



**CYPHACON**  
LAKE CHARLES



**Vendor  
Packet**

**Lake  
Charles  
Event  
Center**

**WWW.CYPHACON.ORG**

CYPHACON is brought to you by CYPHA LLC - A not for Profit Company

## LOCATION

### Lake Charles Event Center

Located on 64 acres on the eastern rim of sparkling Lake Charles, the Lake Charles Event Center is a focal point for entertainment, cultural, social, educational events and more. The versatility of the Lake Charles Event Center allows guests to take in regular performances from the many theatrical groups, dance troupes and musical groups like the Lake Charles Symphony and the Community Band. The Lake Charles Event Center is also home to annual favorite festivals such as Louisiana's second largest Mardi Gras festival, Louisiana Pirate Festival, the Marshland Festival and many more.

900 Lakeshore Dr  
Lake Charles, LA 70601  
337.491.1256

<https://www.cityoflakecharles.com/department/index.php?structureid=7>

Prices can be found on our website through our Vendor, Artist, Maker applications.

## BOOTH PRICING

All booths include one 8 foot table, 2 chairs, 2 passes including all double, triple, and endcap booths.

## CONTACT US

To reserve your space and general information

Scott Wetmore  
Vendor Coordinator

Email: [cyphacon.vendor@gmail.com](mailto:cyphacon.vendor@gmail.com)

Website: <http://www.cyphacon.org>

## FRIDAY

9 am - 5 pm - Load in and setup  
5 pm - 7 pm - Vendor Hours

## SATURDAY

10 am - 7 pm - Vendor Hours

## SUNDAY

10 am - 4 pm - Vendor Hours  
4 pm - 6 pm - Breakdown

## HOURS OF OPERATION

\*times subject to change

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## SECTION 1 - IMPORTANT INFORMATION

### 1.1 - Contact Info

COMPANY WEBSITE:  
HTTP://WWW.CYPHACON.ORG

COMPANY ADDRESS:  
CYPHA LLC  
P.O. BOX 5923  
LAKE CHARLES, LA 70606

Stuart Griggs  
Administrator

Email: cyphallc@gmail.com

Garrett Manuel  
Co-Administrator / Events Director

Email: cyphaconguest@gmail.com

Scott Wetmore  
Vendor Coordinator

Email: cyphacon.vendor@gmail.com

### 1.2 - Exhibitor Badges

Exhibitor "Vendor"/"Artist" badges will be available at a manned table at the north side large rolling doors of the of the Lake Charles Event Center the James E. Sudduth Coliseum . During setup and breakdown, only exhibitors displaying exhibitor badges will be allowed in the exhibitor areas. Exhibitors must prominently display their badges on their person at all times while on con premises, and are fully responsible for keeping track of them; lost/stolen replacement badges will not be 'comped'. As part of their package, each exhibitor will be provided with 2 complementary exhibitor badges. Additional or replacement badges can be purchased at regular convention rates, whether single day or weekend. Exhibitors are expected to be responsible in the conduct of themselves and their personnel. Any egregious complaints or witnessed actions that violate policies in this packet may result in the forfeiture of an exhibitor's badge(s), and ejection from con, without a refund.

### 1.3 - Load In Info

Load In begins on Friday at 9 AM through the north entrance of the Lake Charles Event Center. The entrance will be through the the 2 large roll up doors where vendors, artists and makers will enter the building. Check in with our Vendor Coordinator at this location. Parking in this area is allowed during load in times. You may keep your vehicles parked in this location during the event. Parking will be limited at the Lake Charles Event Center.

### 1.4 - Important Deadlines

Once applications are submitted you have exactly 30 days to remit payment. If payment is not received your application will be denied. All applications must be submitted, confirmed, and paid for no later than Midnight of March 26th.

## SECTION 2 - PAYMENT INFORMATION

### 2.1 - Payment for Spaces

We require that all payments be received no later than 30 days after application submitted. Once payment has been received and verified, exhibitor will be assigned an exhibition space.

### 2.2 - Payments Online / Mail

Payments can be made via PayPal, or by check, or money order made out to CYPHA LLC.

\*\*A PayPal Service fee will be applied to each invoice depending on the space. Makers and Artist \$10, Vendors Single \$20, Double \$40, Triple and Endcap \$60\*\*

### 2.3 - Cancellation Policy

If an Exhibitor must cancel their appearance less than 3 weeks out from April 1st, their space will be forfeited and given to another Exhibitor. Please notify our Vendor Coordinator if you cannot attend so that we can make the space available. (see 2.4 page 5).

## SECTION 2 - PAYMENT INFORMATION CONTINUED

### 2.4 - Refund Policy

No refunds. However, if an Exhibitor must cancel their appearance due to a extenuating circumstances like serious ill health, personal accident of a significant nature, or bereavement due to loss of close family member please contact [cyphacon.vendor@gmail.com](mailto:cyphacon.vendor@gmail.com) for more information. (see 2.3 page 4).

## SECTION 3 - EXHIBITOR RESPONSIBILITIES DURING CON

### 3.1 - Exhibitor Space Always Manned, If Left Unmanned, Penalties

For the benefit and enjoyment of our attendees, CYPHACON expects and encourages that Exhibitor spaces be manned by at least one staffer during con. We understand that, due to the conducting of regular business and personal needs, Exhibitors and/or their personnel may need to briefly leave their space several times over the course of a day. However, if it's noted that an Exhibitor space has repeatedly remained unmanned for a period of longer than 30 minutes without prior notification of the CYPHACON Vendor Coordinator or staff, the Exhibitor will be issued a First Violation warning. Upon a second violation within a 6 hour period, the Exhibitor will be asked to either immediately pay a 20% footprint penalty, or leave the convention. A third violation within 8 hours will result in the Exhibitor's ejection from the convention, and possible refusal of participation in future CYPHACON events. However, given proper notice, CYPHACON Floor staff are more than willing to work with Exhibitors to mitigate any such issues that might arise. (Note: This rule does not apply to performing artists, authors, celebrities, or fan groups who might be called away for extended periods of time to conduct special convention activities).

### 3.2 - Sovereignty

An Exhibitor may sell and display their wares only from within their assigned space. Moving product from your space to the spaces of other Exhibitors, or from other Exhibitor(s) space(s) to your space, for sale or display, is strictly prohibited; violations will result in the immediate expulsion of all involved parties from the event without warning or mitigation.

### 3.3 - Floor Placement

Once application and payment have been confirmed, CYPHACON will assign you an Exhibitor space. (Special request for placements will be at the consideration of the vendor coordinator)

### 3.4 - Breakdown

Exhibitors are required to remain in full operation until 4:00PM on Sunday, at which time breakdown may begin. Failure to comply without advance notification to the relevant CYPHACON staff (see below) can result in possible refusal of participation in upcoming CYPHACON events. Please notify the Vendor Coordinator ahead of con if you need to breakdown early due to another commitment. Contact the vendor coordinator during con if you are needing to leave early due to an emergency, and be prepared to provide confirmation of same at a later date. All vendors must be out of the Civic Center by 6PM on Sunday. A fee of \$250 will be requested upon leaving the venue to offset Venue costs if you do not comply. Please note after 6PM no CYPHACON support.

### 3.5 - Bootleg Policy

The trade of unapproved copies of original and/or licensed works and/or copyrighted material created by other artists and entities will not be allowed.

## SECTION 4 - BOOTH SETUP AND DISPLAY

### 4.1 - Booth Display

Booth spaces are determined as follows: Available space are: Makers Booth 8'x10', Artist Booth 10'x10', Vendor Booths Single 10'x10', Double 10'x20', Triple 10'x30', Featured End Cap 10'x20'. Each Booth comes with one 8 Foot table and 2 chairs for each 10 x 10 area. We're sorry; multiple and/or separate business/display spaces run by a single Exhibitor are not available this year.

## SECTION 4 - BOOTH SETUP AND DISPLAY CONTINUED

### 4.2 - Booth Floor Plan

Exhibitors shall not exceed the allotted space provided by CYPHACON booth regulations. This includes moving/orienting your table and/or extending your space out into the walk way, or blocking entrance to other spaces.

### 4.3 - Material Display, Offensive Items, Illegal Items By Louisiana Statute

Exhibitors will not openly display or sell materials and wares of a strictly "Adult" nature at the convention where children or potentially offended adults might view them. We advertise as a "Family-Friendly" convention, and prefer that such items remain out of view of persons who might be offended by such displays. Exhibitors must meet any and all requirements for legal trade in the State of Louisiana, including those involving certain snap-action bladed weapons which are prohibited. Exhibitors concerns and requests for sale of specifically questionable items will be examined on a case by case basis.

### 4.4 - Electrical

Electrical power is available at the Lake Charles Event Center in the Coliseum area. Request for power or to be setup near an outlet must be included in our application form. **CYPHACON WILL NOT provide any Extension Cords during the event for exhibitors.** Extension cords and/or multi outlet strips must be of either the three-prong grounded, or two prong polarized and ungrounded type (NO 3 prong cables with the ground prong cut off!), be inspected by CYPHACON Floor personnel and verified to be in good, working condition to be used in the venue. If cords or devices are frayed and/or otherwise damaged, CYPHACON will disallow their use. Make sure they will connect to 3 prong grounded and polarized 20 amp receptacles, and do not continuously overload any one venue receptacle more than 80% (16 amps or 1920 watts) of its rating.

### 4.5 - Cleanup

Exhibitors are required to have cleared their spaces and tables of all detritus, including tape and table dressings, at the conclusion of their breakdown. Remove all unwanted items, flyers and trash to the available trash cans located nearby.

## SECTION 5 - DISPLAY / VENUE REGULATIONS

### 5.1 - Draping/Table Dressing

Draping and table dressings must meet venue safety codes, and be approved by CYPHACON staff.

### 5.2 - Lighting

Lighting for booths is permitted provided all electrical requirements are followed per 4.4 above, and approved by con or venue staff.

### 5.3 - Display/Booth Height

Displays and/or Booth heights may not exceed 12 feet.

### 5.4 - Curtains and Floors

The curtains and floors of the venue CANNOT be marked, altered, or otherwise harmed in any way; there will be NO attachments made on the curtains short of pins, and painters tape. Consult with CYPHACON staff on laying and securing of floor 'extension cords' inside your space. All displays must be stand-alone, and remain out of foot traffic areas so as not to harm either the venue or guests.

## SECTION 5 - DISPLAY / VENUE REGULATIONS CONTINUED

### 5.5 – Sound

No loud music or sound making effects are allowed in the Exhibitors areas. This includes the firing of ‘tazers’ for demo purposes (also see 4.3 Page 6).

### 5.6 – Smoking/Vaping

Smoking Vaping or smokeless tobacco are not allowed inside the Lake Charles Event Center per City Of Lake Charles regulations. However, both are allowed on outdoor venue grounds. Please dispose of cig butts in the receptacles provided.

### 5.7 – Prizes/Giveaways

No prize drawings can be allowed if drawings require user to be present to win, as this is a violation of State and local government gambling codes. Including, but not limited to, card gaming contests, food and beverage consumption contests, raffles, card picks, video games, or scavenger hunts.

### 5.8 – Charities

Charity collections at an exhibitors table must be approved by CYPHACON staff prior to the event. To qualify, Exhibitors must either show legal documentation proving they are authorized to collect for a particular charity, or have a bona-fide representative of that charity present while collections are being taken.

## SECTION 6 - SECURITY

### 6.1 – Event Security

No CYPHACON, Lake Charles Event Center, ASM Global, City of Lake Charles, staff and employees of same, law enforcement security personnel and CYPHACON Security staff are responsible for stolen or vandalized items. It is the responsibility of Exhibitors to keep their spaces manned at all times to prevent theft and identify vandals. Please immediately report all incidents of theft or vandalism to law enforcement security personnel and CYPHACON Security staff. Upon conclusion of each day’s exhibition activities, Exhibitor’s areas will be cleared by CYPHACON volunteers and staff, then securely locked by venue personnel.

### 6.2 – Weapons Policy

Any and all ‘weapons’, including Airsoft products, must be peace bonded, and/or sold with a ‘containment’ vessel, such as a box, bag, holster, or scabbard to/in which said ‘weapon’ can be secured. (See 4.3 on Page 6.)

## SECTION 7 - TAXES

### 7.1 – Louisiana Tax Packet

CYPHACON will distribute the relevant tax packets to each exhibitor before the conclusion of con, as required by our state and local tax authorities. This includes Calcasieu Parish and State Tax Packet. Any questions please refer to the appropriate agency.

## SECTION 8 - LIABILITY

### 8.1 – CYPHA LLC

To the fullest extent permitted by law, the Exhibitor will hold harmless CYPHA LLC, it’s elected and appointed officers, staff, volunteers, and any and all others working on behalf of CYPHA LLC, against any and all claims, demands, harms, and/or injuries reported to property and/or person(s) of the Exhibitor, including the Exhibitors officers, agents, staff, employees or persons affiliated with same, and for any damages which might be perceived to be claimed against CYPHA LLC, ASM Global, Lake Charles Event Center and/or City Of Lake Charles in the event of vandalism, riot, theft, weather, fire, water or other intentional or accidental damage/harm.