

PO BOX 5191  
MADISON, WI 53705

Dear Prospective Vendor,

My name is Erin Burke, and I am part of a committee planning an anime, science fiction, and gaming convention in Madison, Wisconsin on September 3 - 5, 2010. We are inviting a limited number of businesses, such as yours, to participate as vendors during the convention.

Vendor Registration includes:

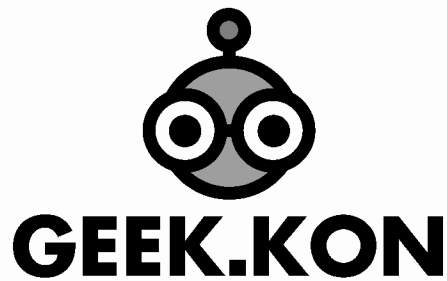
- **\$125 for the first 10x10ft booth**
- **This initial fee also includes:**
  - **2 Vendor Passes to the convention**
  - **one 8x2.5ft table**
  - **2 chairs.**
- **\$100 each additional 10x10ft booth**
- **Additional Vendor Passes are \$20 each**
- **Additional tables cost \$5 each.**

In the interest of maintaining variety, a soft limit of 2 booths per vendor will be enforced until June 15<sup>th</sup> after which additional booths will be assigned on a case by case basis. **Deadline for payment is June 30<sup>th</sup>, 2010.** Payments may be made via check or money order sent to:

**PO Box 5191  
Madison, WI, 53705**

Guidelines for what merchandise can be sold at the convention are as follows:

- Please contact the Marriott West Hotel's Catering staff to officially confirm permission to sell snack food items such as Pocky.
- A no "Live Steel" policy will be in effect for the convention. Functional guns and other dangerous items are required to be packaged securely. **State Law prohibits the sale of weapons to minors. The purchaser will present a valid I.D. as proof of age. A convention I.D. is *not* a valid proof of age. Any vendor in violation of this law will be removed from the convention with no monetary compensation.** The vendor will advise the purchaser that opening the package within the convention is prohibited, and the package is to be removed from the convention and immediately taken to the buyer's hotel room or vehicle.
- Adult materials including sexually explicit, graphically violent, or otherwise unsuitable content is allowed but must lay flat and be clearly labeled. Only printed material will be allowed, no sculpture. **The purchaser will present a valid I.D. as proof of age. A convention I.D. is *not* a valid proof of age. Any vendor in violation of this law will be removed from the convention with no monetary compensation.**



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Guidelines for what items CANNOT be sold at the convention are as follows:

- Alcohol & Tobacco
- Bootlegged DVDs, VCDs, or CD's are restricted (products such as, but not limited to: Son May(SM) CD's, Golden Apple Cd's, Ever Anime A8, Ever Anime GM, Ever Anime Best Song Collections CD's, Golden Anime CD's, Game Music Brand Cd's, Chinese/Hong Kong Import DVD's are illegal properties and are not allowed at the convention).
  - Bootlegged wallscrolls, figurines, plushies, posters, t-shirts, etc. will also be prohibited from sale.

**A vendor in question will be asked to remove any suspect items from the room. If this warning is ignored and the vendor continues to sell suspect items "under the table", they will be asked to leave the convention and WILL NOT be invited to subsequent Geek.Kon events. The Geek.Kon staff will police the Vendor Room to the best of their abilities. Complaints against other vendors regarding policy will be heard and dealt with on a case by case basis. Any complaints deemed harassment by staff or security will be dismissed with a warning.**

Vendor Room Hours:

Friday: 9am – 3pm (**set up**) , 3 – 9pm (**Vendor Room officially opens at 3pm**)

Saturday: 10am – 7pm

Sunday: 10am – 4pm (**tear down begins after 4pm**)

Vendor Room Configuration:

Please indicate any desired seating/booth positions in the Vendor Form (if you would like a booth adjacent to a certain vendor, or one farther away from a certain vendor). Please keep in mind, though, that we cannot guarantee all desired seating/booth positions.

Refund Policy:

If a vendor finds they must cancel their booth or reduce the number of booths they have reserved, please send an email notice to the Vendors Coordinator listed under "contacts" on the Geek.Kon website.

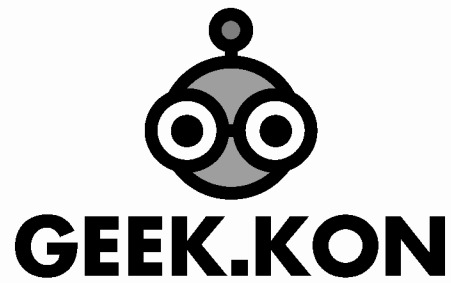
Refund Schedule:

- Full Refund of booths and Vendor Passes available until midnight of July 18<sup>th</sup>
- Half refunds will be available until midnight July 30<sup>th</sup>
- **No refunds after midnight August 1<sup>st</sup>!**

Any canceled booths will be deemed "open" and assigned to another Vendor on a case by case basis. Be advised, table and booth space are in high demand. Forms turned in after the due date will be added to a waiting list; payments mailed along with said late forms may be kept in possession of the Geek.Kon staff Treasurer in the case of an opening due to cancellation. Should either limited or no opening in booth space occur, the payment shall be refunded to the applying vendor no less than two weeks after the convention has taken place.

Internet Policy:

Please contact the Madison Marriott West for more information on internet access.



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**All vendors are responsible for knowing these guidelines and restrictions and complying with all Geek.Kon policies.**

The Geek-Kon staff reserves the right to inspect all items offered for sale and filter prohibited items. Any vendor who is not willing to comply with Geek-Kon staff policies will not be permitted to sell items and may be ejected from the convention. Please read, complete, and return the attached page by **June 30<sup>th</sup>, 2010**.

Thank you for your support, we hope to count on you in the future as well.

**Erin Burke**

Head of Vendor Relations  
Geek-Kon Planning Committee  
[vendor\\_relations@geekkon.net](mailto:vendor_relations@geekkon.net)

(920) 860-4594