

# YAOICON 2017 ARTIST ALLEY POLICIES AND GUIDELINES

## TIMELINE

1/31/17	Artist Alley Applications Open
3/31/17	Last day to apply for an Artist Alley Table
4/15/17	Artist Alley Jury approval notifications sent
5/30/17	Last day for cancellations with full refund
6/30/17	Last day to make any name and table seating changes.
9/1/17	Last day to turn in copy of temporary or permanent seller's permits.

## JURY

This year Artist Alley applicants will have an informal Artist Alley jury run by the Artist Alley team and YaoiCon staff. Artists who exhibited at YaoiCon 2016 retain their accepted jury standing in 2017.

## SUBMISSION REQUIREMENTS

Each artist who wants to sell goods at YaoiCon 2017 must turn in an application. If you are planning to have a table as a team, each participant must submit an application.

Include in the application a link to your website, portfolio, or any other online reference of your work. Please double check that your link works.

## TABLE OPTIONS

Approved Artists will receive an email link to complete purchase of their table. One Weekend Badge is included in table purchases. Additional badges for assistants/helpers can be added on when completing the eventbrite order.

Tables are only sold to approved artists. Full Table requests represent only one (1) artist. There will not be sharing of the table when buying a Full Table.

If you wish to be paired with another approved artist you must each request a Half Table and put their name on the Half Table Partner Request section of the application. Seating Request are not guaranteed, but we do try to seat everyone as requested.

Full Table: \$170 – 6' X 30" table includes one (1) full weekend badge. Maximum of one (1) Artist per Full Table.

Half Table: \$110- 3' X 30" table includes one (1) full weekend badge. Maximum of one(1) Artist per Half Table. We will not be selling table space for single days. Please note, half-tables are just that: a half a table, not a separate smaller table.

If you are selling a collection of work that has multiple authors/artists please send an email to the Artist Alley Staff explaining the situation in order to get approval. Individuals who are not registered for YaoiCon cannot participate in Artist Alley. All registration changes for artists must be completed on or by June 30th, 2017. No changes or additions may be made after this date.

## **REGISTRATION & HOURS**

After successfully purchasing your Artist Alley Table you will receive a code to register your badge.

### **FRIDAY**

11AM-12PM: Setup

12PM-6PM: Open Hours

### **SATURDAY**

8AM-9AM: Setup

9AM-5PM: Open Hours

### **SUNDAY**

8AM-9AM: Setup

9AM-3PM: Open Hours

3PM-4PM: Tear Down

Please note tables purchased must be able to display Friday to Sunday of the convention.

## **REFUND POLICY AND TRANSFERS**

Full refunds are given for Artist Alley tables and badge cancellations made on or by May 30, 2017. Any cancellations made after this date will not be refunded.

Tables are non-transferable to other artists/attendees or to YaoiCon 2017.

Please contact Artist Alley assistance for any cancellations and refunds at [artistalley@yaoicon.com](mailto:artistalley@yaoicon.com) phone: 310-817-8010 ext 250

### **California Temporary Sellers Permit**

All Artist Alley Vendors MUST obtain a State of California Temporary Sellers Permit and must have it in-hand for the duration of the convention. You may apply for the permit via the State of California Bureau of Equalization website: <http://www.boe.ca.gov/pdf/boe410d.pdf>

Questions about seller's permits should be directed to the BOE.

### **Check-In**

Artist Alley Table Check-in will begin on Friday, October 6 at 11AM. You must find and check in with Artist Alley staff to pick up your Artist Alley badge ribbon, please have all necessary documents and a legal form of photo identification ready and check in with all your tablemates if possible.

### **Badge Pickup**

Artist can pick up their badges on Thursday, October 5 between 4pm and 9pm and Friday, October 6 between 9am-8pm at the designated Exhibitor Registration table located in the Grand Peninsula Foyer.

### **Set-Up and Breakdown**

Under no circumstances will artists be allowed into the Artist Alley after closing. The Artist Alley staff will be available during public hours, set-up, and breakdown. After the doors are locked, the staff will not be available for any reason for the remainder of the night.

In the event there is an emergency and all parties at your table must leave before closing on any day of the convention, please let the staff know so we can ensure there will be no “camping” at your table after you have gone.

## **TABLES ASSIGNMENTS**

Table assignments are subject to projected table content, timeliness of application submission and seating requests. The primary artist must provide information about the products and services that will be offered or displayed at the convention.

Artists may request (given all parties have made submissions) to be placed near another artist or in certain areas via the “Seating Requests” field in the registration form, with the understanding that all or any requests may not be filled.

Table swaps will not be allowed under any circumstances. All table assignments are final. Moving tables without the approval of the Artist Alley Staff may put you on the YaoiCon ban list.

## **SALES POLICY**

### **1. Reproduced Artwork**

Do not under any circumstances use artwork that is not your own. Do not trace, vectorize, copy, or otherwise alter and/or reproduce artwork that is not your own, whether as a part or the whole of a work. This includes official logos, symbols, background art, and any other pre-existing artwork or images that are not yours.

2. Artists found to be (a) producing and selling items rivaling those of Exhibit Hall vendors, and/or (b) utilizing the Alley in a manner that could potentially damage the integrity and spirit of the Artist Alley, may face immediate expulsion and a long-term ban from the Artist Alley.

3. Products sold must be manufactured by the fan vendor. No commercial products are allowed.

## TABLE DISPLAY POLICY

1. All items, goods, and supplies must fit on or under your table your table and must not “spill” onto the table/area next to you. This includes adding displays, boxes, clothing or anything. Any additional supplies or merchandise must be kept under the table.
2. No more than 2 individuals are permitted behind a full table at a time. No additional chairs may be placed behind the table at any time.
3. Signage and displays must be less than 7 feet from the floor to the highest point.
4. The following items are prohibited:
  - Gridwalls of any size or type
  - Weapons Swords, guns, and any projectile items are now allowed.
  - Lighted candles or incense. Please do not make your table a fire hazard and possibly set your table, yourself or other artists on fire.
  - Industrial Machines and Volatile/Flammable Liquids. Please do not bring industrial machines, aerosol cans, airbrushes, or any other supplies or equipment that could be potentially harmful, dangerous, or noisy.
  - Objects and items that will obstruct the flow of traffic in the aisles or otherwise empty unoccupied designated areas. Objects included are chairs, easels, boxes, clothes racks, table coverings, etc. Table coverings that drape into aisles should be tucked in and not out for someone to trip on. No items may be on the floor in front of your table.
  - Unsteady overhead displays. Overhead displays that are determined to be unsteady by the Artist Alley staff must be taken down and not put up again during the course of the convention. Please make sure that your overhead displays are secure BEFORE you bring them and set them up. (If they sway with a gust a wind, then they probably are not safe.) They must also not exceed 7 feet in height total when measured from the floor (the height of the table is included in the 7 foot limit) .
  - All items being brought into the Artist Alley be carried in bags/boxes in your arms or on your back.

## HARASSMENT & CONFLICT

In the case of harassment or conflict, please notify the Artist Alley staff immediately. If an issue of copyright or art theft arises between you and another artist or vendor, please notify the Artist Alley staff.