

## Policies and Procedures for Club Tables

Norwescon offers free table space to non/not for profit fan owned and operated organizations that are of direct interest to the fannish community. Typically organizations of this type promote science, science fiction, fantasy, writing, and/or fan groups. These tables are located in the hotel convention lobby and at other designated areas throughout the hotel.

Requests for tables should be made at least 4 weeks before the convention. Once a request is received, a table is assigned by the "Club Table Liaison" before the convention on a space available basis. Tables are assigned on a first-requested, first-assigned basis. You may request to be placed in a specific area; the Club Table Liaison will try and accommodate the request if the space is available.

There are a limited number of tables available and each organization is initially limited to ½ table (additional space may be allocated if space is available).

All display items must either sit on the tabletop or within the limits of the table space. Any item that cannot meet these requirements may be displayed only after receiving approval from the Club Table Liaison. Any items restricted by other policies or rules of the convention (i.e. weapons) are similarly restricted.

The organization to which the table is assigned to may not sublet, sell, or assign the table space. Sharing of table space is permitted (and encouraged).

Every effort should be made to continuously staff the space during the core convention hours of 10 AM to 5 PM. You may wish to staff earlier and later depending on crowd-flow.

Persons tending the space **MUST** have a valid and current Norwescon membership and the membership badge must be prominently worn.

**NO GOODS** or **SERVICES** may be sold at these tables, with the exception of memberships to clubs and conventions, fanzines published by the organization, and merchandise bearing the organizations logo to raise funds for said group.

Violators of these rules will lose the table for that year and may be refused a table in the following years.