



# **BROWNCOAT WAYSTATION**

**MARCH 13-15, 2020 • THE QUEEN MARY  
1126 QUEENS HWY, LONG BEACH, CA 90802**

## **Vendor Space Contract**

**Browncoat WayStation Vendor Spaces may be purchased under the following guidelines:**

Included with each Vendor Space purchased are One Vendor Table Space (6' x 6'), One 6' table and two chairs, and Two 3-Day General Badges. Additional 3-Day General Badges may be purchased at the rate on the date of purchase.

### **Vendor Space Cost**

- **\$125 EARLY BIRD SPECIAL** through February 28, 2019
- **\$150** March 1, 2019 – December 31, 2019
- **\$175** After January 1, 2020

Vendor Space is on a first come – first serve basis upon approval. Vendors may purchase an additional space to build a desired booth layout of 6'x 12' as space allows. Although we will try, we cannot guarantee meeting special requests. We cannot guarantee to assign a specific space or location.

The sale of food items must be negotiated on a per vendor basis.

The Vendor Hall will be open to the general public.

Please bear in mind that the Queen Mary is a working museum and vendors are prohibited from placing any displays upon walls (this includes using pins or tapes). Displays must be able to prop on their own, have their own stand, or be secured. Live flame (lit candle) is prohibited.

Vendor is liable for any damages incurred. Damages include but not limited to: tears, spills, stolen, burned, broken, or missing. Vendor is responsible to inspect and reporting any damages seen on provided items prior to set up. Vendor is to report to Vendor Coordinator for any such problems.

Vendors are not to obstruct the sight to other Vendor's rental spaces, walkways, or exits. Violators will have their displays moved, rearranged or dismantled at Vendor's expense.

Vendor ensures there is a minimum of one Vendor representative present at each booth at any given time. Badges must be worn at all times during setup and breakdown, and for the duration of Browncoat WayStation.

Browncoat WayStation is a family event; therefore, the sale of firearms and pornography are prohibited.

No illegal activity may be conducted at the Browncoat WayStation by the Vendor or Vendor's employees, agents or representatives. This includes but is not limited to: sale of bootleg items, illegal services, substances, or any other item or service prohibited by the State of California or the City of Long Beach. It is the responsibility of the Vendors to determine the legality of their wares and services.

Vendors Space hours are expected to be 12:00 noon – 6:00 pm Friday; 10:00am – 6:00pm Saturday; and 10:00 am – 4:00 pm Sunday.

Set-up for the space will be approximately 6:00 pm – 11:00 pm Thursday, March 11, 2020. Vendors will also have entry starting at 7:00 am on Friday, March 12, 2020. Removal / Breakdown starts on Sunday, March 15th at 5:00pm, to be completed no later than 8:00pm.

- Browncoat WayStation will provide one 6' table, with 2 chairs per space.
- Browncoat WayStation is not required to provide anything else.
- Vendors agree that they have legal title to material offered for sale and are responsible for ensuring that the material is in compliance with all State and Federal laws, regulations and ordinances in force at the site of and at all times during the convention.
- Vendors agree that they are self-insured.
- Vendors agree that all merchandise sold is to be as represented and that all appraisals made by vendors are to be made at their own risk.
- Vendors must have a current California Resale Number. Please bring a copy with you.
- Vendors are strongly urged to be ready to open when the space opens, and to maintain their spaces until the space closes each day of the convention.

**Payment Policy:** All Vendor Space fees must be paid in full to reserve vendor space unless otherwise agreed by both parties. Payment must accompany Vendor Space Contract.

**Cancellations/Refunds:** Cancellations must be made in writing (print or email); they cannot be taken over the phone. Cancellations are effective as of the date of receipt by Browncoat WayStation. Refunds may be granted by December 31, 2019 only if Browncoat WayStation can find a suitable replacement vendor, minus a \$50 fee. Any vendor that cancels as of January 1, 2020 forfeits all fees.

**No Shows:** If a Vendor does not occupy and exhibit in the designated space by assigned load-in date of the event (unless otherwise agreed by both parties), Browncoat WayStation has the right to use “no show” vendor space in such a manner as it may deem in the event’s best interest. Failure to appear forfeits all fees.

**Email completed Vendor Space Contract to [BrowncoatWayStation@gmail.com](mailto:BrowncoatWayStation@gmail.com)**

**I have read the above rules and will abide by them:**

Business Name \_\_\_\_\_

Website: \_\_\_\_\_

Authorized Representative (Please print) \_\_\_\_\_

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

BWS Representative \_\_\_\_\_ Title: \_\_\_\_\_

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



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## Vendor Space Application

Vendor's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Website: \_\_\_\_\_

Contact address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

Contact email: \_\_\_\_\_

California Resale Number: \_\_\_\_\_

Number of spaces: (Limit 2 as Space Allows) \_\_\_\_\_

Type of Merchandise: \_\_\_\_\_

Name on Badge: \_\_\_\_\_

Names on additional Badges: \_\_\_\_\_

Special requests (wall, power, etc.): \_\_\_\_\_

\_\_\_\_\_

### PAYMENT

Once application is reviewed and accepted, Payment instructions will be emailed.

Email completed Vendor Space Application to [BrowncoatWayStation@gmail.com](mailto:BrowncoatWayStation@gmail.com)

Browncoat WayStation is a non-profit subsidiary of Beautiful Minds Educational Services, LLC