

Mankato Con 2027

Vendor Policy & Information Packet

Hosted by: Twin Valley Events LLC

Event: Mankato Con 2027

Dates: April 9th – 11th, 2027

Location: Mayo Clinic Health System Event Center - Mankato, Minnesota

Thank you for applying to be part of the Mankato Con Vendor Hall. Our goal is to create a vibrant marketplace celebrating tabletop gaming, creativity, and community. These policies help ensure a safe, fair, and enjoyable experience for attendees, vendors, and event staff.

1. Vendor Eligibility

- Vendors must offer products or services related to tabletop gaming, hobby culture, collectibles, or adjacent interests.
- Examples include board games, trading card games, miniatures and hobby supplies, RPG books and accessories, dice and gaming accessories, fantasy or gaming themed merchandise, artwork and commissions, and pop culture collectibles.
- Twin Valley Events LLC reserves the right to approve or deny vendor applications.

2. Booth Assignment

- Vendor booth placement is determined by Mankato Con staff.
- Placement may consider vendor category, space requirements, electrical needs, sponsorship level, and application timing.
- Booth assignments are final once issued.
- Vendors may not sublease, transfer, or share booth space without written approval.

3. Setup and Teardown

- Vendor setup times are Thursday, April 8th from 12:00 PM to 6:00 PM and Friday, April 9th from 10:00 AM to 11:50 AM.
- All booths must be fully set up before the Vendor Hall opens on Friday at 12pm.
- Vendors may not begin teardown before the Vendor Hall closes on Sunday.
- Early teardown may affect eligibility for future conventions.

4. Vendor Hall Hours

Mankato Con will be open to **attendees** during the following hours:

- Friday: 12:00 PM - 10:00 PM

- Saturday: 10:00 AM - 10:00 PM
- Sunday: 10:00 AM - 6:00 PM

To ensure a consistent marketplace experience, vendors are expected to keep booths open during the following core **Vendor Hall hours**:

- Friday: 12:00 PM - 6:00 PM
- Saturday: 10:00 AM - 6:00 PM
- Sunday: 10:00 AM - 4:00 PM

On Saturday and Sunday vendors may enter the vendor hall up to one hour before the convention opens to attendees to prepare their booths.

- Vendors are welcome and encouraged to remain open for the full hours of the convention.

5. Sales and Merchandise Policy

- Vendors may sell legitimate merchandise related to tabletop gaming and pop culture.
- Counterfeit or pirated merchandise, illegal items, and items violating intellectual property law are prohibited.
- Vendors found selling counterfeit goods may be removed from the event without refund.

6. Trading Card Game (TCG) Policy

- Proxies or novelty cards must be clearly distinguished from authentic cards.
- Counterfeit cards are strictly prohibited.
- Misrepresentation of card authenticity may result in vendor removal.

7. Food and Beverage

- Food and beverage sales are not permitted unless explicitly approved.
- The venue maintains exclusive food service rights.

8. Electricity and Equipment

- Electricity may be available for vendors who requested it during registration for a \$30 fee.
- Vendors are responsible for providing extension cords, power strips, and booth lighting.
- All equipment must comply with venue safety regulations.

9. Conduct and Professionalism

- Vendors must maintain a welcoming and professional environment, which includes keeping your booth clear of trash.
- Harassment, discrimination, aggressive sales tactics, or disruptive conduct will not be tolerated.

10. Liability and Insurance

- Twin Valley Events LLC, Mankato Con, and the venue are not responsible for loss, theft, or damage.
- Vendors participate at their own risk.
- Vendors are encouraged to maintain business liability insurance.

11. Taxes and Licensing

- Vendors must comply with Minnesota sales tax requirements.
- All vendors must complete Minnesota Sales Tax Form ST-19.
- Download form: <https://www.revenue.state.mn.us/sites/default/files/2024-12/st19.pdf>
- Completed forms must be submitted to Mankato Con staff before the event or during vendor setup.
- Vendors who do not submit a completed ST-19 form may not be permitted to sell merchandise until it is received.

12. Security

- Event staff and venue security will be present during convention hours.
- Vendors remain responsible for securing their own merchandise and equipment.
- Venue doors and hallway access doors will be locked overnight once venue staff have completed cleaning duties.
- Vendors are encouraged to cover displays overnight, remove high value items, and lock display cases when possible.

13. Cancellation Policy

- Vendor cancellations must be submitted in writing.
- Refund eligibility may depend on cancellation timing.

14. Vendor Badges

- Each vendor booth includes two vendor badges.
- Additional vendor badges are available for \$35 dollars each.
- Additional vendor badges may be requested for booth staff. Mankato Con staff reserve the right to limit the number issued per booth and requests deemed excessive may incur the standard convention badge rate.
- Vendor badges must be worn or readily available while inside the convention space.

15. Parking and Load-In

- Parking is available in downtown parking ramps on Hickory Street and Walnut Street.

- We recommend the Mankato Place Ramp or Civic Center Ramp.
- The Grand Hall loading dock will be available during vendor setup on Thursday and Friday, and during vendor teardown on Sunday.
- Hand carts and dollies are strongly recommended.

Vendor Parking Map

16. Internet and WiFi

- WiFi will be available within the convention center; however connectivity and speeds cannot be guaranteed.
- Vendors who require reliable internet for point of sale systems should consider mobile hotspots or offline payment options.

17. Booth Space and Table Specifications

- Standard vendor booth size is 8 ft x 8 ft, or 8 ft x 6 ft.
- Each booth may include either one 8 foot table or one 6 foot table, and two chairs.
- Displays must remain within the assigned booth space and may not block aisles or neighboring booths.

18. Vendor Agreement

- By participating as a vendor at Mankato Con, vendors agree to comply with all policies outlined in this document.
- Failure to follow these policies may result in removal from the event and disqualification from future participation.