

## 2020 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](mailto:vending@nwtarotsymposium.com)

### **Dates & Location:**

Friday March 6-8, 2019

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

**Vendor Coordinator:** Jay DeForest

**Asst. Vendor Coordinator:** Stevi Jones

### **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. After unloading, please park around the front of the hotel to allow other vendors to unload.

***Load-in hours are Friday, from 9am to 1pm. ALL VENDORS MUST BE SET TO OPEN BY 2PM, ANYONE ARRIVING AFTER 1:30PM MAY NOT BE ALLOWED TO SETUP, if it will disrupt the room. There is no load-in time on Saturday or Sunday, other than merchandise restock.***

We have over 50 vendors this year, so please, once you've unloaded, please park your vehicle 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. There will be an envelope with name badges and whatever add-on passes you have ordered. 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**

Part of the Vending Agreement is to provide at least one donation from each vendor for the raffle prize packages.

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

## **Security**

After business hours, the vending hall will be locked and no one will be allowed in without a NWTS staff member. The room opens again at 8:45 AM Saturday and Sunday.

While we have never had an issue with theft from the hall, please secure or take items like cash, computers, etc. Covering merchandise with fabric has always been sufficient for closed hours.

## **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! There will be complimentary hors d'oeuvres and a Cash Bar in the vending hall.

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 (NWTS Attendees Only)**

**Saturday Vending: 9am to 5pm (Open to the General Public)**

**Sunday Vending: 9am to 5pm (Open to the General Public)**

## **Lunch Buffet**

The Saturday/Sunday lunch buffet is \$25 each day. If you'd like to take advantage of this option you may purchase lunch tickets with your registration add-ons. A very limited number of tickets may be available at the event. The buffet will be held in the Monarch Hall and includes: 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**

The Saturday evening festivities are open to all NWTS attendees and vendors. Dinner tickets are optional and can be purchased for \$40 with your add-ons. Dinner starts at 6:30PM in the Sandy room. A very limited number of tickets are available on site. Dinner will include meat, fish, and vegetarian options. There will also be a cash bar open.

## **Saturday Night Cocktail Party**

At 8PM we'll switch out the buffet to complimentary sweet and savory desserts for social time, entertainment, raffles, and cash 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**

Vendors who have purchased the "Vendor/Attendee" pass, are welcome to attend any of the workshops. Please keep in mind that ***Does not include Keynote or Professional Development Extensions*** ***You will need to purchase those separately with your add-ons, if you want to attend them.*** Included with your onsite vending packet is the event program where you'll find all class times, activities, and additional information.

### **Hotel Amenities**

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 or Stevi can be found at the NWTS or The Guiding Tree booth most of the weekend.

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*