



# 2018 Chester County Library NerdCon Vendor Guidelines

*Vendor contracts must be signed and submitted by Monday, March 19<sup>th</sup>.  
Contracts may be submitted via email to [xyzconnect@ccls.org](mailto:xyzconnect@ccls.org).*

## General Information

- Each table is a 2'x6' rectangle. Each vendor will be able to use one of these tables, which will have two chairs at each.
- If you need to attach a banner or sign of any kind, please bring your own tape (no duct tape, please!). Vendor tables must be accompanied at all times. NerdCon staff or volunteers will not be available to monitor unattended tables.
- If a vendor wishes to bring additional fixtures or signage, he or she should email [xyzconnect@ccls.org](mailto:xyzconnect@ccls.org) before the convention, so that arrangements can be made to accommodate the vendors' needs and to ensure compliance with safety regulations.
- NerdCon will not provide security for merchandise displayed on tables. Vendors are responsible for their own products.
- Library Wi-Fi is available throughout the building. If you require an electrical outlet, please specify in your application.
- Please keep any audio/visual displays at a reasonable volume. NerdCon representatives may ask vendors to modify the volume of these displays at any time for any reason. Vendors are not permitted to call out to visitors in order to attract attention.
- NerdCon encourages vendors to bring merchandise for sale rather than commissioning work. Though commissions are not expressly prohibited, vendors whose tables are found to be mostly empty will not be invited back to future events.
- NerdCon does not charge a reservation fee for tables prior to the event; however we do require a signed contract before the event.
- Vendors must stay for the entirety of the sales hours, 10 a.m. – 3 p.m.
- Vendors will be selected based on available space.
- Vendors must abide by the Chester County Library's behavior policy. <http://chescolibraries.org/about/library-policies>



## 2018 NERDCON VENDOR APPLICATION

**SATURDAY, MAY 5, 2018 - CHESTER COUNTY LIBRARY**

### VENDOR INFORMATION

Name:

Organization  
or Business:

Contact Phone:

Address:

Contact Email:

**Tell us about your Business/Organization:** Describe what you may intend to sell.  
Include photos with your application or provide a link to your website.

**NOTE** - Attach all supporting documentation. Please e-mail completed application to [xyzconnect@ccls.org](mailto:xyzconnect@ccls.org) no later than Monday, March 19<sup>th</sup>.

Do you need electricity?

Yes

No

I understand that this is an application to participate in the Chester County Library NerdCon. I understand the library receives many applications and only a certain number of vendors will be selected based on available space. If my application is selected, it is my responsibility to make arrangements to be available during the entirety of the event.

Signature:

**CHESTER COUNTY LIBRARY**  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH

