



COASTCON 42

March 8 - 10, 2019

CoastCon Inc, P.O. Box 1423, Biloxi, MS 39533

Dear Merchant:

Enclosed you will find a Merchant's Packet for CoastCon 42, Mississippi's Science Fiction and Fantasy Convention. CoastCon is a non-profit organization that raises money for local charities. We hope that you will choose to join us at CoastCon 42 for fun, games and fundraising

CoastCon 42 will be held March 8 - 10, 2019 at the Mississippi Coast Coliseum in Biloxi, Mississippi. Based on the area's reconstruction, and our attendance for the last two years, we project the CoastCon 42 attendance to be around 1200.

In addition to the regular memberships, a "Merchant Room Only" pass will also be offered at Registration for the entire weekend to increase flow past your tables. We know that most members make multiple trips to the Merchant Room throughout the weekend, and we welcome any ideas from our Merchants on how to further encourage and draw repeat visitors. We know that your attendance at a con is all about your bottom line, and we want to do everything we can to make CoastCon as profitable as possible for you.

Our contact email is cmchandler74@gmail.com, and we will be glad to answer any questions you may have. Please visit our website (www.coastcon.org) for more information and updates. Vendors that have shared their e-mail addresses with us will be hearing from us throughout the year about the con's progress, guests, and events. If you need to speak with someone, call our cell phone at (251) 716-9013 and please leave a message if we don't pick up!

We look forward to hearing from you, and hope that you choose to be a Merchant at CoastCon 42!

Sincerely,

Cathy Chandler and Don Schermerhorn,
Dealer's Room Directors
CoastCon 42



COASTCON 42

Merchant Room Fact Sheet

Thank you for your interest in the CoastCon 42 Merchant Room. The below information is what you will need for Merchant Registration, Operations and Setup. In case of conflicts, this information supersedes any previous information about Merchant Room operations. Decisions on other matters may be made at any time at the discretion of Merchant Room Director. Please feel free to contact the Merchant Room Director at (251) 716-9013, or cmchandler74@gmail.com, if you have any further questions or concerns.

PRICES – Merchant tables are \$120.00 each, and include 2 chairs and 2 merchant badges. Each additional table will come with 1 chair and 1 merchant badge.

Additional weekend merchant badges are \$30.00 apiece. **Parking is \$5 per day for all staff, vendors and attendees at CoastCon per Coliseum mandate.** Internet paywall is \$45.00, and a power drop is \$60.00.

Any Merchant who wishes to purchase six or more tables will be eligible for the “Power Pack,” the prices of which will be negotiated by the Merchant Room Director.

TABLE SIZES – Merchants will be assigned 8 feet long and 30 inches wide table and its accompanying space, although use of provided tables is not required. Those wishing to bring their own additional tables must clear the additional tables with the Merchant Room Director prior to the start of the convention on Friday.

CUT OFF DATE- All merchants must be registered and paid in full by **February 22, 2019**. Any merchant wanting to register or pay for tables after this date **MUST** contact the Merchant Room Director directly to make special arrangements, or they will not be guaranteed a space in the Merchant Room. Merchant Room space must be paid prior to setup. To be considered “PAID,” your completed Merchant Purchase Order Form and your payment must be turned into the Merchant Room Director.

PLACEMENT- Tables are assigned on a first come, first serve basis. If you want a specific spot in the Merchants room, please make sure we receive your payment early. We will do our best to accommodate all special requests for placement, but ultimately the Merchant Room Director will have the final say on placement. Merchant displays may not be moved beyond the boundaries of the allotted space and may not encroach on any aisles or block or reduce the flow of

traffic. Fire extinguishers, hose cabinets, fire exits or fire alarms cannot be blocked or covered.

MERCHANT BADGES – Each Merchant will get two badges for the first table and one badge for each additional table with their Merchant Room Purchase. Merchants may purchase additional badges at \$30 apiece. CoastCon reserves the right to limit the maximum number of additional badges on a case by case basis to prevent abuse of this policy. All Merchant Room functions will be handled in the Merchant Room; this means you can pick up your badge(s) in the Merchant Room and do not have to wait at the Registration Desk. There will be a CoastCon Merchant Room Liaison at a table near the load in door at all times that the merchant room is open.

PARKING – Parking is \$5.00 per day for all staff, vendors and attendees per Coliseum mandate. A ticket will be provided the first time the \$5 is paid per day. Each vendor is responsible for keeping up with their daily ticket if they leave or come back into the parking area. If the ticket is lost, they will be charged for another parking ticket.

ELECTRICAL POWER – There will be a \$60 charge for the weekend for electrical power. The Merchant Room Staff will insure that the power is run to the edge of their space, but the Merchant is responsible for providing all cords and surge protectors within their space. All arrangements for electrical power **MUST** be made in advance - none will be arranged or sold during the event.

Merchant Room Staff will be available to assist Merchants in securing cords to the floor; if a cord becomes insecure during the event, the Merchant needs to bring it to the attention of the Merchant Room Staff or re-secure the cord themselves.

PHONE LINES – Merchants requiring phone access in their space may purchase. To order a phone line, you must contact Mississippi Coast Convention Center Sales team yourself and arrange payment. You may do so by calling (228) 594-3700 or go to their website <http://mscoastconventioncenter.com>

INTERNET – There is no free Internet provided by the coliseum. If you require Internet, you must use your own data plan or you may purchase a secured paywall with the coliseum for \$45.00 for the weekend.

ADVERTISING –

Website – Merchants will be listed on the CC website's Merchant Page (www.coastcon.org). Advertising in the program book is available for purchase: See details in the attached Program Book Registration form.

HOURS OF OPERATION (subject to change)

Friday 12pm-7pm

Saturday 10am-7pm

Sunday 10am-4pm

The Merchant Room will be available for setup Thursday night from 6pm to 10pm, and the next morning at 9am (Friday). The merchant room will be accessible an hour before business hours each day to allow merchants to restock/tidy up. **NOTE: Dollies of any kind are not permitted on the marble floors of the coliseum lobby. All load in will be done through a back entrance to the convention space.** Merchants are responsible for their own set-up and tear-down and for arranging any necessary help. CoastCon will make every attempt to provide volunteers to assist exhibitors with these functions, but cannot guarantee volunteers will be available. **ALL STAFF, VENDORS AND ATTENDEES FOR COASTCON MUST NOW PAY \$5 PER DAY FOR PARKING PER COLISEUM MANDATE.**

PAYMENT – Cash, Checks, Money Orders or PayPal will be accepted for payment (DO NOT send cash in the mail). If you pay with a check, it must be cleared before your space will be guaranteed. If your payment has not cleared by the time of your arrival, it must be resolved before you will be permitted to setup. All returned checks will be subject to the maximum returned check fee allowable by state law.

Applications made over the phone or emailed will not officially reserve your space; all forms and payments must be received to consider you a Registered Merchant. Exceptions to this policy will be at the sole discretion of the Merchant Room Director.

CANCELLATION POLICY –

Cancellation by CoastCon: If a Merchant fails to comply with the payment terms as outlined in this application, or fails to adhere to the rules, regulations and/or policies set forth in this application, CoastCon reserves the right to cancel exhibit space without issuance of a refund.

Cancellation by Merchant: Merchants wishing to cancel an exhibit space reservation must provide CoastCon with the request for cancellation in writing. Cancellation of space will result in the forfeiture of all monies previously paid to CoastCon. Merchant space costs will not be refunded. CoastCon may reassign or resell any cancelled space, at its sole discretion, regardless of previously paid exhibit costs.

FORCE MAJEURE - CoastCon shall not be liable for failure to perform its obligations under this agreement as a result of strikes, lock out, riots, acts of war, acts of God, emergency declared by a government agency, or any other cause of any kind whatsoever beyond CoastCon's control. If an above mentioned event should occur, CoastCon shall refund to each Merchant its exhibit space rental payment previously paid, in full satisfaction of CoastCon's liabilities to Merchant.

TAXES – Merchants are responsible for collecting and paying all applicable local and state sales taxes. The tax rate in Harrison County is currently 7%. As required by Mississippi State law and the Coliseum regulations, sales tax will be collected by the Merchant Room Director on Sunday at Merchant Room closing time. There are no exceptions. **No Merchant will be allowed to move out until their taxes are paid.**

SECURITY – CoastCon will have Security and Merchant Liaison personnel stationed in the Merchant Room throughout the operating hours. During closed hours, CoastCon secures the Merchant Room to prevent unauthorized access. However, CoastCon is not responsible for property loss, so please arrange your exhibit to discourage shoplifting. CoastCon strongly encourages all Merchants to take reasonable precautions to prevent theft and damages. If an incident occurs, please inform Merchant or Security staff immediately.

WEAPONS – Merchants must sell weapons peace-bonded or in boxes and not allow anyone to handle them without supervision. Guns will not be allowed to be sold, this includes reproductions. Tasers, Stun guns, etc. will only be allowed to be demonstrated by Merchant and must be sold in a sealed box (taped closed).

BREAKDOWN – You may not start breaking down until 3pm Sunday. It is unfair to the remaining merchants and members, as it gives the impression that the room is closed. If a merchant needs to leave before Sunday, arrangements must be made and they must be out of the room before the room opens on Sunday. Merchants that violate this policy may not be asked back to CoastCon as a Merchant. Merchants leaving before Sunday may not have the use of the dollies provided to us by the coliseum, as they are only guaranteed for our use on Thursday night, Friday morning, and Sunday afternoon.

LEGAL AND OTHER STUFF

1. Sale of merchandise must be legal in the state of Mississippi. It is the responsibility of the Merchants to know what is legal. Items that are deemed morally questionable by the Merchant Room Directors or Governing Committee must be removed and not returned to the Merchant Room. Adult material that does not fall into the genre of SF/F will not be permitted in the Merchant Room. Genre Adult material must be kept out of the reach of children, and may not be displayed showing adult images. Selling Genre Adult Material may cause placement in the back of the room to help prevent problems with children and their parents.
2. Merchants are not permitted to use tape, pins, staples, tacks, glue, or anything else to attach anything to the walls. Displays must be free standing and not block aisles.
3. Items not provided by CoastCon are tablecloths, table covers, and backdrops. However, tablecloths can be rented to Merchants for \$20 each if ordered in advance of the Convention. Please contact the Merchant Room Staff to do so.

4. Vendors selling bootlegged material will be asked to remove the material from their table. Bootlegged material is defined as any material that is not officially licensed by the producer/creator for sale. The only exception to this policy will be if officially licensed products are not currently available to the public in any form. Vendors that do not comply with this policy may not be asked to return to CoastCon in the future.

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Merchants/Exhibitor Order Form

Company Name:

Merchandise:

Contact Name:

Business Address:

Website:

Email:

Phone Number(s):

		Staff Use Only Check Number
_____	Tables @ \$120.00 each	\$
_____	Additional Badges @ \$30.00 each	\$
_____	Power Drop @ \$60.00 for the weekend	\$
_____	Internet paywall @ \$45.00 for the weekend	\$
_____	White Tablecloths @ \$20.00 each	\$
_____		\$
	Total:	\$

Please complete one Badge Form for each employee.

Please mail your completed Merchant Purchase Order Forms, completed Badge Request Form(s) and payment to:

CoastCon 42
ATTN: Merchant Room Director
P.O. Box 1423
Biloxi, MS 39533

Please make checks out to "CoastCon, Inc."

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Merchants Badge Request Form

Please provide complete information for each employee that will be attending.

Date: _____ Merchant/Store Name: _____

Legal Name:

Badge Name:

Date Of Birth:

Email:

Legal Name:

Badge Name:

Date Of Birth:

Email:

Legal Name:

Badge Name:

Date Of Birth:

Email:

We wish to respect your privacy as well as provide you with added benefits as a member of CoastCon, Inc. CoastCon Inc. reserves the rights as a benefit to our members and merchants to share information with other conventions (only conventions-no telemarketers). If you do not wish your information to be passed along please initial here: _____

Please mail to:
CoastCon 42
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Biloxi, MS 39533