

# Vendor Policies

As accepted vendors at Con of the North, we require any vendor intending to sell merchandise during the convention to fill out an ST-19 form and return it to the Vendor Magnetron (or to a Magnetron on Duty). We also expect that all our vendors adhere to the following policies.

## **\*\*Load-In/Load-Out Guidelines\*\***

Con of the North expects all of our vendors to adhere to a code of common courtesy during load-in/load-out periods. Please do not block the walkways or motorways, do not store items in another vendor's space without permission from the other vendor, move into your vendor booth space as efficiently as possible so that other vendors may do the same.

All vendors are expected to have their booth space set up and ready for attendees no later than 10:30 am Friday morning for hall opening at 11am. If this is not possible, prior arrangements should be made as early as possible with the Vendor Magnetron.

Load-in time periods will be communicated to the vendors as soon as agreed upon with the hotel. Load-out/break-down of the vendor hall may begin at 4pm Sunday.

Non-vendors are not allowed in the vendor area during Load-in and Load-out times (unless they are an assistant and have been pre-approved by the Vendor Magnetron)

## **\*\*Set-Up Times\*\***

All vendors are expected to check in with the Vendor Magnetron or the Magnetron on Duty by no later than 10:30am Friday morning. Failure to adhere to these policies without making reasonable arrangements with the Vendor Magnetron will result in your vendor space being given away to neighboring vendors without refund.

## **\*\*Booth Staffing Guidelines\*\***

All vendors must have their booth staffed at minimum from 11am-6pm Friday, 9am-6pm Saturday, and 9am-4pm Sunday. If an accepted vendor cannot meet the minimum hours, prior authorization must be sought from the Vendor Magnetron at the earliest possible notice on a case-by-case basis.

Con of the North may provide volunteers to monitor the booth for short rest periods (bathroom break or food run) at the discretion of the Magnetron on Duty.

## **\*\*Vendor Signage Guidelines\*\***

We encourage our vendors to have appropriate signage to make their booth stand out and easily identifiable. Larger signage can be displayed in your booth, however if your sign is 8-foot or taller, it will dictate your booth location due to the A.V. overhang in the ballroom.

A small freestanding sign may be displayed in the main lobby area, but it must be approved by the Magnetrons in advance of the convention as to make an appropriate determination on placement following convention and hotel guidelines. Posters may be hung around the

convention space, but you can only use blue painter's tape to hang them, and you must remove them at the end of the convention.

**\*\*Accommodations\*\***

Reasonable arrangements may be made in advance with the Vendor Magnetron if an accepted vendor is unable to meet set-up or booth staffing guidelines. Inability to meet any of these guidelines will be taken into account in the vendor approval process for subsequent years.

**\*\*Restrictions\*\***

No weapons, boffers, or weapon looking items are allowed in the convention area.

No weapons, boffers, or weapon looking items are allowed to be sold at the convention.

-Any questionable items should be asked prior to attending Con of the North by contacting the Vendor Magnetron. During the convention, any questionable items are at the discretion of the Vendor Magnetron/Magnetron on Duty quorum.