

Y-CON 2024

VENDOR PACKAGE



Small Vendor

This package includes everything necessary to spend three days at Y-Con 2024.

- 2 Vendor Passes
- 6ft. x 6ft. space includes:
 - 1 table
 - 2 chairs
 - Outlet access*

\$60.00



Large Vendor

This package includes everything necessary to spend three days at Y-Con 2024 in a larger space.

- 2 Vendor Passes
- 10ft.x 10ft. space includes:
 - 2 tables
 - 2 chairs
 - Outlet access*

\$100.00



Artist

Artists will be provided an area as a group at Y-Con 2024 so that they may showcase their talent in one easy to find location.

- 1 Artist Pass
- 6ft.x 6ft. space includes:
 - 1 table
 - 1 chair
 - Outlet access*

\$40.00

**If you require more power outlets, please include the number of outlets you'll need in your vendor application so that arrangements can be made.*

If you would like to purchase one of these packages, please visit our website, yarmouthcon.com/vendor and fill out our vendor application, or you can contact the Vendor Coordinator directly via email at vendors@yarmouthcon.com or by phone at 902-515-1701.



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VENDOR PACKAGE - EXPANSIONS

Vendors and artists have the option of adding to their space listed below.

Extra Space

This option allows for an additional space identical in size and cost to the current space. This would include everything listed in the package description, eg, passes, tables, and chairs.

Price is dependent on the number of vendor spaces purchased.

Extra Tables

Tables are 2.5' x 6' and can be added to your space subject to the following limits. A 6'x6' space can add only one extra table. A 10'x10' space can add 2 extra tables.

\$10.00
per table

Extra Chairs

The chairs are of the folding style. Although there is no set limit, it's best to ask for only what you need to avoid a cluttered and unsafe booth.

\$3.00
per chair

Extra Vendor Pass

Sometimes vendors bring more than two people to work at their space and may need an extra pass. You have the option of purchasing an extra pass for that person to work at your booth.

\$40.00

Vendor Spotlight Program



Y-Con 2024 is bringing back the Vendor Spotlight started at Vendor 2023. Each vendor and artist at Y-Con 2024 will have an opportunity to take part in a mini advertising campaign announced to everyone in the convention space. When you apply as a vendor, you will be prompted to indicate whether or not you would like to join the Vendor Spotlight program. The cost is **\$10.00** to join the program and gives you 15 minutes, maximum once per day for all three days. Essentially you will get one 15 minute spot on Friday, Saturday, and Sunday for only \$10.00!

During your 15 minutes, you have the opportunity to have a sale, or special offer announced, bringing attention to your booth and what you have to offer. This would be a chance to move slow selling merchandise or to promote a particular item or service.



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VENDOR & ARTIST OPERATING GUIDELINES

The Y-Con 2024 Vendor Package was developed to provide clear and consistent information to support vendors and artists in ensuring a positive experience at Y-Con 2024. Please take the time to review the information in this package as it contains details on everything you need to know from arrival & set up, straight through to break down & departure. If you have a question, concerns, or comments, please refer to the contact information below.

Any rules, regulations or guidelines in this package may be subject to change at any time by the Vendor Coordinator. If able, changes will be communicated to the vendors and artists. The Vendor and Venue Coordinator reserve the right to amend the floor plan or reassign booth locations at any time.

Contacts

For any questions or concerns relating **Vendors**:

VENDOR COORDINATOR
Dean Martin

✉ vendors@yarmouthcon.com
☎ 902.515.1701

For any questions or concerns relating **Venue**:

VENUE COORDINATOR
Malcolm Seaboyer

✉ info@yarmouthcon.com
☎ 902.874.1723

Information Desk: We will have two information desks for your convenience. One next to the registration desk to assist those arriving for the first time, and inside the convention space. Locations will be outlined on the floor plan (to be released in the spring).

Vendor Hours of Operation

The following table indicates the time attendees will be permitted to open their vendor booths for business.. Vendors must ensure that their booths are open and staffed during these times. Please note the change in closing time for Saturday where a range is depicted showing when vendors may start closing for the day and when they must be closed by. This is meant to provide vendors with a choice as we are aware that the hours can be long, especially if it's difficult to take a break.

Date	Vendors Open	Vendors Close
Friday, May 31st	5:00 pm	9:00 pm
Saturday, June 1st	10:00 am	7:00 pm to 9:00 pm
Sunday, June 2nd	10:00 am	5:00 pm



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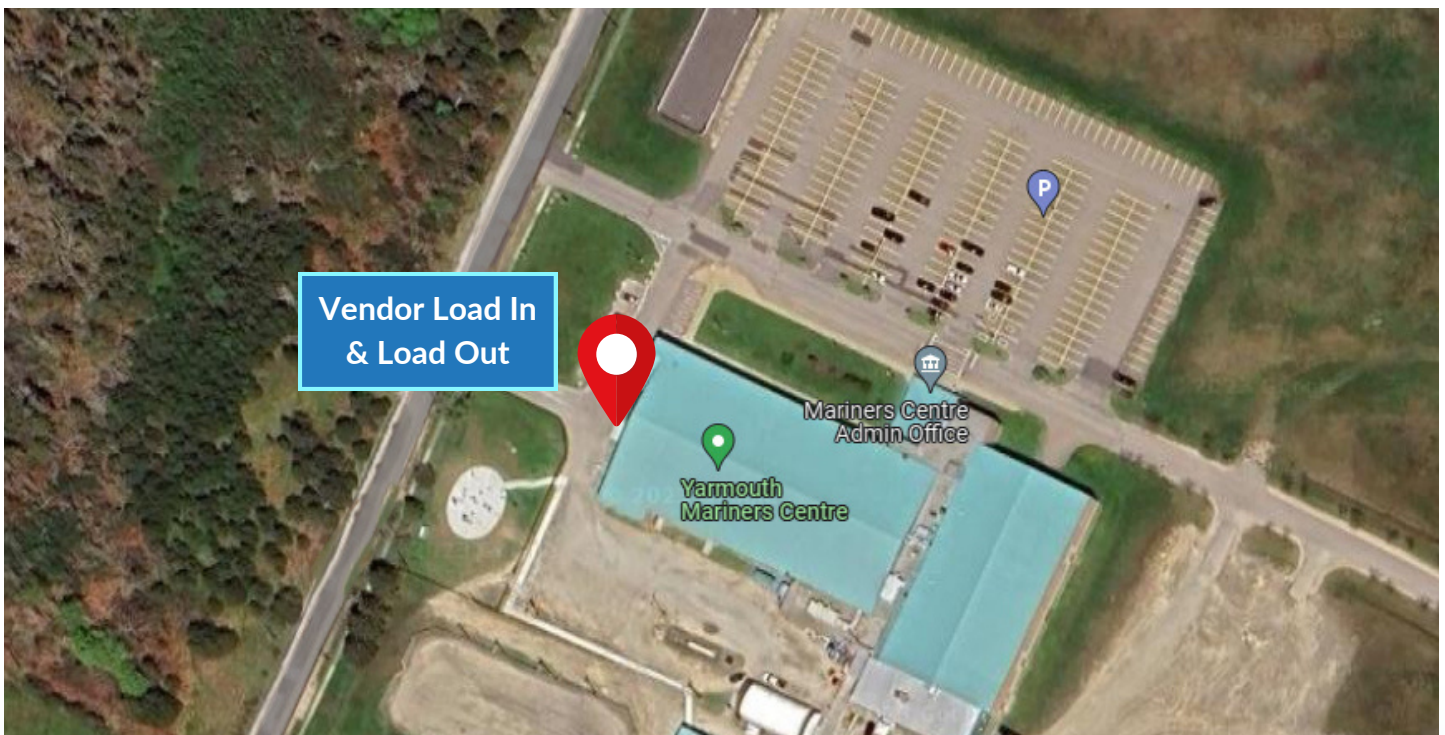
Mariners Centre, Yarmouth N.S.

VENDOR & ARTIST OPERATING GUIDELINES

Arrival & Registration

When you arrive at the Mariner's Centre on Thursday, May 30th or Friday, May 31st for set up, you can bring your vehicle to the west side (see layout below) where a large rolling garage door will give you access to the convention space. It is here that you will unload your merchandise and equipment to bring into the arena. There will be a Volunteer stationed inside the entry to check your credentials and guide you to your space. When unloading, ensure you are parked in a position where other vehicles may share the space to unload as well. Once you have unloaded, you may park your vehicle in the large parking space at the front of the centre and enter the convention through the main doors. Make sure you have your badge(s) with you. **Be aware that unloading your merchandise and other equipment through the main doors at the front of the centre is not permitted.**

Your vendor badges will be placed on the table at your booth area upon arrival. If you are missing a badge or require further assistance please, let the Vendor Coordinator know, seek out a volunteer, or you can inquire at the Information Desk. Vendors are required to wear their badges at all times while in the convention area. If a vendor loses their badge(s) during the convention, they can inquire at the Information Desk or speak with the Vendor Coordinator about obtaining a replacement. Please note that badges cannot be personalised.



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Setup & Opening

All vendors may begin setting up their booths and merchandise between 5:00 pm and 10:00 pm on Thursday, May 30th and 8:00 am to 4:30 pm on Friday, May 31st to be ready when the convention hall opens to attendees at 5:00 pm. If any vendors require set up on the morning of Saturday, June 1st, please notify the Vendor Coordinator to make an arrangement to set up on that day. All vendors must be ready and open by 10:00 am on Saturday and Sunday.

Closing for the Day

A 15-minute warning followed by a final announcement will be made to signal the closing of the vendors on each day. Vendors are expected to complete all pending transactions at the 15-minute warning. Once the vendor area has been closed for the day, it is encouraged that booths and merchandise are covered with cloth or coverings supplied by the vendor. A volunteer and security staff will be present to monitor the vendor area while the convention floor is still open.

Breakdown & Departure

Pack up will begin on Sunday, June 2nd starting anytime after 5:00 pm. All items, refuse and merchandise vendors brought with them are to be removed so the convention staff can break down and remove their own equipment. Similar to setting up at the beginning, you may bring your vehicle to the west side at the rolling garage door to begin the process of loading your items. Again, make space for other vendors who may be attempting to load at the same time and please be patient as there is limited space. Volunteers and the Volunteer Coordinator will be on hand to assist you. **Loading of your vehicle through the main doors at the front of the centre will not be permitted.**

Just a few of our amazing vendors at Y-CON 2023!



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Vendor & Artist Display Rules

We want all of our vendors, volunteers, and attendees to enjoy everything that our convention has to offer. Having a booth that is safe and free of clutter for the attendees and your neighbouring vendors is important. Below we have outlined suggestions for general rules as a vendor or artist at Y-Con 2024. Repeat failure or disregard to follow these rules may result in the removal of the vendor by the Vendor Coordinator.

- Show up on time and follow the hours of operation outlined in this package. Failure to show up at the stated times will result in the vendor not being invited back to future Y-Con events.
- Be respectful to your neighbouring vendors. The Y-Con Executive Committee works hard on the floor plan, ensuring that similarly competing vendors are spread out.
- When setting up your booth, ensure that you do not encroach, block or impede access and visibility to other vendors. If you have a display that may block a vendor, you may be asked to take it down or may have to switch spots at the discretion of the Vendor Coordinator.
- Ensure that all aisles are clear of boxes and clutter before operating hours begin. A booth deemed unsafe may be required to make changes to render it safe as determined by Y-Con and/or Mariner's Centre staff. If any repeat infractions become extreme,, the vendor will be asked to pack up their merchandise and display equipment and leave the convention.
- All vendors must be careful not to damage the venue floor with tables, chairs or displays. Any tape applied to the floor by the vendor must be removed prior to departure on the last day.
- The piping and drape behind your booth is a temporary structure and is not made to bear heavy weight. Refrain from hanging heavy inventory or items on the drapery. If you want to hang signage, ensure it is constructed of lightweight material that

Vendor & Artist's Top Booth



Throughout the three days of the convention, attendees will be voting on the best booth at Y-Con 2024. Beyond simple bragging rights, it provides the Vendor or Artist with other fringe benefits including an award that can be displayed at your booth! Show everyone at other conventions you attend as a vendor that you were voted best vendor/artists at Y-Con. Also, the prize comes with a free vendor/artist space for Y-Con 2025. This is of no cost to you and is simply a way for Y-Con 2024 to give thanks to our vendors and artists!



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ALL THE OTHER STUFF

Here you will find miscellaneous information, policies, and guidelines to help make your experience as a vendor or artist an enjoyable and positive one!

Cleanliness & Safety

Vendors and artists are required to maintain the cleanliness of their booth during the show and during setup and break down. Should damage to any property belonging to the venue (Mariner's Centre) and or Y-Con by any vendor or artist shall be their responsibility and may be charged the full amount for repair or replacement. The Y-Con 2024 Executive Committee, the Mariner's Centre Managements, and the Town of Yarmouth staff and their employees, in the course of their duties reserve the right to determine what constitutes a safe booth and can request at any time for a vendor or artist to modify their display to ensure that it complies with all applicable safety regulations, guidelines and laws. Booths must adhere to Municipal and Provincial fire codes and are subject to inspection by the Nova Scotia Fire Marshal. No portion of a booth and/or display can block or cover access to doorways, fire exits, fire hose cabinets, fire extinguishers, fire alarm systems, fire panels, and related safety equipment. The use of candles or other open flaming or toxic materials is prohibited.

Medical Emergencies

Vendors and artists are to report all minor medical accidents and injuries to the Information Desk or any Executive Committee member or volunteer. **If the accident is an emergency, call 911 and let Y-Con members know so that Emergency Medical Personnel can respond.**

Smoking Policy

The use of tobacco, cannabis, vaping and other related products are not to be consumed anywhere inside the venue space. Please refer to the smoking policy of the Mariner's Centre and observe all posted signage.

Liability Statement

Y-Con Science Fiction Association and their sponsors, the Mariner's Centre, their staff, volunteers, officers, directors, representatives, agents and/or affiliates are free of responsibility in the case of damage, loss, theft, harm, claims, or injuries to property or persons whomsoever willingly attends, engages, participates or becomes involved with any activity, event, interaction or transaction at Y-Con Gaming & Comics Convention. Further, the above parties are free of responsibility whether the cause is a result of negligence, acts of God (flood, fire, weather, earthquake, wind), war, acts of terrorism, employment protest/strike, or any emergency listed under Federal Acts of Parliament or Provincial Acts of Legislation. Y-Con Science Fiction Association is not obligated to provide reimbursement if cancellation, postponement, or change in venue results from any of the above listed conditions.



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Weapons Policy

Weapons may only be sold that are permitted by Federal and Provincial law and only to persons who are legally entitled to possess such weapons. Firearms and associated items are prohibited to be sold or brought onto the premises. All weapons sold must be securely wrapped in thick paper or cardboard and cannot be taken out of such packaging anywhere in the Venue. It is the Vendor's responsibility to inform attendees of this requirement. Vendors with questions regarding what constitutes property packaging can contact the Venue or Vendor Coordinator for more information. Vendors are required to inform attendees who purchase props to present the item to the Vendor Coordinator for inspection.

Live Metal

Any item sold that contains live metal must immediately be removed from the convention floor and or brought to the Vendor Coordinator for storage. Live metal cannot be carried on the convention floor without the Venue or Vendor Coordinator's approval. For safety reasons, Vendors may not conduct demonstrations of live metal weapons or items in their inventory. Such demonstrations should be conducted off site.

Mock Battles

If a vendor wishes to arrange for mock battles during convention hours on the convention site (including the outside areas), approval prior to the convention of the Vendor and Venue Coordinator must be obtained. Vendors are reminded that all participants in mock battles must not damage any property belonging to the Mariner's Centre, Y-Con Science Fiction Association, fellow vendors and attendees to the convention or cause to bring injury to any person.

Adult (18+) Merchandise

Vendors must agree to not distribute or sell any adult themed material to anyone under the age of 18 years of age. Any 'adult only' themed materials should be behind the counter and any nudity and/or sexual content must not be displayed openly.

Media Relations

Vendors must ensure that all media interactions during the convention, including all forms of interviews and interactions go through the Marketing Coordinator. If you would like to do an exclusive promotion or event at the convention, please contact the Vendor Coordinator and they will direct your inquiries to the Marketing Coordinator.



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Promotional Material

The distribution of fliers, cards, pamphlets or any other promotional material is permitted within a Vendor's booth space. Such material cannot be distributed anywhere else on the premises of the convention floor without prior agreement by the Vendor Coordinator.

Storage

Although vendors are required to store their empty boxes and extra items under their tables or in their vehicles, the Mariners Centre can provide storage for non-valuable items on a case-by-case basis. If you anticipate you will require storage space, please discuss with the Vendor Coordinator.

Dollies, Hand Carts & Pallet Jacks

The Mariners Centre has several hand carts, dollies and a pallet jack at hand and will be available for use to load and unload your items and inventory. They will be located within the loading area.

Tips & Hints

- Work with the Vendor Coordinator in how to set up your booth if you have any questions.
- Make sure to bring enough petty cash/change for the weekend.
- It is recommended you purchase insurance for your booth and merchandise.
- Plan an attractive set up that does not encroach on your neighbouring vendor and does not block lines of sight to other booths.
- Bring business cards and flyers to promote your store and products.
- Let your customers know that you'll be attending Y-Con 2024 and where they can find you on the convention floor. A floor plan will be available showing the locations of all vendors, guests, and artists.
- Take breaks during the show and ensure that someone is watching over your booth to maximize potential sales.
- Secure valuables or take them with you when you close up your booth for the evening.
- Take a moment to enjoy the convention where you can. [Join in on the fun!](#)

Thank you!

Dean Martin

Vendor Coordinator

Y-Con Gaming & Comics Convention



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