

NW TAROT SYMPOSIUM

Vendor Application

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

Office Use Only:
[] XLSX Return [] SPACE: _____
Date Rec'd: _____ RESP Sent: _____
Fee \$: _____ Booth [] Table [] Reader []
Extra Attendee Fee \$: _____ # _____
Meals \$: _____ #Lunch _____ #Dinner _____
Total \$ _____ Check # _____ CC []
ELEC Yes [] No [] # of Extra Table s _____
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. ***(If a second vendor is sharing your space, please copy this page and include their information separately.)***

Second Vendor's Business Name: _____
Business Owner: _____

Please describe your merchandise in detail to help us in selecting vendors for this event.

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: _____ |

Option 1: Booth Vending

Booths come with one (1) 6ft table and two (2) chairs. Additional tables are available for \$10 each or you may bring your own. Vendor registration includes one (1) General Event Pass. (***Does not include Keynote or Professional Development Extensions***) Up to two (2) more General Event Passes can be purchased for the discounted rate of \$140.

(See next page for additional registration details and options.)

Two vendors may share a booth space.

Booth size: 10' x 10' \$195 (Max. 2 booths) Booth qty: _____ Fee: \$ _____

Additional Tables (1 Included with booth) \$10 Table Qty: _____ Fee: \$ _____

Do you need electricity? No Charge [] Yes [] No.

WiFi and Two chairs included, extras available - No Charge

Total Fees: \$ _____

Option 2: Table Space Vending

8'W x 6'D space with one (1) 6ft table and two (2) chairs. Vendor registration includes one (1) General Event Pass. (***Does not include Keynote or Professional Development Extensions***) Up to one (1) more General Event Pass can be purchased for the discounted rate of \$140. *(See next page for additional registration details and options.)*

Two vendors may share a table space.

Table Space size: 8' x 6' \$150 (Max. 2 Tables) Table Space qty: _____ Fee: \$ _____

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.

WiFi and Two chairs included, extras available - No Charge

Total Fees: \$ _____

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. *This does not include A General Event Pass, but it is eligible for registering for one, and other extensions, with this application.*

(See next page for additional registration details and options.)

Reader's Table size: 2.5' Bistro Table \$110 (Max. 1 Table) Readers Table Fee: \$ _____

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

Total Fees: \$ _____

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: Only available to paid registered attendees, presenters, and approved volunteers. Not eligible for General Event Pass or other Registrations.**
Cost: \$20 listing & accounting fee for the up to 3 titles, plus a 20% commission of sales.
Please include the Consignment Vending Record on Page 5 with this application.

Total Consignment Listing Fee: \$ 20.00

REGISTRATION

Every vending space comes with **one (1) General Event Pass. *(Does not include Keynote or Professional Development Extensions)*** Each additional vendor or 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 and a "Helper" Badge.)

<u>General Event Pass</u>	No. of additional passes: _____ x \$140 = _____
<u>Keynote Presenter Extension</u>	No. of passes: _____ x \$ 25 = _____
<u>Professional Development Extension</u>	No. of passes: _____ x \$200 = _____
<u>Saturday/Sunday - Lunches</u> \$20 per day, per person	No. _____ x \$ 20 = _____
<u>Saturday Dinner Buffet</u> - \$30 per day	No. _____ x \$ 30 = _____

Registration Total \$ _____

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

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

Legal Name:

Badge Name:

Vending Fees \$ _____ + Registrations \$ _____ = Total \$ _____

[] Pay by check to *NW Tarot Symposium*. Mail this application with your check to:
NWTs (NW Tarot Symposium) PO Box 86908 Portland, OR 97286

[] Pay by card. Print and email this form to: Vending@NWTarotSymposium.com
and we'll send a PayPal Invoice for the total, plus 3% processing fee.

POLICIES AND REGULATIONS

1. Signage & Backdrops - Booth Spaces may have free standing signage/backdrops up to 9 ft. 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 or ceiling.
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 Booth Spaces, by request. (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 and surrounding area clean. Use the trash/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.
14. **All Vendors are requested to contribute at least one item to the NWTS Raffle prize pool.**

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, 2019. If you are accepted, you'll also receive the vending package with all necessary information.

I understand and accept all of the prices, terms and conditions above.

Signature: _____

Date: _____

NWTS CONSIGNMENT VENDING RECORD

Vending Client: _____

Contact Phone: _____ Email: _____

Mailing Address: _____

Make Check Payable to: () Same or: _____

Consignment Terms:

The Guiding Tree, acting on behalf of the Northwest Tarot Symposium, shall carry the below described items for sale during the event in the Guiding Tree booth on behalf of the Vending Client. The sale price of the items shall be as indicated below.

The Guiding Tree/Northwest Tarot Symposium shall accept payment for sales of the items from buyers and shall send payment to the Vending Client by company check made payable as above, delivered by US Postal Service. Checks will be mailed within 10 Business days of the conclusion of the event. Client agrees to pay The Guiding Tree a \$20.00 fee in advance for listing up to 3 items, plus a commission of 20% of the retail price of all items sold, to be deducted from the payment check to the Vending Client described above. If there are no sales of the items during the event, there will be no further charges other than the initial \$20 listing fee. (*\$20 listing fee will be waived for NWTS Presenters, 20% commission still applies.*)

All items are accepted on consignment only, and any unsold items are to be retrieved by the Vending Client by 5 PM on Sunday afternoon of the event. Any items not retrieved, will be sent to the client by USPS or UPS, and shipping charges billed to the client.

() I agree to these terms. () Listing Fee Paid () Listing Fee Waived (Presenters)

Signature: _____ Date: _____

1st Item: _____ Retail Price: _____

Number Consigned: ____ () Initials Number Returned: ____ () Initials

2nd Item: _____ Retail Price: _____

Number Consigned: ____ () Initials Number Returned: ____ () Initials

13rd Item: _____ Retail Price: _____

Number Consigned: ____ () Initials Number Returned: ____ () Initials

Northwest Tarot Symposium - Vendor Information

Welcome and thank you for participating in the Northwest Tarot Symposium and Metaphysical Market! This document includes a lot of the information you'll need for the event. Please contact us if you have any questions. Our email is vending@nwtarotsymposium.com.

Location:

Monarch Hotel & Conference Center
12566 SE 93rd Avenue, Clackamas, OR 97015

Vendor Coordinators: Jay DeForest: 503-504-2194 or Jadzia DeForest: 503-679-9634

Loading In and Set Up

Please pull around to the back of the hotel and park in that lot. Enter through the double doors directly into the vending hall.

Load-in hours are Friday, from 10am to 1pm. ALL VENDORS MUST BE SET TO OPEN BY 2PM, ANYONE ARRIVING AFTER 1:30PM WILL NOT BE ALLOWED TO SETUP.

Once you've unloaded, please park your car in front of the hotel in the main lot so that others may park closer to unload. All hotel parking is free.

Your vending space will be marked with your business name located on top of the table provided. All spaces will have one table and two chairs, unless you've requested otherwise. Please have your setup complete and organized by 2pm when the vending hall opens to attendees.

Raffle Donations

We will have a staff member come around to collect raffle donations on Friday afternoon. Please include your business name with your donations of merchandise, gift certificates, etc. And remember that all donations are tax deductible as an advertising expense for your business. If you'd like to mail your raffle donation to us before the event, please send it to:

J. DeForest
15000 S Springwater Rd
Oregon City, OR 97045

Thank you for your donation! It is a huge contribution to the success of the event!

Security

After hours the room will be locked and no one will be allowed in without a NWTS staff member. The room opens again a little before 9AM Saturday and Sunday.

Event Vending Hours

Vending during the Friday evening Meet and Greet (6:30pm to 9pm) is optional, but highly encouraged. We do hope you'll stick around and show off (sell) your wares, socialize, and participate in the fun. Many vendors report a LOT of sales during this time!

The vending hall will be open to the public during the weekend (Saturday and Sunday). Feel free to promote your business to your network in the Portland area! We're promoting it as a **Free admission Psychic Fair and Metaphysical Market**.

Friday Vending: 2pm to 9pm (Optional)

Saturday Vending: 9am to 5pm

Sunday Vending: 9am to 5pm

Lunch Buffet

The lunch buffet for two days is \$40, (\$20 each day). If you'd like to take advantage of this option you may purchase lunch tickets with your registration. A very limited number of tickets may be available at the event. The buffet will be held in the Monarch Hall and includes: two green salads, fruit, sliced deli meats, four different cheeses, sandwich toppings, and a variety of breads (including gluten free). There is also a restaurant in the hotel, and several others within walking distance, if you choose to forego the buffet.

Saturday Dinner Buffet

Dinner tickets can be purchased at the information table in the Monarch Hall for \$30. Dinner starts at 6:30PM in the Sandy room. A limited number of tickets are available on site.

Dinner will include two green salads, seasonal fruit, seasonal vegetables, potatoes, rice pilaf, rolls and butter, with entrees of London Broil, Filet of Halibut, or Vegetarian Pasta Primavera. There will also be a cash bar

Saturday Night Cocktail Party

At 8PM we'll switch out the buffet to sweet and savory desserts for social time, entertainment, raffles and No-Host Bar. Join us after dinner for this fun and festive cocktail party. This is your opportunity to dress up, come in costume, wear that corset or kilt, or whatever you'd like! Have fun with it and we'll see you there.

Attending Workshops

The primary vendor and those who've purchased the vendor attendee pass, you are welcome to attend any of the workshops. Please keep in mind that the **General Event Pass (Does not include Keynote or Professional Development Extensions)** ***You will need to purchase those separately, if you want to attend them.*** If you have any helpers at your booth who would like to attend workshops, you can purchase their pass for the weekend with your registration, or at the Registration table for \$140. **Helpers who are not attending workshops get free entry to the Monarch Hall and a "Helper" Badge.** Vendor Helpers are welcome to join the Saturday Night Cocktail Party. Included with your onsite vending packet is the event program where you'll find all class times, activities, and additional information.

Hotel Amenities

The Monarch Hotel has a special discount rate for NWTS participants. Call to make your reservation and let them know that you are with the Northwest Tarot Symposium to get the special rate. All hotel parking is free. There is also free WiFi throughout, free use of the lobby computer and printer, and free airport transportation.

Load Out

Vendors may start packing down at 5pm on Sunday. The last raffle will be held in the vending room just before the event ends, please stay open for any last minute sales. All load out needs to be completed by 9pm on Sunday night. Please place all trash in the receptacles and leave your space clean!

If you have any questions Jay can be found at the NWTS or The Guiding Tree booth most of the weekend. Or, you can call one of the cell numbers listed above.

Again, thank you for joining us as vendor for the Northwest Tarot Symposium. We hope you have a wonderful time and profitable weekend!

Jadzia & Jay DeForest
Producers of NWTS