

# Ice Dragon March 26<sup>th</sup>, 2022 -Merchant Information

For Ice Dragon 2022 Merchant Liaison – for space reservations, general questions, or assistance contact:

Magnus de Lyons (Lance Kazmark), magnusofnarnia AT gmail DOT com, 716-475-0966, Facebook: Lance Magnus Kazmark.

## Costs:

- **Fees for the event are:**
  - \$20 per adult event registration.
  - \$15 per adult member discount event registration.
  - Free for those under 18.
  
- (1) Merchant space: \$20.00.
  - Includes:**
    - One merchant space (see below).
    - One table (8-foot folding table).
    - Two chairs.

## Please note:

- Merchants must check in with and pay the merchant liaison on the day of the event. Prepayment will not be accepted.
- Merchants must check in prior to unloading and setting up.
- Any other people attending with the merchant must pre-register by normal means and pay at the door. **The Merchant liaison will not accept payments for non-merchant/assistants.**

## Table/space information:

1. Merchant spaces **are limited**. Please reserve early.
2. A merchant may only reserve **one space**.
3. The size of each merchant space is ten feet by ten feet (10' X 10').
4. Merchants are welcome to bring their own tables, chairs, and fixtures but these items **must** fit in the 10' X 10' merchant space and not cause a safety hazard or disruption to other merchants.
5. Spaces with power are limited. Please only request electricity if it is **absolutely** needed.
6. The building does have Wi-Fi, no password is required.

**Payment information: All money is due the day of the event. Prepayment is not required, nor will it be accepted.** Fees are payable by check, money order, or cash. Check or money order should be made payable in US funds to "SCA, Inc., Barony of the Rhydderich Hael (Canadians please be sure to write "In US Funds" on your checks). There will be a \$20.00 charge for bounced checks.

**Reservation deadlines:** All merchant reservation forms **must** be received by March 12th, 2022. Sorry, no exceptions. Requests received after this deadline will be put into standby depending on availability of space. **All valid merchants will receive confirmation no later than March 21st. If you have not received your confirmation by the evening of March 21st, please contact 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:** After placing a reservation, if a merchant cannot attend, please inform the merchant liaison as soon as possible. No fees will be charged for canceling a reservation, but with enough notice the space can be given to people on the standby list.

## **Ice Dragon 2022 merchant rules**

1. Merchants must follow all current COVID policies.
2. Merchants **must** be set up and ready to sell by the time the site opens to the public.
3. It is the responsibility of merchants to check in with the merchant liaison the day of event **before unloading at their assigned spot**. Any fees owed should be paid at this time. Merchants will be directed where to unload at this time.
4. Tables/spaces will be marked with the merchant's name and the name of the business. Please do not change spaces!
5. 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.
6. Merchants who have previously arranged for and have been granted electricity **must** provide their own heavy duty extension cord(s) or adapters and make sure they are properly secured with painters or masking tape as to avoid tripping and falls. **None will be available on site.**
7. Regrettably, there is no cart or personnel available for merchant loading/unloading. Merchants **must** provide their own if required.
8. Aisles and walkways **must** remain clear due to NYS Fire & Safety regulations and to allow room for wheelchairs, walkers, etc.
9. Do not block doors or hallways.
10. 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.
11. Site **will not** provide merchants with change of any kind. Merchants must come prepared.
12. Merchants are responsible for cleaning their area and removing all trash before leaving the site.

## Ice Dragon 2022 Merchant Reservation Form

**PRINT THIS FORM OUT AND MAIL OR SCAN & EMAIL TO:**

Magnus de Lyons. 268 Adam St, Tonawanda NY 14150. Email: magnusofnarnia AT gmail DOT com

1. Signed form **must** be received in hand by the merchant liaison no later than March 12th, 2022.
2. All information fields **must** be completed or request for merchant space will not be accepted.
3. **Payment information:** All money is **due the day of the event** at the site. **Prepayment is not required nor will it be accepted.** Fees are payable by check, money order, or cash. Check or money order should be made payable in US funds to "SCA, Inc., Barony of the Rhydderich Hael (Canadians please be sure to write "In US Funds" on your checks). There will be a \$20.00 charge for bounced checks.
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Merchant information (required)	
Company Name:	
Merchant SCA Name:	
Merchant Full Legal Name:	
Mailing Address:	
E-mail address:	
Description of wares:	
Spaces/tables/electricity requested	
Electricity needed (no additional charge):	YES or No (circle Yes or No)
Please note any other special requests or needs:	

**I have read Merchant Information Form/Merchant Rules and agree to all the terms therein:**

Merchant legal name **Signature (REQUIRED)**

Merchant legal name **Printed (REQUIRED)**

Date **(REQUIRED)**: \_\_\_\_\_