendor Hall open for morning prep
- 9:45am – Booth is staffed and ready
- 10:00am – Vendor Hall open to all ticket holders
- 5:00pm – Vendor Hall closes, teardown begins
- 10:00pm – Vendor Hall is empty and cleared out

ADDITIONAL SERVICES/ITEMS

Additional tables - \$35.00ea

Addition chairs - \$5.00ea

Additional vendor badges - \$60.00ea

Booth Power Drop – Purchased directly through Wisconsin Center at standard rates

All items are subject to availability.

EVENT SECURITY

The Midwest Gaming Classic has contracted the services of private security firms to patrol and monitor the vendor hall throughout the weekend. During non-public hours, the vendor hall will be inaccessible, and entry will not be permitted.

SHOW CASH

The Midwest Gaming Classic utilizes “Show Cash” as an incentive for attendees to purchase items from vendors. Show cash is to be accepted for the value printed (always \$5.00 worth) and is redeemed at the event merchandise table for actual cash.

Change should not be given if the purchase amount is less than the total show cash given. Samples are available upon request.

GENERAL REMINDERS & TIPS

- The event is a busy and exciting weekend for everyone; please remember to exercise self-care by taking breaks, enjoying the show, staying hydrated, eating enough food, and getting enough rest at night.
- Make sure you have enough people to help staff your booth! This is good from both a security perspective and when you need to take a break. The Midwest Gaming Classic does not have extra staff on hand to watch your booth for you.
- Make setup and teardown easier by using boxes, totes, or other containers which are easily transported at the show. Bring a collapsible dolly or other device to help move things back and forth.
- In 20 years of doing this, we have experienced minimal losses, and we want to keep it that way with your help! While the patrons of the Midwest Gaming Classic are generally awesome, please be sensible about your booth. Smaller, valuable items should be placed in a secured case, out of easy reach, or where they are easy for you to monitor.
- **Do not leave cash, or other important easy-to-lose valuables, unattended at your booth.** While the Midwest Gaming Classic does have security personnel patrolling the entire weekend and the vendor hall is locked and secured at night, it is impossible to watch every item. We are not responsible for lost or stolen items.

INTELLECTUAL PROPERTY PROVISIONS

The Midwest Gaming Classic believes in creating a safe and legitimate marketplace for vendors and attendees. To accomplish this, the following provisions apply to all vendors at the event:

- Goods traded or sold at the event shall be the original work authorized for sale by creator, publisher, and/or distributor who has legal claim to the work.
- At no time shall goods be sold which are an unauthorized modification, release, translation, and/or hack of an original work.
- Vendors shall not provide or disseminate information or perform services using methods or techniques which would result in infringement of the intellectual property rights of others.
- Vendors who have been authorized to modify original works may be asked to provide evidence of this authorization.
- If there is a question regarding the status of goods or services, please contact the us ahead of time to make a determination.
- Vendors who violate these provisions may be asked to cease and desist immediately, ejected from the event, and/or forfeit all payments