



ARTIST ALLEY APPLICATION

To apply for Artist Alley space at Glass City Con III, read the information below and fill out this form. Forms and full payment must be received by **June 10, 2011** to receive mention in the program book.

Company/Group/ Artist Name			Contact Person		
E-Mail			Website		
Phone Number		Mailing Address			
What Types of Items You Will Sell (please make this a pitch or slogan to ensure proper representation)					
Special Needs (not all requests may be met. See below)					
Number of Tables		Number of Badges		Participating in Coupon Program (see below)	<input type="checkbox"/>
Participating in Charity Auction (see below)			<input type="checkbox"/>	Participating in Merchandise for Tables (see below)	<input type="checkbox"/>
<input type="checkbox"/>	By checking this box, I certify I have read all of the information contained within this document and agree to the terms and conditions contained within. I understand certain details may change and I will be notified immediately. I certify I am 18 years of age or older and have full authority to commit the signed company to conduct business at Glass City Con.				

Once completed, send this form to **owensanimecon@aol.com**. Payment can be made in the form of check, money order, or PayPal (owensanimecon@aol.com). You can also print and mail this form if you wish. If you have any questions, e-mail us or call 567-661-2586.

Make all payments out to **Owens Community College Anime Convention (c/o Chris Zasada)** and send them to:

*Owens Community College Anime Convention
c/o Chris Zasada
P. O. Box 10,000
Toledo, OH 43699-1947*

OPERATING HOURS

Glass City Con will be open to the public during the following times:

July 9th 10 AM - 11 PM
July 10th 10 AM - 11 PM

The Artist Alley will be officially opened during the following times:

July 9th 11:00 AM - 7 PM
July 10th 10: 00 AM – 5:30 PM

At this time, the Artist Alley is schedule to be located in an *open hallway*. You may stay open until the convention closes if you wish. Security will be appointed in Artist Alley after 7 PM on July 9th.

Setup times are as follows:

July 8th 6 PM - 9 PM
July 9th 8 AM - 10:30 AM
July 10th 8 AM - 10:00 AM

Break down is from 5:30 PM to 9 PM on July 10th.

TABLES AND SPACE

Artist Alley tables are \$25 each. Glass City Con offers eight foot (8') tables and approximately six feet (6') of space from the wall to work with. We will try to provide additional tables for within your area if needed, but we cannot guarantee availability. Tables and locations are first come, first served. If you require a specific area or setup, please mention this in the Special Needs area of the form and we will try to accommodate you.

Artists are permitted to bring their own tables, stands, and displays provided they can be contained within their designated space. Anything extending beyond this length will be charged an additional fee. To keep ensure plenty of space for attendees to walk, nothing is allowed to extend out more than one foot from the front of the table. Additional tables for your space are available on a first come, first served basis at no additional charge. As long as the tables fit within the space purchased, we can place them there.

Glass City Con cannot guarantee electricity for cash registers, adding machines, computers, ect. We will do our best to accommodate you, but bring alternate means of totaling to be sure.

PAYMENTS

Payment in full must be received by **June 10, 2011** to reserve a spot and receive mention in the convention program and may be paid by check, money order, or PayPal. If payment is not received by the due date, we cannot guarantee a place and you may not be mentioned in the program, but we will accommodate you as best we can.

Cancellations may be made by **June 10th** for a full refund. Cancellations made after June 10th will receive a refund minus a \$25 penalty. No shows without notification will forfeit all fees paid. Please contact **owensanimecon@aol.com** or call 567-277-0537 for cancellations.

After the due date, requests for space can be made if room is available up to opening day before the convention opens. This is strictly first come, first served and Glass City Con cannot make any guarantee that space will be available and you may not be mentioned in the program. Full payment must be received before you are able to setup your table. Report to Con Operations to register and pay for your table. Please note during the convention, Con Operations may not be open or staff may not be available to register you. Please plan accordingly.

In the event of cancellation or date change and you cannot attend, notification will be sent out and any fees and donations will be completely refunded.

Glass City Con reserves the right to refuse any Artist application for any reason. Notification of refusal and an explanation will be sent.

MERCHANDISE FOR TABLES

The first two tables must be paid for in full with check, money order, cash, or PayPal. Up to \$15 of the cost of additional tables can be paid for with merchandise donated to the convention to be used for prize drawings and other functions. This will be based on the real world value of the item and not the price set by individual Artists. Any item value going over the maximum allowed value per table will count towards the maximum value only.

To participate in this program, fill out the Table for Merchandise form found at the Artist Information page (www.glasscitycon.com/vendorsartists/artistinfo.html) and send this form, along with a picture of the item(s) you wish to donate to the convention to **owensanimecon@aol.com**. The value of the item will be assessed and we will inform you of our decision.

Glass City Con has the right to refuse any item donated as payment.

ARTIST PACKET

When you arrive at Glass City Con, go to Con Ops to receive your Artist Packet. It will contain a copy of your contract, your badges, a convention program, a list of helpful information, your prize tickets and signs (see below), and other relevant documents. Please pick up your packet upon arrival, as you will not be allowed to conduct business until you receive your badges.

SPECIAL NEEDS

Glass City Con will try to meet your needs whatever they might be. If you need handicap access, assistance, or have any other type of medical need we should know about, let us know.

Additional tables for your space are available on a first come, first served basis at no additional charge. As long as the tables fit within the space purchased, we can place them there. If you need

extra tables, please note how many in the Special Needs area of the form and we will do our best to accommodate you.

Glass City Con cannot guarantee electricity for cash registers and adding machines. We will do our best to accommodate you, but bring alternate means of totaling to be sure. If you need electricity, please note this in the Special Needs area of the form and we will do our best to accommodate you. Be sure to bring extension cords and power strips, as these may not be provided.

CHARITY AUCTION

Glass City Con will be conducting a live charity auction during the convention. If you would like to donate an item to benefit the charity, please fill out the Charity Auction Donation form (located at <http://www.glasscitycon.com/support/charity.html>). All proceeds go to Child's Play (www.childsplaycharity.org).

COUPONS

Glass City Con offers a coupon program for Artists who want to attract customers to their table. Coupons will be printed in the back of the convention program book. Coupons can be for the amount of your choosing. Of course, it's a good idea to have a worthwhile offer. This service is free and only requires you design the coupon yourself.

Please go to <http://www.glasscitycon.com/support/advertise.html> for more information.

SECURITY

Artist Alley is located in an open hallway which will be accessible by attendees until close. Artists may stay open after 7:00 PM on July 9th. After 7:00 PM, additional security will be appointed and Artists who close operations for the night will have their tables roped off.

Artists are responsible for the safety and security of their tables. We highly encourage having some sort of anti-theft plan in place (removing DVDs and CDs from casing and storing them behind the table, keeping expensive merchandise in the back). It is HIGHLY recommended you provide your customers a receipt to clear up any possible issues should a problem occur.

It is HIGHLY recommended that you bring a sheet, tarp, or have some other method to cover your merchandise after hours to help prevent theft and signify when you are closed or remove it from the table if possible. Glass City Con offers limited secured storage if needed on a first come, first served basis. Contact owensanimecon@aol.com for more information.

It's recommended each Artist have at least two staff members on hand for every three tables. If you need additional staff, please contact owensanimecon@aol.com and we'll try to allocate someone to you. Responsibility of training and compensation lie with the Artist.

Please make sure you have your Artist badge on you at all times. Any unauthorized persons found in restricted vendor or artist space (specially after the area is roped off for closing) will be reported to security immediately.

Owens Community College will provide campus security guards to oversee the safety of the college and its guests. Campus security is affiliated with Perrysburg Township police and are EMS first responders. Glass City Con staff will also be available to act as a liaison between Artists and attendees and security staff.

Security cameras are installed in the hallways and will be monitoring the event. Personal security cameras are encouraged.

At this time, the Artist Alley is scheduled to be located in an open hallway.

The building and hallways will be locked down after hours, and security cameras will be monitoring the hallways.

In case of theft or suspected theft, contact a Glass City Con staff member or a security guard IMMEDIATELY. Owens Community College and Glass City Con are not responsible for lost, damaged, or stolen merchandise, displays, equipment, or fixtures.

RESTRICTED ITEMS

To qualify for Artist Alley, all items sold must be original creations manufactured by the Artist or affiliates of the Artist. Commercial merchandise such as DVDs, music CDs, video games, manga, plushies are not permitted for sale in Artist Alley. You must sell these items in the Vendor Venue and pay the appropriate fees. If you are the creator of an item that is commercial, sale of the item is permitted. A second offense will result in the confiscation of offending items, which will be returned at the end of the convention. A third offense will result in removal from the convention and all fees forfeited. Neither Glass City Con nor Owens Community College are responsible for lost or damaged items that are confiscated.

NO BOOTLEGS OF ANY KIND WILL BE TOLERATED. This is a convention to celebrate the anime industry, and pirated wares destroy it. Restricted items include those that appear to be professionally manufactured, including DVDs, CDs, printed material, plushes, and toys. Artists who are caught selling bootlegs will be asked to remove these items. A second offense will result in the confiscation of offending items, which will be returned at the end of the convention. A third offense will result in removal from the convention and all fees forfeited. Neither Glass City Con nor Owens Community College are responsible for lost or damaged items that are confiscated.

Because this is a college campus, the sale of firearms (even air soft and BB) and blades is strictly prohibited. The sale of wooden swords, bamboo swords, non-sharp decorative metal weapons and armor or armor-like costumes is permitted.

The sale of hentai and other adult items is not permitted. Artists are responsible for checking IDs of anyone attempting to purchase material that may be inappropriate for minors.

The sale of cooked foods or domestic snack foods and beverages is prohibited due to the college's food safety and service agreement. The sale of imported snacks is permitted.

ARTIST CONDUCT

Artists are held to the same standards as our attendees. Please conduct business in a kind, fair manner. Artists are free to sell items for whatever they see fit and accept returns or exchanges at their discretion. Illegal or highly questionable business practices or threats or intimidation towards others will not be tolerated, and may result in removal from the convention and all fees forfeited.

Please take care not to damage any property of Owens Community College. This is state property. Artists are responsible for any damage they may cause to buildings, tables, or fixtures.

All Artists are responsible for any applicable state and federal taxes and licenses.