



Artist Information

April 24th, 2010 at Centennial High School in Ellicott City, MD

Artist Table Overview

- A Full artist alley table includes an 8ft x 2.5ft (20 sq. ft. surface) table 2 chairs and 2 special artist alley badges.
- A Half table is 4ft x 2.5ft. (10 sq.ft. surface) and comes with 1 chair and 1 badge.
- 1 additional chair +badge may be provided for an additional fee.

Alley Rates

<u>Item</u>	<u>Before 12/20/09</u>	<u>After 12/20/09</u>	<u>Item</u>	
Half table (4ft.)	\$15	\$20	Additional badge	\$10
Full table (8ft.)	\$25	\$30	Advertising Discount	-\$5

Alley Hours

Artist Hours: 10:00am – 6:00pm

Attendee Hours: 11:00 am – 5:00 pm

Alley Set-up and Break Down

Artists should arrive at the school at 10:00am where an Otaku Fest staff member will show the artists to the alley. Artists will have until 11:00 am to set up at which time the alley will open to attendees. From that time to 5:00pm artists may sell their wares. Then at 5 the alley will close to the public. Then artist will have until 6:00pm to clear the tables. If anyone feels that more time will be required for set and break down please contact art.otakufest@gmail.com and we will see if alternative arrangements can be made.

Advertising Discount Policy

CHS Otaku Fest will be offering \$5 discount to any artists who are able to promote our convention in the Artist's Alley of other local anime convention prior to the date of the upcoming CHS Otaku Fest. They can do this by placing an Otaku Fest poster and/or passing out Otaku Fest fliers at their table.

In order to qualify for the discount you must:

- Present proof of your place in the artist alley of the convention you intend to advertise at. For example, an email from the convention that confirms your payment for the table.
- Provide photographic evidence of the fact that you did have CHS Otaku Fest fliers and/or a poster at your table during the convention.

Note: If you procure an artist alley table at another convention after paying for your table at CHS Otaku Fest, you are allowed to apply for the discount for a \$5 refund.



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How to get in the Alley

1. Please email art.otakufest@gmail.com with the subject: registration. Within the email include following information:

Studio/Artist Name

Description of Products (prints, jewelery, etc.)

Website

Amount of space (1/2 table to 2 tables)

Additional Badge?

Qualify for advertising discount?

NOTE: Tables are a first come first serve basis!

2. Reply to our confirmation email. It will include your artist registration form, contract, and convention policies.
3. Print out and fill out the registration form and contract. Then mail with payment to

CHS Otaku Fest

P.O. Box 1692

Ellicott City, MD 21043

4. Once Otaku Fest has received you payment we will send you an email containing all relevant registration information and a map of the alley. Make sure to reply to inform us of your top 3 table preferences, Otaku Fest will try to accommodate requests with respect to the order in which table was bought. Also please bring a copy of the email to the convention.

Artist Alley Rules

1. In addition to submitting an email to reserve an artist space. Those receiving with tables in the alley must also fill out an official artist alley registration form. This will be emailed to you as an attachment upon receiving your alley confirmation email.

NOTE: if you do NOT receive you confirmation email within 3 weeks of sending it out, please contact art.otakufest@gmail.com with the subject: "no confirmation".

2. Payment for Artist Alley can be done by mail-in or in-person, and should be cash (in person ONLY) check or money order made out to Centennial High School Anime Club.

3. Payment, along with a completely filled out registration form should be sent to:

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Artist Alley Rules (continued)

4. All products sold must be original artwork/material items. Fan art and crafted items are accepted, so long as it is made by that artist or being sold with the permission of said artist. Any Artist found to be selling art or items that are traced, copied, re-colored, manipulated, and otherwise not created by the present or allowed artist(s) will forfeit their table space immediately.
5. Badges will be picked up Saturday morning, during which Artist will be shown their table. All Artists must have their badge on when at their table. No one without an Artist badge may sit at an Artist Alley table without consulting a staff member first.
6. Displays and other large products are allowed so long as they do not endanger attendees or disrupt neighboring Artist Alley attendees. If any items pose as a threat or become disruptive, Otaku Fest staff will ask that the item in question be immediately taken down or risk being confiscated until the end of the convention.
7. Adult artwork NOT is allowed. If Otaku Fest Staff deem any artwork unacceptable for exposure to minors at the convention, Otaku Fest staff will ask that art be removed from the convention or risk confiscation until the end of the convention. Questions as to what is 'adult' material or inappropriate for the Artist Alley should be sent to art.otakufest@gmail.com with the subject: "appropriate?"
8. All items sold in the Artist Alley are to be non-commercialized products. No food, drink, or potential dealer items are to be sold from the Artist Alley. Any requests for exemption from this must be taken up with the head of convention (president.chsanime@gmail.com) NOTE: any exceptions are considered on the basis that the member of the Alley is still primarily selling original work.
9. The staff of Otaku Fest holds the right to withhold/withdraw any entries for the Artist Alley at any time. If this does occur, the Artist(s) will be contacted and payment refunded.
10. Artist Alley tables are first-come, first-serve. When the maximum number of tables is reached, the remaining entries will be added to a waiting list until a month before the convention. If a person or group should drop out of the convention, the next Artist in line will take the empty slot.
11. The staff of Otaku Fest holds the right to deny any requests for the advertising discount for any reason. If this occurs, the Artists must pay complete table price.
12. Questions, concerns, or any particular needs (i.e. - electricity, easy access to the exit doors, etc) should be emailed to Artist Alley Coordinator at art.otakufest@gmail.com with the subject: "question". The coordinator or an assigned volunteer will also be present in the Artist Alley throughout the con to help artists with any issues or concerns that arise.



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Artist's contract

By signing below the signer is agreeing to abide by all Otaku Fest Artist Alley rules and Otaku Fest attendee polices, and to respect all terms laid out in the Otaku Fest attendee waiver. All of which can be found in the artist information packet. In addition the signer understands that Otaku Fest is not responsible for any injury, loss, or damage that may happen to the artists, artist's associates or property for any reason. Lastly the singer acknowledges that failure to comply with any of the aforementioned policies risks removal from convention or loss of table.

Attendee Waiver

By signing below, I acknowledge that I understand the intent thereof, and I hereby agree to absolve and hold blameless CHS Otaku Fest, Howard County Public School System, Centennial Anime Club and its subsets, sponsors, cooperating organizations, other parties connected with this event in any way, individually or collectively, and any of its members, from and against any blame or liability for injury, misadventure, harm, loss, inconvenience or damage hereby suffered or sustained as a result of participation in Otaku Fest events or any activities associated herewith. I hereby consent to and permit emergency treatment in the event of injury or illness. I understand that information and policy about this event is subject to change without my consent or knowledge. I also here by consent to abide by all Otaku Fest attendee polices and understand failure to do so is grounds for removal from the convention. I also give full permission for the use of my photograph in connection with this event.