

MarsCon Fan Table Information and Requirements

Fan Tables are available for fan groups, conventions, clubs, etc. to showcase themselves. These tables are free, but they are limited in number and must be reserved in advance. Please see below for the rules regarding tables and staffing.

Requesting a Fan Table:

- Fan tables are free to those groups who wish to promote themselves at the convention and increase their membership.
- Fan Tables are assigned on a first-come-first-serve basis. However, MarsCon has the right to refuse to give a Fan table to anyone or group at the discretion of the board, senior staff or chairperson.
- Please read the following guidelines, fill out the application online, and we will notify you by November 15th of acceptance.

Fan Table Guidelines:

1. Fan Table Membership Badges

two (2) Free badges come with the Fan Table
Additional badges for club members may be purchased at \$25. Additional memberships must be Paid for by December 15th, otherwise they must be paid at Regular Membership price of \$50 at the Door.

- NOTE: If your group requests a table one year and does not show up to staff it:
- 1. Your group may not be allowed a table the following year. If you fail to contact the Fan table coordinator, your group will not be allowed a table the following year. There will be no exceptions to this rule, as we have many more groups than tables and a cancellation means someone who did not get a table can have one.
- 2. If no one is ever staffing your table you will be required to pay the difference for the at the door cost for the badges purchased at the table discount.

2. Programming, demonstrations or service to the convention:

- a. In additional free memberships can be earned by providing programming or demonstration/activity hours for the convention as follows:
Provide 2 hours of programming – receive 1 additional free membership
Provide 3 hours of programming – receive 2 additional free membership
Provide 4 hours of programming – receive 5 additional free membership
Programs must be submitted for approval to programming@marscon.net prior to December **1st, if possible!**
Programming must be approved by the director of Programming to qualify for free memberships.
Contact MarsCon Programming for inquiries.
- b. Other services to the convention will be dealt with on a case by case basis and must be approved by the Convention Chairperson or Designee of the Board
- c. Please contact the Fan Table Coordinator for further questions concerning services to the convention @ Fantables@marscon.net

3. Fan Table Staffing

- Fan tables must be staffed during the day through the convention.
- Fan tables must be staffed a minimum of 6 hours per day over at least two days with at least 1 person to be considered staffed for the convention. This makes the hall look busy and full.

- A reasonable Table Schedule is:
 - Friday: 3pm until 8pm
 - Saturday: 10am until 6pm
 - Sunday: 10am until 2pm
 - 2. You are welcome to keep your table open later or open earlier than these times and we understand if panel and programming schedules require brief unmanned periods.
 - 3. The Table has to be manned by at least one (1) group member with badge to be considered "staffed". All members at the table for any length of time must have a badge.
 - 4. Please do not have more than 3 members behind the table because of the limited space. It creates crowding for other Table holders and can become unpleasant.
 - 5. Please do not play loud music or engage in weapons displays at the table to attract attendees to the table.
 - 6. If your table is distributing flyers/items with adult content they must be distributed only while you are there to insure they are only given out to people who are age appropriate. They cannot be left behind when you leave for anyone to pick up.
 - You may not just leave flyers on the table and leave it for the weekend.
- MarsCon is not responsible for any belongings or equipment left at Fan Tables. The area is not secured.

4. Sales at Fan Tables

- You can only sell memberships/Convention Passes, club related merchandise or take donations at your Fan Table.
- No general merchandise sales are permitted at fan tables which includes: Selling any retail merchandise, non-affiliated group/organization t-shirts, pre-printed non-affiliated group/organization artwork or non-affiliated group/organization pre-printed badges even if all proceeds go to a charity organization.
- Additionally, Groups may not Offer a service or activity to attendees that request tips or charge for the service or Hold a paid lottery or paid raffle.
- Groups cannot sell any food or food-related items but may give away candy or small gifts, such as pens, to entice people to look at their group literature.
- If you wish to sell merchandise, MarsCon has a dealers'/exhibitors' hall where you may purchase booth space to do so.
- Club related merchandise should be items with club logo or made by club specifically to promote the club or convention.
- If Groups are soliciting for donations to a charity organization MarsCon reserves the right to follow-up with the listed charity to verify that donations were received from the group.
- The decision as to whether the items for sale are club related or general merchandise will be at the sole discretion of MarsCon and its agents. If you are unsure, contact the Fan table Coordinator prior to the convention.

5. Table placement

- Will be at the sole discretion of MarsCon.
- The tables will be either an 8ft X 18inches or 6ft X 18inches, at the hotel's discretion.
- We can make no promises about placement, but We will work with to ensure everyone has what they need in their placement.
- Please let us know if you need placed near an outlet and how many, Spaces with power is limited.
- Bring your own power bar, extension cords, and splitters, if possible, we have a limited number and they are first come, first serve for the whole Convention.
- Be ready to share and be courteous to your neighbors.

- Please stay within your allotted table space and do not move tables into walkways or doorways.
- Groups may only solicit at up to 10' feet from their assigned table. Advertisements must be kept to their table or vendors who have approved to have ads on their table. Advertisements can **also** be put on approved flyer tables. Advertisements may not be placed around the convention without approval of the MarsCon Staff.
- Be responsible and please make sure your table and the area around it are kept clean.
- All belongings must be neatly stored behind and under your table. This cannot include luggage, excessively large coolers or extreme amounts of personal belongings. Please consider how crowded it is behind the tables and consider storing your belongings in a friend's room if you are staying off site. (Luggage behind the tables on Sunday is acceptable since everyone is checking out, as long as it is neatly stored and not in walkways.)

Fan Table Application Form:

- Fan Tables are assigned on a first-come-first-serve basis. But remember, MarsCon has the right to refuse to give a Fan table to anyone or group.
- If you agree with the above guidelines, please fill out the application online at the link below, and we will notify you in a timely manner of acceptance.

Application: <http://www.marscon.net/wp/index.php/fan-group-tables/>