

OryCon 39 (November 17-19, 2017)

DEALER REGISTRATION FORM

Return to:

OryCon 39 Treasurer
c/o D. Stephen Raymond
720 NW Battaglia Avenue
Gresham OR 97030

BUSINESS NAME _____

CONTACT NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (main) _____ (alternate) _____

EMAIL _____

WEBSITE _____

Type of merchandise (please mention scented products if any):

Internal use only
Postmark Date:
Check Number:
Check Date:
Check Amount:

Space Rental Rates:

Booth Space, 10'x10': _____ x \$125.00 *The first table per space is free. Table sizes (up to 3 tables*): 8'x18" (Quantity) 8'x30" (Quantity) 6'x18" (Quantity) 6'x30" (Quantity) Extra tables are \$15 each. Number of tables beyond first:	Table Space, varies: \$80 Table size (check one): <input type="checkbox"/> 8'x18" <input type="checkbox"/> 8'x30" <input type="checkbox"/> 6'x18" <input type="checkbox"/> 6'x30" Note: Table spaces may not have extra tables. You may not buy 2 Table spaces.
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Please note that specific table sizes are subject to availability. We'll do the best we can.

Please check if you will need access to electricity. How many devices do you need to plug in?

Space Cost: \$ _____ + Extra tables cost: \$ _____ = Total Space Cost: \$ _____

Bonus Question: How many chairs do you want? _____

Dealer Membership Rates:

Dealer memberships now scale following the same schedule as the general membership. A maximum of 4 memberships are available for each vendor at this price.

- \$25 until 12/31/2016
- \$30 until 3/31/2017
- \$35 until 7/31/2017
- \$50 until 11/5/2017
- \$55 thereafter and at the door

Quantity: _____ @ Price \$ _____ = Total: \$ _____

Memberships

Per the rules of our non-profit, every person connected with your space must have an OryCon 39 membership. An OryCon Dealer space does not automatically come with any memberships. You may have up to 4 memberships at the discounted Dealer rate.

Legal Name	Badge name (optional)

If you or any of your assistants already have memberships, please list their names below. Include Badge names, if any.

Legal Name	Badge name (optional)

Program Book Ads

Here are ad rates for the program book this year. Ads must be received by October 6th, 2017.

For more information, contact adsales@orycon.org.

For submitting ad art files contact publications@orycon.org.

	Commercial/Sponsor	Non-Profit
Premium Full Page (Inside Front or Back Cover)	\$300	\$150
Full page (7½" x 10")	\$180	\$90
Half page (7½" x 4½" or 3¼" x 10")	\$120	\$60
Quarter page (3¼" x 4½")	\$90	\$45
Business card (2" x 3½")	\$50	\$25

Payment

Total Space Cost: \$_____ + Membership(s) Cost: \$_____ + Ad Cost \$_____

= Total Dealer Fee Cost: \$_____

Make checks payable to "OryCon 39".

Service Animals

You will not be excluded from the Dealers Room if you require a service animal. We had a brief issue with one vendor being highly allergic to another vendor's service animal a couple of years ago, and we'd like to avoid that in the future.

I have a service animal which will be in the Dealers Room at any point during the convention. It is a _____.

I am allergic to (name the animal) _____ and wish for a space which is not within (how many feet) _____ of a space in which a service animal will be kept.

Special Requests (Please don't request something not necessary for your goods or health)

Place me next to: _____

Do not place me next to: _____

Other: _____

(Wireless internet will be available.)

Donations for the Volunteer Swag Awards

The at-convention volunteers earn credits for the hours they work at OryCon. At the end of the convention, the volunteers with the most hours get the first crack at the accumulated swag. If you'd like to donate to the Volunteer Awards, please let me know. The donation is tax-deductible.

Dealers Room Policies

Before the convention:

- ☞ Space in the Dealers Room or on the waiting list will only be assigned on receipt of full payment, completed registration and the waiver form. Deposits will not be accepted. Checks will be deposited, whether or not you are on the waiting list. Refunds will be processed for wait-listed dealers after the convention, in the case you were not contacted to fill a vacancy.
- ☞ The Dealers Room may sell out early. If your registration is received after all space has been sold, you will be given the option of being placed on the Waiting List or withdrawing and receiving a refund.
- ☞ Please notify the Dealers Liaison if you need to cancel your attendance. Refunds, when appropriate, will be paid as soon as possible. Cancellations close to the convention may be refunded after the convention.
- ☞ Every dealer staff person in the Dealers Room during the convention (attendee, dealer or helper) is required to have a membership. Each worker in your space must have their own membership. Note: "<Business Name> Minion" and similar names are not acceptable legal names unless you can produce government-issued ID with that name on it. Badges may not be swapped.
- ☞ Any space that is not claimed by its occupant by noon on the first day of the event will be subject to reassignment to someone on the waiting list, or resold. No refunds will be issued for a "No-Notice No-Show". The only exceptions made will be in cases of actual emergencies. Please notify the Dealers Liaison at dealers@orycon.org as soon as you possibly can in such situations. If you are running late, you can prevent reassignment of your space by giving advance notice of the delay. All dealers with confirmed space will be given a number to contact in case of such an event. It can also be used to notify the liaison if you need to cancel your participation in OryCon.

Setup:

- ☞ We must comply with the rules of the Portland Fire Marshal, and we could be inspected during OryCon. The aisles must be 8' wide and unblocked. Each extension cord (from the wall) can have only one power strip plugged into it.
- ☞ Please don't rearrange your space or exchange spaces with other dealers without getting

permission from the Dealers Liaison first.

- ☞ Those of you requesting access to electrical outlets need to know that OryCon's supply of power strips and extension cords is limited and in high demand convention-wide. If you have such equipment of your own, please bring it. Label your equipment! Don't forget to check that it is all with you when you leave.
- ☞ Please choose the display methods for your merchandise responsibly. Please utilize screens or containers to block view and easy access to materials of an adult nature from the aisle. Courtesy and discretion will be appreciated.

During the convention:

- ☞ Only paid members and guests of the convention are allowed into the Dealers Room. If someone who is neither a paid member nor a convention guest is bringing you something, ask them to pick up a delivery pass at Registration. If you think you'll need one, you can get one beforehand as well.
- ☞ Please keep your displays and merchandise inside your space. This rule applies to booths and tables. Do not burn incense or display open perfume containers. Keep music and video reasonably discrete. If someone wants to hear a sample more loudly, please provide earphones.
- ☞ OryCon is a weaponless convention. If you are selling weapons (swords, knives, daggers, blasters, pea-shooters or whatever), bring the usual means of wrapping them securely for transport out of the Dealers Room.
- ☞ Buyers of bladed weapons or products MUST be over the age of 18 or accompanied by a custodial guardian who MUST conduct the transaction. You must check ID on sales. Violating this provision will result in expulsion from the Dealers Room without refund.
- ☞ If you want something from Hospitality, please ask for a "to go" container. They'll be happy to provide you with one. Do not carry open plates from Hospitality to the Dealers Room.
- ☞ When the room closes for the evening - you close, too. Deal with any remaining customers politely and quickly. Please, close down your spaces quickly so those of us without assistants can have our dinners, too.
- ☞ Once the Dealers Room is closed, no one will be allowed inside.

I (we) have read, understand, and agree to the Dealers Room Policies. I (we) agree it is my (our) responsibility to make sure the business employees and/or assistants know and follow the Dealers Room Policies.

Signature of the Business Owner(s)

Date

The waiver below must be completed.
Please return it with your Dealers Application.

OryCon 39
November 17-19, 2017
DEALER RELEASE AND WAIVER

Dealer assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless Oregon Science Fiction Conventions, Inc. (OSFCI), OryCon, and their agents, the Portland Red Lion Jantzen Beach and its employees and agents, against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees arising from out of, or caused by dealer's installation, removal, maintenance, or part thereof, excluding any such liability caused by the sole negligence of OSFCI, OryCon, or the Red Lion Jantzen Beach.

Additionally, the dealer acknowledges that OSFCI, OryCon, and the Red Lion Jantzen Beach are not responsible for insurance covering dealer's property, liability or costs due to operation. It is the sole responsibility of the exhibitor to obtain property damage, liability, and business interruption insurance covering any and all losses by the dealer.

I (We) hereby acknowledge that I (we) have read the above and understand it, and accept the conditions set forth above and in the policies of the convention (<http://39.orycon.org/policies>) for the duration of OryCon 39. (This waiver must be signed and dated before you will be assigned space in the OryCon 39 Dealers Room.)

Business Name: _____

Legal name of dealer, or dealer's representative(s): _____

Print name(s): _____

Signature(s): _____

Date: _____