

**NW TAROT SYMPOSIUM  
Vendor Application**

Send To:  
J. DeForest  
PO Box 86908  
Portland, OR 97286

*Office Use Only:*  
Date Received: \_\_\_\_\_  
Booth Reg: \_\_\_\_\_  
Attendee Reg: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Check # \_\_\_\_\_  
Check \$ \_\_\_\_\_  
# of Tables \_\_\_\_\_  
Notes: \_\_\_\_\_

**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

Check this box if you are sharing your booth with another vendor.

Second Vendor's Business Name: \_\_\_\_\_  
Business Owner: \_\_\_\_\_

Please describe your merchandise in detail (this will be on the website & in the program):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF MERCHANDISE** (Check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Tarot/Oracle    | <input type="checkbox"/> Artwork                | <input type="checkbox"/> Body / Bath / Fragrance |
| <input type="checkbox"/> Clothing        | <input type="checkbox"/> Jewelry                | <input type="checkbox"/> Music                   |
| <input type="checkbox"/> Books           | <input type="checkbox"/> Massage, healing, etc. | <input type="checkbox"/> Ceramics                |
| <input type="checkbox"/> Crystals/Stones | <input type="checkbox"/> Tarot Accessories      | <input type="checkbox"/> Other Type              |

**Option 1: Booth Vending**

Booths come with one (1) 6ft table and two (2) chairs. Additional tables are available for \$15 each or you may bring your own. Vendor registration includes one (1) general event admission. Up to two (2) more event registrations can be purchased for the discounted rate of \$110. Two vendors may share a booth space.

Booth size: 10' x 10'.....(\$195 each) Booth qty: \_\_\_\_\_ (maximum of 2 spaces)

Additional table quantities needed (one is included with your booth): 6' tables\_\_\_\_\_

Do you need electricity? \_\_\_\_ Yes, I need electricity. \_\_\_\_ No.

**Total Booth Vending Cost: \$\_\_\_\_\_**

**Option 2: Table Space Vending**

8'w x 5'd space with one (1) 6ft table and two (2) chairs. Vendor registration includes one (1) general event admission. Up to one (1) more event registration can be purchased for the discounted rate of \$110. Two vendors may share a table space.

Table space size: 8' x 5'.....(\$150 each) Table qty: \_\_\_\_\_ (maximum of 2 spaces)

*Please note that electricity is not available for the table spaces. If your products require more than standard lighting, you may want to consider a booth space with access to electricity.*

**Total Table Vending Cost: \$\_\_\_\_\_**

**Option 3: Reader's Table / Services Space (No Merchandise)**

Space with one (1) 2.5' bistro table and two (2) chairs. This space is for services/readings only and the vendor may not sell merchandise. Vendor registration includes one (1) general event admission.

Reader's Table size: 2.5' bistro.....(\$110 each)

*Please note that electricity is not available for the these spaces. These spaces are limited.*

**Total Table Vending Cost: \$\_\_\_\_\_**

### **Option 4: Consignment Vending**

For sales of books, card decks, and other merchandise, we can include your items for sale in the NWTS Consignment booth. Items can be shipped in advance of the weekend or delivered to us on site. We will show them in our booth, handle all sales and pay you the week after the event. **Note: this option is only available to registered attendees, presenters, and volunteers.**

***Cost: \$20 listing & accounting fee for the first 3 titles (\$5 per title after the first 3), plus a 20% commission of sales.***

**Total # of unique titles:** \_\_\_\_\_ **Total Consignment Cost: \$**\_\_\_\_\_

### **REGISTRATION**

Every vending space comes with one (1) general attendee registration. Each additional vendor helper (up to 2 helpers for booths and 1 helper for tables) needs to register for the symposium if they plan on attending any of the workshops. Helpers who are not attending workshops get free entry to the Monarch Hall & a *Helper* Badge.

Vendor attendee registration is \$110 per person. Number of additional registrations: \_\_\_\_\_

Non-participating vendor helpers are free, but must be listed. Number of helpers: \_\_\_\_\_

Weekend lunches can be added for \$20 per day, per person. Number of lunch tickets: \_\_\_\_\_

The Saturday dinner buffet is \$30 per person. Number of Saturday dinner tickets: \_\_\_\_\_

Please include the names of ***every person*** staffing the booth/table below, including your own:

Legal Name:

Badge Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Booth Cost \$**\_\_\_\_\_ **+ Attendee Reg. & Meals \$**\_\_\_\_\_ **= Total \$**\_\_\_\_\_

**Please make checks payable to *NW Tarot Symposium* and mail this application with your check to: NWTS (NW Tarot Symposium)PO Box 86908 Portland, OR 97286**

## **POLICIES AND REGULATIONS**

1. Signage & Backdrops - Booth Spaces may have free standing signage/backdrops up to 10ft. tall. Table Spaces and Reader's Tables may have free standing signage/backdrops up to 5ft. tall.
2. Nothing may be hung from or attached to the walls or windows.
3. All of your merchandise, signage, tables, chairs, etc. must remain within your designated space at all times.
4. No amplified music or sound. Music vendors please bring headphones.
5. Volunteers are available to help with load-in, load-out, and to watch your booth/table for short breaks. If you plan to be at a workshop/presentation you'll need to either close your space, bring a helper, or hire a sales person.
6. All vending must be setup on Friday, **there is no setup time on Saturday**. Vendors must be packed-up, space cleaned, and everything out on Sunday no later than 8PM.
8. The Northwest Tarot Symposium, its staff, volunteers, or any person associated with it, cannot be held accountable or responsible for any and all damage, loss, theft, injury, vandalism, etc. to the vendor's wares or person.
9. No pets are allowed on or in the Monarch Hotel & Conference Center property.
10. Lighting in the Monarch Hall is standard room lighting with some directional track lighting. While this is adequate for most things, if you have products that require bright, or additional lighting, you will need to bring your own light fixtures and purchase a booth space, which includes free electricity. Table Spaces and Reader's Tables do not have access to electricity. Track lighting cannot be adjusted to accommodate any specific vendor's area. **Vendors are not permitted to adjust room lights.**
11. Electricity – Free electrical access is available with all Booth Spaces. (Table Spaces and Reader's Tables DO NOT have electricity.) You will need to bring your own **heavy duty extension cord (Minimum 12 ga. thickness for fire safety)** of at least 15' in length to get power to your booth. From there, you can use a power strip for separate outlets for lights, computer, etc. Please also bring gaffers tape to secure your cords safely to the carpet.
12. Keep your space clean at all times. Use the trash and recycling barrels in the Hall.
13. Free Wi-Fi is provided throughout the hall and there is excellent cell phone coverage for your tablet, laptop, card reader, etc.

***Please note that all vendors are juried in and we will notify you of your admission status as you are accepted and/or no later than January 30th, 2018. If you are accepted, you'll also receive the vending package with all necessary information.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you!*