ANIMECOM FEST 2027: EVOLUTION

MINIMUM BOOTH STANDARDS & EXHIBITOR REQUIREMENTS

PLEASE READ CAREFULLY BEFORE REGISTERING.

AnimeCom Fest is committed to providing a professional, creative, visually appealing, and enjoyable exhibition experience for all patrons, exhibitors, sponsors, and participating businesses.
To maintain the quality and presentation of our event, ALL exhibitors and vendors participating in AnimeCom Fest 2027: EVOLUTION are required to meet the following minimum booth standards. These requirements apply to all registered booth spaces, regardless of size, location, or registration category.

1. BOOTH PRESENTATION & APPEARANCE

All exhibitors must ensure their booth spaces are professionally arranged, clean, attractive, and suitable for public exhibition.

MINIMUM REQUIREMENTS:

a) All booths must have a clearly identifiable business, brand, or exhibitor name displayed on a professionally presented sign or banner.
b) Booths must have a neat, organized, and visually appealing layout.
c) Tables used for displaying merchandise must be covered with clean, properly fitted tablecloths or professional display coverings.
d) Products and merchandise must be displayed neatly using appropriate shelves, stands, racks, tables, or other suitable fixtures.
e) Empty cardboard boxes, excessive packaging materials, personal belongings, and other unsightly items must be kept out of public view.
f) Exhibitors must provide their own suitable décor, displays, branding, and presentation materials unless otherwise stated in their booth package.
g) Poorly done Handwritten cardboard signs, poorly printed banners, visibly damaged displays, and excessively cluttered setups are not acceptable as primary booth branding.

IMPORTANT: Expensive booth construction is **NOT** required. However, every exhibitor is expected to make a reasonable effort to create a clean, professional, and attractive display.

2. BOOTH SPACE & DISPLAY BOUNDARIES

a) All exhibitor displays, furniture, products, signage, and equipment must remain within the allocated booth space.
b) Exhibitors are strictly prohibited from extending displays into public walkways, emergency exits, or neighbouring booths without prior approval.
c) Displays must not obstruct visibility, pedestrian movement, emergency equipment, or venue access points.
d) No exhibitor may modify, expand, or relocate their assigned booth without written approval from AnimeCom Fest management.
e) Booth structures and fixtures must be stable, securely installed, and safe for public interaction.
f) Exhibitors must not drill, nail, glue, or attach materials to venue property without authorization.

3. MINIMUM BOOTH EQUIPMENT

Each exhibitor is responsible for providing the necessary equipment and materials to operate their booth effectively.

At minimum, exhibitors must have:

a) One clearly visible business or brand identification sign.
b) Suitable product display equipment or presentation fixtures.
c) Appropriate table coverings where tables are used.
d) Adequate stock, promotional materials, samples, or demonstrations appropriate to their business.
e) Necessary payment facilities or arrangements where sales are conducted.
f) Appropriate waste disposal provisions.
g) Safe and properly maintained electrical equipment, where applicable.

Tables, chairs, electricity, booth partitions, and other equipment are provided ONLY where specifically included in the purchased booth package.

4. BOOTH STAFFING & OPERATIONS

a) Each booth must have at least ONE approved representative present and available to assist patrons during official exhibition hours.
b) Booth representatives must conduct themselves professionally and courteously.
c) Exhibitors are responsible for ensuring that their personnel are properly briefed on event rules and venue requirements.
d) Unregistered staff, unauthorized booth sharing, or the operation of another business from a registered booth is strictly prohibited.
e) Businesses must not sell, advertise, or exhibit products unrelated to their approved registration without prior permission.
f) Booths must remain operational during the official exhibition hours unless management grants permission for early closure.

5. CLEANLINESS & WASTE MANAGEMENT

a) Exhibitors must maintain a clean and hygienic booth throughout the event.
b) All rubbish, packaging, and waste must be disposed of appropriately.
c) Exhibitors must not leave food waste, liquids, merchandise packaging, or other debris in public areas.
d) Booth spaces must be returned in a reasonably clean and undamaged condition at the end of the event.
e) Food vendors must comply with all applicable food safety, hygiene, and public health requirements.

6. ELECTRICAL & SAFETY REQUIREMENTS

a) All electrical appliances, lighting, extension cords, and display equipment must be safe and in proper working condition.
b) Electrical access must be requested and approved in advance.
c) Overloaded sockets, exposed wiring, unsafe connections, and unauthorized electrical modifications are strictly prohibited.
d) Open flames, hazardous materials, smoke-producing devices, and other potentially dangerous equipment require prior written approval and any necessary regulatory authorization.
e) All exhibitors must comply with applicable venue safety regulations and directions issued by event management and authorized safety personnel.

7. SETUP, INSPECTION & BREAKDOWN

a) All exhibitors must complete booth setup within the designated setup period communicated by management.

b) Booth spaces must be fully arranged, cleaned, stocked, and ready for inspection before the official opening of the event.
c) AnimeCom Fest management reserves the right to inspect booth spaces before opening and throughout the festival.
d) Exhibitors may be required to correct presentation, safety, or compliance issues before being permitted to operate.
e) Early breakdown or dismantling during official exhibition hours is prohibited without prior approval.
f) All merchandise, displays, equipment, and waste must be removed within the designated breakdown period.

8. MINIMUM DESIGN & BRANDING STANDARD

AnimeCom Fest encourages creativity, originality, and innovative booth presentation.

While custom-built booths and elaborate decorations are not mandatory, ALL exhibitors must ensure their spaces reflect a reasonable standard of professionalism.

At a minimum, a booth should:

i. Clearly identify the business or exhibitor.
ii. Have a clean and coordinated appearance.
iii. Present products or services in an organized and accessible manner.
iv. Make effective use of the allocated booth space.
v. Provide a welcoming environment for patrons.
vi. Be fully operational and appropriately staffed.

Exhibitors are encouraged to incorporate creative displays, themed decorations, lighting, signage, and interactive elements where appropriate.

A SIMPLE, WELL-DESIGNED BOOTH IS ALWAYS BETTER THAN AN EXPENSIVE, POORLY ORGANIZED ONE!

9. NON-COMPLIANCE WITH BOOTH STANDARDS

AnimeCom Fest management reserves the right to request corrective action where an exhibitor fails to meet the required minimum standards.

Depending on the nature and seriousness of the issue, management may:

a) Issue a warning or request immediate corrective action.
b) Require unsafe, inappropriate, or non-compliant displays to be modified or removed.
c) Restrict the use of equipment or activities that present safety concerns.
d) Suspend booth operations until identified issues are corrected.
e) Revoke participation privileges for serious or repeated violations, subject to the terms of the Exhibitor Agreement.

EXHIBITOR ACKNOWLEDGEMENT

By submitting an application for AnimeCom Fest 2027: EVOLUTION, the applicant acknowledges that they have read, understood, and agree to comply with the Minimum Booth Standards & Exhibitor Requirements.

Failure to comply may affect the exhibitor's participation in the event.
LET'S MAKE ANIMECOM FEST 2027 OUR MOST PROFESSIONAL, CREATIVE & EXCITING EXHIBITION EXPERIENCE YET!