



PUYALLUP PUBLIC
LIBRARY
Est. 1913

324 South Meridian
Puyallup, WA 98371
www.puyalluplibrary.org

Dear creators and vendors,

We are very excited to invite you to participate in PuliCon, the Puyallup Public Library's comic convention. PuliCon will be held on **Saturday, August 17th, 2019**, from **10:00 am to 5:00 pm**, at the Puyallup Public Library (324 South Meridian, Puyallup, WA 98371). We hope you will join in the fun as we inspire our patrons to learn more about comics, games, anime, fan culture, and a variety of hobbies and interests.

This year, PuliCon will take place in August as we are wrapping up our summer reading program, which will use the theme "A Universe of Stories." There may be an emphasis on science fiction and space-related topics in any programming we do. While this does not have to shape your offerings as a vendor, we want you to be informed.

Please read the guidelines carefully, then complete the enclosed application and return pages 4 - 5 (via mail, e-mail, or fax) to:

Bonnie Svitavsky, Young Adult Librarian
Puyallup Public Library
324 South Meridian, Puyallup, WA 98371
Phone: 253.841.5562 / Fax: 253.841.5483
Email: bsvitavsky@ci.puyallup.wa.us

You will receive a confirmation email once your application has been received. We do not guarantee that every applicant will receive a space at our event, though we will do our best to accommodate as many as space will allow. Approval of your application will be dependent on evaluation by library staff of goods/wares and if they are in the spirit of the PuliCon event, as well as the date the application was received.

The PuliCon Planning Committee will do the initial review of vendor applications on April 3, 2019. Vendors will receive notification of approval or denial within five business days of this review. Applications received after April 3, 2019 will receive notification of approval or denial within ten business days of receipt of your application.

The deadline to apply for PuliCon's Artist Alley is Monday, July 1, 2019. However, the Puyallup Public Library reserves the right to close applications at an earlier date should all available spaces become full.

Thank you for being a part of PuliCon!

PuliCon Artist Alley Guidelines

Saturday, August 17th, 2019 at the Puyallup Public Library, 324 South Meridian, Puyallup, WA 98371 (253.841.5454)

**Set up: Friday (8/16/2019), 5:30 – 7:00 pm AND/OR
Saturday (8/17/2019), 8:30 – 10:00 am**

Event: Saturday (8/17/2019), 10:00 am – 5:00 pm

- There will be two times open for setup: Friday, August 16th, from 5:30 – 7:00 pm and/or Saturday, August 17th, from 8:30 – 10:00 am. When turning in your application, please mark the date/time you'll be using for set-up. Enter through the entrance behind the library (second door, marked with a doorbell) and check-in with a staff member or assigned volunteer. They will direct you to your designated location.
- **All vendors** should be ready to sell to the public when PuliCon opens at 10:00 am. If you are planning to set up part-time or later in the day, please make arrangements with us prior to the event. Please note, the Library will NOT be able to provide change for you during the course of the day. Bring your own "bank." There are three banks within walking distance, Bank of America, U.S. Bank, and Heritage Bank.
- **All vendors** should plan on having at least one person staffing your space at all times to ensure the safety of your property. We may have volunteers available to watch your booth when you need to take a short break. Puyallup Public Library assumes no responsibility for lost or stolen items.
- **All vendor** tables will be set up on the first floor of the Puyallup Public Library. Tables, chairs, and black tablecloths are available for use, however signage must be provided by the vendor. No signs are permitted on the walls. Tables are 6 ft. x 2.5 ft.
- There are a limited number of electrical outlets available. If you require access to an outlet, please let us know immediately and we will confirm if we can guarantee you a space near an outlet. All electrical cords/strips must be provided by the vendor. Please note that table arrangement will be coordinated partly by your need for an electrical outlet.
- If you will be sharing a table with another vendor or would like to be adjacent to a particular vendor, please notify us on your application. We will do our best to place your tables in the requested order, though we cannot guarantee it.
- Vendors may not sell any items that violate copyright or trademarks. This includes official logos, alterations or reproductions of official artwork, and bootlegs, as well as items that infringe on the work of independent artists. Fan art is allowed as long as it has your artwork on it or was handmade by you.

- This event is for all ages; please make sure that your products are appropriate to be viewed by children, teens, or adults.
- **All vendors** must display for the full hours of the event (10 am – 5 pm), unless you have made prior arrangements with us to display for part of the time. No early or late breakdowns of your table.
- If your application is approved and you find you need to cancel, let us know immediately so the next artist available may have the opportunity to use the space.

Puvallup Public Library PuliCon 2019
Artist Alley Application

Business Name (if applicable):

Contact Person:

Mailing Address:

City:

State:

Zip:

Phone:

Alternate Phone:

E-mail:

Website:

Vendor Information

Name of Staff Running Your Booth:

Accepted Methods of Payment (all that apply): Cash Debit Card Credit Card

Check

Product Description: Clothing/Accessories Crafts/Home Décor

Books Services Art Other_____

Product Information: Please give us a brief (1-2 sentence) description of your products, so that we may include it in our publicity.

Space Requirements: Tables (72" x 30") _____ # of Chairs _____ (2 max per table)
Access to electrical outlet required? [Y / N] _____

Additional Information: Is there any additional information you'd like us to know? If you wish to request to be adjacent to another vendor or will be sharing a table with them, please include that information here.

Hold Harmless Agreement

Vendor agrees to hold harmless and indemnify the Puyallup Public Library, its agents, contractors, successors and assigns, from any and all claims, lawsuits and causes of action for personal injuries, theft or damage resulting from the Vendor's participation in PuliCon.

Print Name: _____

Signature: _____ **Date:** _____