

## Ice Dragon 2018 Merchant Information & Policies

### Ice Dragon 2018 Merchant Liaison:

Rhys Penbras as Dafydd      Email: [rhyspenbras@gmail.com](mailto:rhyspenbras@gmail.com)

**Please note:** Each merchant is allowed **one** assistant that is included in their merchant fee. Any other people attending with the merchant must pre-register by normal means or pay at the door. **The Merchant liaison will not accept payments for non-merchant/assistant pre-registration.**

- Merchants are welcome to bring their own tables, chairs and fixtures.
- Access to electricity is available, but Merchants must provide their own heavy duty extension cord(s), adapters, protectors/covers, etc.

**All valid merchants will receive confirmation no later than April 2nd. If you have not received your confirmation by the evening of April 2nd please email the Merchant Liaison.**

**Set up times:** Merchant set up times are pending and will be posted no less than a week before the event. Times are at the discretion of the Autocrat.

**Cancellations:** Fees for cancellations will be refundable until March 24th, 2018. A request for refunds after this date will be given only with the approval of the Merchant Liaisons and the Autocrat, and will be considered after the event and only if the space was resold. All refunds will be issued by check through mail after the event.

## Ice Dragon 2018 Merchant Rules

1. Merchants **must** be set up and ready to sell by the time the site opens to the public.
2. It is the responsibility of merchants and all pre-reg members of their party to check in with the Merchant Liaison before the site opens to the public the day of event to receive their merchant ID tag and/or site tokens.
3. Tables/spaces will be marked with merchant name. Please do not change spaces!
4. If a space is required next to a particular merchant, please indicate this in the comment area of the merchant reservation form. **This is not guaranteed**, but will be accommodated when possible.
5. Electricity is available by request. Merchants **must** provide their own heavy duty extension cord(s), adapters, protectors/covers, etc. Merchants must make sure they are properly secured to avoid tripping and falls. **No extension cords or protectors will be available on site.**
6. We cannot guarantee that a cart will be available for merchant loading/unloading. Merchants **must** provide their own if required.
7. Aisles and walkways **must** remain clear due to NYS Fire & Safety regulations and to allow room for wheelchairs, walkers, etc.
8. Do not block doors or hallways.
9. There is **no** smoking in any areas of the building as per NYS Smoking & Fire regulations. All merchants and their companions **must** observe this rule and smoke outdoors in designated areas.
10. Site **will not** provide merchants with change of any kind. Merchants must come prepared.
11. Merchants are responsible for cleaning their area and removing all trash before leaving the site.