

BURLYCON VENDING POLICIES 2017

- All those wishing to vend or offer their services at BurlyCon should contact Vending to arrange for a table, space, room, or roaming vending option. Unauthorized sales of products or services at BurlyCon are strictly prohibited. Vending out of a hotel room at BurlyCon is a violation of the hotel contract, and may result in cancellation of a room reservation.
- Payment for Early Bird pricing on vending spaces is due in full by **April 30, 2017**. All full price, registrations, and advertising payments are due by **September 15, 2017**. All Advertising Copy is Due by **September 15, 2017** to ad@burlycon.org. Any Vendors with an outstanding balance on September 2nd will be sold to those on the wait list.
- In an effort to keep the BurlyCon Vendor Hall a diverse shopping experience, applications to vend must be reviewed and approved before becoming an official BurlyCon vendor. Any vendor who is unable to attend forfeits their space for BurlyCon Vending liaisons to fill. No “gifting” your space to another vendor.
- If you find yourself unable to vend, refunds are available minus 20% of the cost of your vending space until 5:00 PM (PST) on October 15th. After that time, no refunds will be given.
- BurlyCon Vendors **MUST** purchase a convention or events pass to attend classes, lectures, and all other events at BurlyCon. Vendors may purchase up to two deeply discounted passes for \$125. This price reflects consideration that vendors will not be able to attend everything because they also need to selling at their booth. Events passes are sold for \$75 each. If vendors or helpers who have not purchased passes are found attending other BurlyCon classes/events, they will be asked to leave the event by security.
- Vendors may have two representatives at the facility each day for the duration of the convention to assist with sales at their vending space.
- BurlyCon Instructors: please make a note of vending hours. We do not mind if you cover and leave your table while vending is open. If you would like to be at your table during all open vending hours, it is your responsibility to communicate with the programming team about the hours and days of your availability.
- Please pick-up your Vendor Badges at the MAIN registration or directly from your BurlyCon Vending Team representative upon arriving at the hotel. Registration will have both your Vendor Badges, your BurlyCon Badge if you purchased Con passes, and your Events Wristband if you purchased an Events Pass.
- BurlyCon Vendors and their helpers are asked to please wear their badges visibly at all times while at the convention.
- Vending occurs in Emerald D for Vendor Hall, Emerald Foyer for Foyer Vendors, and Designated Rooms, next to Hospitality for Exclusive Room Vendors.
- **Vendor Hall hours are:**
 - Thursday, November 9: 12:00 noon – 8:00pm**
 - Friday, November 10: 12:00 noon – 8:00pm**
 - Saturday, November 11: 12:00 noon – 8:00pm**
- Vendor displays must stay within their taped off area. Vendor Hall half spaces may not remove shared tables.
- We kindly ask that all vendors sell only their own retail merchandise, and not “share” vending spots. We are glad to accommodate any requests to be replaced next to

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each other, space permitting. Resale (items you have already purchased to sell) is ok, consignment is not. Very small pop-up shops or personal projects who cannot purchase a vending space have the option to sell at the BurlyCon Swap Meet.

- Vendors are responsible for the security of their space during vending hours. The Vendor Hall will be locked outside vending hours. Everyone must leave the space at the closing of vending hours so we can secure the room. There will be a 15-minute grace period to finish up and leave the room before we lock it. There will not be access to items inside the vending rooms outside of vending hours unless there is an emergency. Vending in the Emerald Foyer may have hours different than the Vendor Hall. Security will be posted during off hours. Exclusive Room Vendors are free to set their own shop hours from Thursday to Sunday (check-out is Noon on Sunday).
- **Load in will take place Thursday morning, November 9 starting at 10:00am.**
- Load out will take place Saturday evening after vending hours close at 8:00pm.
- BurlyCon will NOT be able to supply internet service. There is no free WIFI available in the Convention Center. Internet can be purchased from the hotel through PSAV or vendors must use their own data plan for e-commerce. Many service providers offer temporary data increase packages.