

CouncilCon 2025 Vendor Agreement

The Schenectady Wargamers Association (SWA) hosts an annual 3-day general gaming convention, **CouncilCon 2025**. Council is a tabletop gaming convention. It offers board games, miniatures, and role-playing events, as well as other gaming events. The SWA expects between 250 and 300 game masters and players to attend the CouncilCon 2025, which will be held Friday, September 5th, 2025 through Sunday, September 7th, 2025 at Proctor's in Schenectady, NY.

The SWA has set aside the lobby of GE Theatre, between the GE Theatre hall and the registration desk, as vendor space. Not only will most convention attendees need to pass through the lobby to get to their games, and we will direct people to the Vendor area as well.

Vendor Spots

GE Theatre Lobby has Several vendor spots, each 10-foot by 10-foot square with two 6-foot x 2.5-foot tables. A single vendor spot costs \$100. A vendor may rent additional tables, at a cost of \$50 per table after the first two. A vendor may also rent additional vendor spots, at a cost of \$100 per 10-foot vendor spot.

Vendors who wish to run demos, sponsor game events (including tournaments), or make other special arrangements, should apply via our TableTop.Events site at <https://tabletop.events/conventions/council-2025>. You may also contact the Vendor coordinator, Jason Murphy at jmurphsbox@gmail.com with questions.

New York State Certificate of Authority

Proctors requires all entities conducting sales on their property provide a New York State Certificate of Authority (Certificate). A vendor who does not provide a Certificate in advance of Council will have to pay 15% of their income generated at CouncilCon to the SWA. This money, which is forwarded to Proctors in full, will cover both the New York State sales tax and Proctor's fee for processing the tax payment.

CouncilCon Schedule

Council schedules games in four-hour slots with meal breaks in-between the slots. For 2025, CouncilCon will have the following schedule:

| Day | Morning | Afternoon | Evening |
|---------------------|------------------|------------------|-------------------|
| Friday (09/05/24) | NONE | 2:00pm to 6:00pm | 7:00pm to 11:00pm |
| Saturday (09/06/24) | 9:00am to 1:00pm | 2:00pm to 6:00pm | 7:00pm to 11:00pm |
| Sunday (09/07/24) | 9:00am to 1:00pm | NONE | NONE |

CouncilCon staff and volunteers will be onsite around 10:00am on Friday to set up and by 8:00am on Saturday and Sunday. CouncilCon staff will close by 8:00pm on Sunday. Vendors are free to set their own hours of operation during the convention. For guidance, vendors in previous years generally closed between 8:00pm and 9:00pm on Friday and Saturday and by 3:00pm on Sunday. Proctors requires the facility to be completely vacated by 2:00am each morning so that the building can be locked.

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Proctors Additional Rules

Exhibitors are prohibited from attaching any fastening devices such as tacks, staples, nails, screws or tape to the ceilings, walls, floors, furnishings or draperies of facilities without written consent of Theatre. Glitter and/or confetti is not permitted. All agreed upon displays must be removed at the conclusion of the Exhibitors event.

Exhibitors are prohibited from the use of helium balloons, fog machines and other decorations/devices that float, fly, hover or in any other way are deemed by the Theatre to raise reasonable concern for disruption of Theatre's safety detection systems.

After-Hours Security

The lobby is not a separate lockable area, and each vendor is solely responsible for ensuring the security of their merchandise. Options include covering tables with a cloth, stowing items under the table, and taking product home. As noted above, Proctors requires the facility to be vacated by 2:00 am, so having someone remain overnight is not an option. Council staff have access to a very small lockable room near the registration desk, and vendors may be able to make special arrangements with CouncilCon staff to store merchandise overnight in that room.

SWA PROMOTION

The SWA will promote vendors at Council by:

- 1) Sending a single email notice about all CouncilCon vendors to its mailing list (which includes non-CouncilCon attendees).
- 2) Posting separately about each CouncilCon vendor to its Facebook Group and Instagram account;
- 3) Posting a single announcement about all CouncilCon vendors to its Tabletop Events site (<https://tabletop.events/conventions/council-2025>).
- 4) Posting to its website (swa-gaming.org) about all CouncilCon vendors.

Each of these will be done on an ongoing basis in the months leading up to August and also a more intense posting regime approximately one to two weeks before the start of CouncilCon.

Vendors will have to provide the SWA language and images for these promotions. The language is limited to 250 words, and should include the products being sold, any events (including demos and sponsored events) being run, website URL, and contact method.

Agreement

Applications, agreements and payment for CouncilCon25 must be made via TableTop.Events here (<https://tabletop.events/conventions/council-2025>). If this is not possible the following page is for manual applications and payments.

CouncilCon 2025 Vendor Agreement

Business Name:

Contact Name:

Phone:

Email:

I agree to the following terms for vendor space at CouncilCon 2024, hosted by the Schenectady Wargamers Association:

- I am being provided with _____ 10-foot square vendor spaces (each with two-6-foot tables), at a cost of \$100 each.
- I am being provided with an additional _____ tables at a cost of \$50 each.
- I will receive 2 all weekend badges for Vendor staff
- I will vacate the Proctors facility no later than 2:00 am on Friday (September 6th) and Saturday (September 7th) and no later than 8:00pm on Sunday (September 8th).
- I am responsible for ensuring the security of my merchandise after-hours.
- I will provide language (not to exceed 250 words) suitable for sharing via email, Facebook, website, and Tabletop Events site no later than Tuesday September 3rd.

I owe the SWA

| | |
|--------------------------------|----------|
| _____ vendor spaces @ \$100 | \$ _____ |
| _____ additional tables @ \$50 | \$ _____ |
| Total | \$ _____ |

Payment (to be made no later than Tuesday, September 3rd, 2023:

- ☐ Check: Payable to *Schenectady Wargamers Association*
- ☐ Paypal: Email for payment is: ericpaperman@gmail.com

Return this form and a copy of your NYS Certificate of Authority with your payment to:
Eric Paperman
1291 Windemere Ct
Niskayuna, NY 12309