

## Policies and Procedures for Corporate Tables

Norwescon offers free table space to Companies wishing to promote products that are of interest to the fannish community.

Requests for tables should be made at least 4 weeks before the convention. Once a request is received, a table will be assigned by the "Corporate 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 Corporate 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 Corporation Table Liaison. Any items restricted by other policies or rules of the convention (i.e. weapons) are similarly restricted.

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

**NO GOODS** or **SERVICES** may be sold at these tables, nor may a Company take orders for delivery at a later time, although promotional merchandise may be given away.

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. Corporate memberships are available (maximum of 2 memberships per Corporation) with original product trade equal to the at door membership rate. All product received in trade will be used by Norwescon as awards.

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

The Corporate Table Liaison has the authority, under the guidance of the Norwescon executive team, to refuse table space to any group.