

# 2020 VENDOR APPLICATION FORM



www.FandomPDX.com | Vendors@FandomPDX.com



Fandom PDX® 2020 will take place Saturday & Sunday, January 4-5, 2020 at the Sheraton Portland Airport Hotel located at 8235 NE Airport Way, Portland, OR 97220.

The Exhibitors Hall at pop culture conventions is an important part of the attendee experience each year, and VENDORS help create that by presenting merchandise themed appropriately for our event. So **THANK YOU** for your interest in being a part of that! Please take a moment to read this application completely before filling out and submitting your information.

Each VENDOR SPACE in the Exhibitors Hall includes the following:

- A ten foot by ten foot (10'x10') area in the Exhibitors Hall**
- One (1) foot table (six or eight feet, pending host property availability)**
- Two (2) chairs**
- Two (2) weekend passes to the convention labeled "VENDOR"**

PLEASE NOTE:

- There is a limit of four (4) spaces per VENDOR. This is due to floorplan logistics and to be fair to other VENDORS.
- Up to one (1) additional VENDOR pass can be purchased (per space) for \$25.
- Power and Internet access are available. Please see Section IV.
- All Green Mustard Entertainment events offer pricing based on advance purchases. The sooner you purchase your space, the less expensive it is.

BEFORE NOVEMBER 30, 2019	BEFORE JANUARY 1, 2020
\$225 per space	\$250 per space

**PLEASE PRINT CLEARLY.  
IF WE CAN'T READ IT, WE CAN'T APPROVE IT!**



**SECTION I: VENDOR INFORMATION**

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**Company Name**

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**Contact Name**

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**Contact Email Address**

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**Contact Phone Number**

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**Website (if any)**

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**Address**

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**City, State, ZIP Code**



## SECTION II: PRODUCT DESCRIPTION

Please give us a brief description of what you will be selling. (Example: Action Figures, DVDs, Games, Models, Pins, Plushies, Video Games, Wall Scrolls, etc.) If you are selling **food or drink** products, please include that information here. We will check with the convention's host property as to whether or not this is permitted and/or if a corkage fee is required.

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## SECTION III: SPACE & BADGE REQUESTS

Let us know how many booths you are interested in & how many additional passes you want to purchase (\$25 each; one extra per space). Remember: each space already includes two (2) VENDOR passes.

VENDOR SPACE (\$200 each) before 11/30/2019	VENDOR SPACE (\$250 each) before 1/1/2020	EXTRA PASSES (\$25 each) One per SPACE	TOTAL DUE:



## SECTION IV: INTERNET ACCESS & POWER

Wireless **internet access** will be made available to VENDORS via the host property. Please see the on-site VENDOR Coordinator for the Wi-fi password during load in. **Power** outlets are available, but are on a first come/first served basis. We recommend bringing an extension cord and power strip (just in case!) since sharing is encouraged. Please keep in mind that all cabling and/or extension cord use must

be approved by Green Mustard Entertainment event management (on site) for safety purposes.



## SECTION V: SPACE/AREA REQUESTED

The assignment of VENDOR space will be solely at the discretion of Green Mustard Entertainment management. While we will do our best to accommodate every request, we cannot guarantee a specific space and handle requests in the order they are confirmed (paid). The floor plan is not completed until two weeks before the event based on variables from sponsors, guests, and other changes in the Exhibitors Hall that can occur annually. Please check off your preference(s) below.

	<b>NEAR THE ENTRANCE/EXIT</b>
	<b>AWAY FROM THE ENTRANCE/EXIT</b>
	<b>A CORNER BOOTH</b>
	<b>NOT ON A CORNER BOOTH</b>
	<b>AWAY FROM A WINDOW</b>
	<b>OTHER:</b>



## SECTION VI: HOURS OF OPERATION

### **FRIDAY (JANUARY 3, 2020)**

9:00 PM - 11:59 PM - Exhibitors Hall Setup & Badge Pickup

### **SATURDAY (JANUARY 4, 2020)**

9:00 AM - 12:00 PM (noon) - Exhibitors Hall Setup & Badge Pickup

12:00 PM - 7:00 PM - Exhibitors Hall is OPEN

### **SUNDAY (JANUARY 5, 2020)**

10:00 AM - 11:00 AM - Exhibitors Hall Setup

11:00 AM - 4:00 PM - Exhibitors Hall is OPEN



## SECTION VII: FORM SUBMISSION & PAYMENT

Before submitting payment, you must submit this completed and signed form for approval via one of these methods:

**VIA EMAIL** | Scan and email this form (in PDF format) to **Vendors@FandomPDX.com**.

**VIA US FAX** | Our fax number is **(407) 567-7915**. You do not need to include a cover sheet.

Once your form has been received and approved, the VENDOR Coordinator will contact you for payment. Payment can be made online or via cash/check/money order. The VENDOR Coordinator will supply you with the details upon approval of your application.



## SECTION VIII: POLICIES (PLEASE READ COMPLETELY!)

- All VENDORS and their staff are responsible for adhering to the Convention Rules and Weapons Policy posted online at [FandomPDX.com/policies](http://FandomPDX.com/policies)
- The assignment of VENDOR space will be solely at the discretion of Green Mustard Entertainment management. While we will do our best to accommodate every request, we cannot guarantee a specific space.
- We will attempt to notify you of your table number and assignment prior to the event. VENDOR packets containing badges and any other pertinent paperwork will be available for pickup before the event begins. Check [FandomPDX.com/vendors](http://FandomPDX.com/vendors) for the scheduled set up times and hours of operation. Packets must be retrieved and badges worn before you will be allowed to set up your space. These packets will not be mailed in advance for any reason.
- Your VENDOR space will be considered confirmed upon receipt of a signed agreement with full payment. Partial payments and *verbal* agreements do not constitute a confirmed space or guarantee of any kind.
- Any cancellations must be received in writing no later than forty-five (45) days in advance of the event. A fee of \$25.00 will be charged for any cancellations. Cancellations are not permitted after fourteen (14) calendar days before the start of the event and all fees (partial or complete) are non-refundable after that point. All refunds will be sent via U.S. Mail or via our online ticketing system within forty-five (45) days after the conclusion of the event.
- Setup and breakdown times at the convention are strictly enforced. Your booth should be open

and available for business during the officially posted Exhibitors Hall hours. Breakdown of your space should not begin before the Exhibitors Hall closure time listed on your signed application.

- Bootleg merchandise (aka “grey market goods” - any/all unlicensed products and reproductions of any kind) including but not limited to imports, weapons, costumes, accessories, and all products containing trademarked properties is not authorized for sale in any Green Mustard Entertainment Exhibitors Hall.
- Vendors agree that no weapon or adult material shall be purchased by or handled by any person below the legal age of 18. You are responsible for furnishing adequate information to Green Mustard Entertainment as to the proper removal of a weapon or adult material from the convention after purchase.
- Green Mustard Entertainment reserves the right to revoke or refuse any application or to deny access to and/or remove dealers from the event at any time.
- Green Mustard Entertainment is not responsible for losses due to theft, damage, fire, acts of nature, acts of God, or other causes.
- You are responsible for providing your own insurance, and neither Green Mustard Entertainment nor the hotel/convention center/event venue will be responsible for obtaining insurance for you, your company, or your/its employees.
- Vendors must be owned and operated by an adult (18 years old or older) and he/she/they are responsible for his/her/their staff adhering to Oregon labor laws. For details, please visit <https://www.oregon.gov/BOLI/Pages/index.aspx>
- Additional processing fees may apply if you pay for your vendor space online (via Eventbrite).



## SECTION IX: AGREED TO & UNDERSTOOD BY

I have read and understand the policies of Green Mustard Entertainment’s event which are available in this document and/or online at the specific event’s website (denoted on the first page of this agreement.)

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Signature

Date