

Booth:

Who can be there to help when?

Thursday-Noon-8 can do set up.

Friday- 12:30-7 Vendor hall open.

Saturday-9:30-6 Vendor hall open.

Sunday-9:30-5 Vendor hall open, tear down and load out after 5 until 8.

Two badges with booth, how to get others to help in?

We are provided with one table & two chairs.

Bringing 1 fabric tablecloth. Carrie pressing logo.

Additional tables-bring at least 1 additional?

Additional chairs-bring more if needed.

Extension cord-bring in case

Power strip-bring some.

Two wheeler or cart for transport? Bring, can use Bearded Flamingos cart if needed.

Order electricity (\$201?) by 8/11 (this Friday). See email from Carrie. Will have cord out of ground with @ 3-4 plugs.

Space is 10 x 10.

Pipe & drape is behind booth. We can hang things from this.

Enstroms have portable frame for photography that could be used if needed.

Carrie will send pics of hooks they use to hang.

Do we need banner with our name to hang behind?

Video?

Need video done. Aaron?

TV-Wayne & Stacy

TV stand-need to purchase. @\$75.99 on Amazon.

Save the Date Cards to hand out.

Mark printing, he's adding QR code to event page.

Flyers about club to hand out.

Stacy printing Laura's designed flyer.

Print QR codes to display to link to event...our website too?

Donation Jar for Medical Mutts. Stacy has jar.
Medical Mutt info? Something to display what they do?

Color pages for kids.

Carrie has designs. Has event info and QR code to our event page.

Stacy printing.

Should we purchase little packs of crayons to give out like restaurant crayon packs?

Give out little mustaches?

Purchase from Amazon-175 pieces for @\$16.99, need qty 2 at least.

Poster with info about categories & photos?

Need designed.

Need printed.

How to hang-example of hooks from Carrie.

Beards to display. Can any ladies bring beards to display?

How to display?

Live free-styling on Saturday at least. What time?

Supplies: Hairspray, clips, pins, combs, blowdryers etc.

Tarp to cover floor-bring one, Mark can grab one from work if needed.

Best in Show trophy should be done in time to display.

Easel on table should work. Mark will figure out.

TOC

Stacy Patmore <stacy@touchofclass.com>

Fwd: PopCon Booth Numbers, Map and More!

1 message

stacylovesimpson33@gmail.com <stacylovesimpson33@gmail.com>
 To: Stacy Patmore <stacy@touchofclass.com>

Wed, Aug 9, 2023 at 8:26 AM

Sent from my iPhone

Begin forwarded message:

From: Carrie Enstrom <thebeardedflamingocustom@gmail.com>
Date: August 8, 2023 at 11:58:47 PM EDT
To: Stacy Simpson <stacylovesimpson33@gmail.com>
Subject: Fwd: PopCon Booth Numbers, Map and More!

Here is the information about electricity and all that good stuff!

----- Forwarded message -----

From: ryan@popcon.us <ryan@popcon.us>
 Date: Tue, Aug 8, 2023 at 7:48 PM
 Subject: PopCon Booth Numbers, Map and More!
 To: <ryan@popcon.us>

PopCon Indy August 25-27, 2023

At **PopCon Indy** we are excited to be back for our **10 Year Anniversary** We are back at the Indianapolis Convention Center and have a lot of great anniversary events planned! We have expanded our marketing, are creating new experiences for fans so they have more reasons to come back for multiple days and continue to look for ways to improve their engagement on the show floor like bringing back the free trading cards and Stamp Rally Program!

Power and Internet!IMPORTANT!! If you want power the advance rate ends on Friday, August 11

Need electricity or internet? These are services we cannot provide but we can let you know who the host site uses. For Louisville you can get your electricity needs [here](#). If you are looking for resources in Indy head this [way](#).

Booth Locations

Here is the live vendor location - [PopCon Indy 2023 Vendor List](#) - [Current Floor Map](#) - [PopCon Show Floor 2023 8-8-2023.pdf](#)

Load In Schedule

The same load in schedule will apply to both PopCon shows this year.

Thursday Noon - 8pm Load in and Setup

Friday**8am - Noon** *Final Setup, Limited Load In***12:30pm** *Exhibitor Hall Opens (VIP and Press Only)***1:00pm - 7:00pm** *Exhibitor Hall Open to Public***7:00pm - Midnight** *Late Night Programming (Exhibitor Hall CLOSED)***Saturday****8:30am** *Vendor Only Set Up Time***9:30am** *Exhibitor Hall Opens (VIP and Press Only)***10:00am - 6:00pm** *Exhibitor Hall Open to Public***6:00pm - Midnight** *Late Night Programming (Exhibitor Hall CLOSED)***Sunday****8:30am** *Vendor Only Set Up Time***9:30am** *Exhibitor Hall Opens (VIP and Press Only)***10:00am - 5:00pm** *Exhibitor Hall Open to Public***5:00pm - 8:00pm** *Clean Up and Load Out***Booths include - Table, 2 Chairs and 2 Vendor Badges**

Each booth automatically comes with a table, two chairs and two vendor badges to get you into the vendor area during the times listed above. You can also use it if you want to check out any of the other events at PopCon. Extra vendor/artist/creator badges will be for sale at the show for \$60. You are free to bring any additional items/fixtures into your space as long as it does not go outside of your space. If you would like to order additional items you can order from our show designer Smith Expo and there are discounted advance rates - [Smith Expo PopCon Indy 2023 Exh Srv Kit.pdf](#)

PopCon Show Addresses

PopCon Indy (Indiana Convention Center, 100 S Capitol, Indianapolis IN 46225 on the dates August 25-27). The load in will happen in the loading docks on the west side of the building off of West Street. Please unload your vehicle and then move it to another location so others will have space to unload as well. For load out please gather all of your items then go to pick up your vehicle so that everyone can get out as quickly and easily as possible.

Power and Internet

Need electricity or internet? These are services we cannot provide but we can let you know who the host site uses. For Louisville you can get your electricity needs [here](#). If you are looking for resources in Indy head this [way](#).

Parking

There is no official parking location. Being downtown means that you can find the best option that works for you. We have worked out a deal with Gate Ten parking which is just blocks away from the Convention Center and can accommodate all size vehicles. You can check it out here if you are interested - <https://www.gatetenevents.com/>.

PopCon Stamp Rally

The artists in our PopCon Discord group got us started on this in PopCon Louisville and it was popular enough that we want to refine it and bring it to PopCon Indy. This is a community supported event where fans can visit participating artists and creators and get a stamp to enter into a prize pool of goodies that the vendors are donating. PopCon is throwing in some attendee badges for a future show as part of the prize package as well. We are excited to promote and support this activity. Email Ryan at ryan@popcon.us to get more info or sign up.

Expanded Marketing

We are looking to expand our outreach! We are committing significantly more resources than we have in the past to help grow our shows to new fans and give you more people to share your passions, creation and awesome stuff with. We are excited to see how these new partnerships and resources help improve our support of you!

Great Guests

We have some great guests lined up with more to come! We are promoting early and often and have more guest that will still be shared to keep our fans interest and engaged leading up to the show.

If you want to see who we have then you can check out our 10th Anniversary Indy guests here - <https://popcon.us/popcon-indy/>

Kids Zone Stage Opportunity

There will be a new program feature this year where we will have mini-panels and workshops in the Kids Zone area. If you would have an interest in promoting something that is kid friendly; toy, program, story, art project, game, or any other activity you can think of let us know and we will share with the Kids Zone manager can add you for one of the 20 to 25 time slots.

Drink and Draw

Drink and Draw is back! The fun doesn't end after the Popcon show floor has closed for the day! Come join us for the after hours DRINK AND DRAW event at 7:30 PM on Friday at a room in the Convention Center. Hosted by professional comic artists Stuart Sayger (Joker, TMNT, Transformers) & Gavin Smith (TMNT, Star Trek, Heartpiercer) we'll eat, drink, be merry, and DRAW! All skill levels are welcome! And we'll even give away some prizes including a free artist's table for next year's PopCon! If you're not in the drawing mood, please feel free to come join and watch! All ages welcome!

Parting Words

As always thank you for being an important part of PopCon and helping our fans have a great experience! You have been an important part of our success and growth and we look forward to growing with you for years to come! Please let us know if you have questions or need anything from us!

Ryan Keys

Ryan Keys

VP of Logistics and Vendor Services

ryan@popcon.us

Service includes set-up and disconnect at back center of booth or most convenient placement. See Rule #6 for placement policies. Note: All booth power is connected from the floor.			
120 volts	Advance Rate	Standard Rate	Floor Rate
5 amp (550 watts)	\$111.00	\$158.00	\$190.00
20 amp (2200 watts)	\$201.00	\$285.00	\$342.00
If 24 hr service, is required - Add 50% to original connection chg	5A	\$166.50	\$285.00
	20A	\$301.50	\$513
	Labor Charge for Requested Placement Location of ANY electrical (based on Number of drops) \$97.00		
208 VOLTS / SINGLE PHASE			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$297.00	\$475.00	\$570.00
30 amp	\$371.00	\$594.00	\$713.00
40 amp	\$423.00	\$677.00	\$812.00
60 amp	\$596.00	\$954.00	\$1145.00
100 amp	\$900.00	\$1,440.00	\$1728.00
200 amp	\$1,513.00	\$2,421.00	\$2905.00
208 VOLTS / 3 PHASE			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$375.00	\$600.00	\$720.00
30 amp	\$496.00	\$794.00	\$953.00
60 amp	\$853.00	\$1,365.00	\$1638.00
100 amp	\$1,349.00	\$2158.00	\$2590.00
200 amp	\$2,450.00	\$3,920.00	\$4704.00
RENTAL ITEMS*			
	Advance Rate	Standard Rate	
Quad Box (4 outlets)	\$24.00	\$39.00	
Extension Cord	\$24.92	\$41.50	
3/250 Watt Floodlight Stanchion (electric included)	\$141.24	\$200.09	
*Includes 7% IN Sales Tax			

NOTES

- All orders must be placed online at www.icclos.com
- All 208 / 480 Electrical Services includes set-up and disconnect. Notify Utility Desk Personnel when equipment is in place for connection
- 120v 3ph or single phase / 480v/277v 3ph or single phase - Call 317-262-3467 for pricing

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ADVANCE RATES** apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Full payment MUST be received before service can be connected. We accept AMX, MC, VISA and DISCOVER only.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
4. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
5. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
6. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
9. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
10. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
11. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
12. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
13. **REFUNDS:** NO REFUNDS after installation of service.
14. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
15. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$30.00 on NSF checks will be assessed. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
16. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.