

Fan Tables Info Packet



A MESSAGE FROM THE FAN TABLES DEPARTMENT HEAD

Welcome fan organizations! We welcome you back to our 3rd Anime Conji! We have decided this year to have most of our fan tables INSIDE the exhibit hall for maximum exposure for all of you! We have almost twice as many fan tables available than we did last year, and will have an easy online registration form for you as well! Fan tables are free for fan organizations to come and promote themselves at our convention and have some fun! We do have some new rules this year, so please be sure to read this entire packet and check back often for updates! Thank you!

BARRIE YOUNG
FAN TABLES Department Head

If you are interested in having a fan table at the convention, please be sure to read the entire Fan Tables Info Packet for all of the details regarding our rules and guidelines. Should you have any questions whatsoever, please email Exhibit hall staff at fantables@animeconji.org

HOW TO GET UPDATES REGARDING FAN TABLES

The best tool that we use for our convention for art show updates is the Fan Tables Mailing List. on our website. This mailing list is run by the fan tables coordinator so that he can easily contact you about fan Tables announcements.

To sign up for the mailing list, simply email us at fantables@animeconji.org and let us know that you would like to be added to the fan Tables mailing list

for Anime Conji 2012. Please include your name and email, as well as your fan organization when you contact us, so that we can put your information in our system. We will email you confirmation after we add you to the mailing list.

Please check our website as often as you would like at www.animeconji.org. This is the MAIN SOURCE of our information for Fan Tables You may see posts

about Fan Tables and the exhibit hall on Facebook and Twitter, but the website is where you want to get the official information from.

If you do need information that you can not find on the website or in your emails from us, please feel free to email us with any comments, questions, or suggestions before the convention. We will usually get back to you within no more than a couple of days!

HOW TO REGISTER FOR A FAN TABLE

Registration this year should be fairly easy compared to the previous years, since we finally have an online registration system this year! Please follow the instructions below to register for your Fan Table:

1) REGISTER ONLINE

Fan Table registration will open on December 1st, 2011 at 7:00PM Pacific Standard Time. At this time, you can go to our website at www.animeconji.org to fill out the online registration form ([animeconji.org](http://www.animeconji.org) > [exhibits](#) > [fan tables](#) > [fan tables online registration](#)). Fill it completely, and hit the submit button.

2) PAY FOR YOUR SPACE

....just kidding! FAN TABLES ARE FREE!

3) GET EMAIL CONFIRMATION:

Once we receive your form from the online registration system, we will check to see if we have any fan tables still available, and if we do we will send you an email confirmation stating that you are 100% registered for a Fan Table. At this time, you are in for 2012!

4) BADGES

You will receive 1-3 free fan table badges (depending on how many badges you requested at the time of registration). These are exhibitor passes and will grant you setup/breakdown hours access to the exhibit hall so you can set up each day of the convention.

After steps 1-3 above are completed, you can consider yourself fully registered and ready for Fan Table Check In at the convention!

Please go to Page 3 of this *Fan Tables Info Packet* to read about Fan Table Check In at the convention.



INSIDE THIS ISSUE

How to Get Updates Regarding Fan Tables	1
How to Register for a Fan Table	1
Exhibit Hall Map & Fan Table Layout	2
Fan Tables Rules/Guidelines	3
How to Check In for Your Fan Table	3
Fan Table Hours	3

EXHIBIT HALL MAP (Located in the Pacific Ballroom) & FAN TABLE LAYOUT

EXHIBIT HALL MAP

(Golden Ballroom)



-Fan tables/spaces are displayed on the map above in GREEN

-Fan Tables are free for fan organizations to come and promote themselves. Fan tables/spaces are limited to 1 table/space per organization.

-Please email us if you have any questions regarding the fan table layout at fantables@animeconji.org

FAN TABLES RULES/GUIDELINES

- 1) Fan Tables are free for fan organizations to come to our convention and promote themselves.
- 2) Fan table registration is handled on a first come, first served basis.
- 3) All participants running fan tables MUST be over the age of 18 to participate IF THEY ARE SELLING ANYTHING! If you are not selling any merchandise or event passes/badges/tickets whatsoever, then Fan Table participants may be any age.
- 4) Fan tables are limited to one full table per organization.
- 5) You MUST present a business card for your fan organization when you check in to pick up your badges at fan table check-in.
- 6) Fan Tables will receive 1-3 badges (however many you request at the time of online registration) for your organization. These badges will be YELLOW EXHIBITOR BADGES, which will give you early/late entry into the exhibit hall each day of the convention for setup/breakdown. The badges will ONLY have your fan organizations name on them, so that if you have other people running your table throughout the day you can give them the fan table badges. PLEASE NOTE THAT ANYONE BEHIND A FAN TABLE WHO HAS A BADGE OTHER THAN AN EXHIBITOR BADGE WILL BE ASKED TO LEAVE THE AREA (and possibly the convention, which we leave to our discretion).
- 7) NO SALES OF ANY KIND are permitted without the written consent of Anime Conji Exhibit Hall Staff! We do permit sales of self-promotional merchandise showing your organization's logo on them (T-shirts, stickers, buttons, etc.). We also permit membership sales for conventions or events. HOWEVER IF YOU INTEND TO SELL ANYTHING AT THE CONVENTION AT YOUR FAN TABLE, YOU MUST SUBMIT YOUR REQUEST TO SELL IN WRITING WHEN YOU REGISTER FOR YOUR FAN TABLE!
- 8) Merchandise that is absolutely NOT allowed for sale at fan tables are books, art prints, or other art media that you created. If you are an artist, you belong in the Art Show and/or the Artist Alley and will not be permitted to display/sell at a fan table.
- 9) Anime Conji does not require that you have a CA Seller's permit to take sales at your fan table. However you are responsible for your own sales and tax!
- 10) You may have NO MORE than 3 people to one fan table. This is to prevent crowding issues and clutter behind the fan table areas, so please keep this in mind! *Please note that at the time of fan table registration you will be asked how many people you expect to have behind your table. We will only place as many chairs as you request, so do not request 2 chairs if you think that you may have 3 show up at the con!
- 11) There will be NO raffles or at-con contests permitted! This goes for at your fan table as well as from your hotel room or anywhere else on the convention grounds. You may, however, have people sign up for a mailing list to enter a raffle that you do not actually perform at the con. We may make an exception if you contact us about it before the convention to discuss what you may have in mind.
- 12) There will be NO large scale giveaways from your tables (such as advertising come back at 3:00pm to catch a T-shirt). You may give away as many freebies at your table throughout the day, but we do not want any huge rushes/crowds at a certain time. This is to keep the exhibit hall safe and free of crowding so please do not do it!
- 13) No displays that will not fit on your table are allowed. There is not much room to the side or behind your tables for a display space, so please keep all displays tabletop. On that note make sure that all tabletop displays are stable. If we perform a "bump test" (meaning we come and we bump your display from all sides of the table) it should not fall. If it falls or moves in a way that we do not like, we will ask you to fix it or remove it completely from your table.

"Having a fan table at our convention is a great way to promote your fan organization and to get your message out!"

"Remember that we do not require you to have a CA Seller's permit to take sales at your fan table. However you are responsible for your own sales and tax!"

HOW TO CHECK IN FOR YOUR FAN TABLE

When you come to the convention on Friday morning, go to the EXHIBITOR CHECKIN door towards the back of the exhibit hall (see map). Just bring your **business card** showing your organization's logo to check-in (YOU MUST HAVE A BUSINESS CARD TO CHECKIN AS A FAN ORGANIZATION!). We will give you a copy of the most up-to-date Fan Tables Info Packet as well as your badges for your group. We will then escort you to your table, and let you guys get set up from there! *Please note that Anime Conji staff will not be available to help you move product/displays or to help you with setup.

FAN TABLE HOURS

<u>SETUP HOURS:</u>	<u>PUBLIC HOURS:</u>	<u>BREAKDOWN HOURS:</u>
THURSDAY: N/A	THURSDAY: N/A	THURSDAY: N/A
FRIDAY: 10am-12pm	FRIDAY: 12pm-7pm	FRIDAY: 7pm-8pm
SATURDAY: 10am-11am	SATURDAY: 11am-7pm	SATURDAY: 7pm-8pm
SUNDAY: 10am-11am	SUNDAY: 11am-4pm	SUNDAY: 4pm-5pm



Not sure about something? Just shoot us an email at fantables@animeconji.org