



**CONTRACT FOR MERCHANTS,
ARTISANS AND EXHIBITORS
REGULATIONS AND POLICIES 2016**

2016, April 1st to 3rd

Université Laval

Pavillon Desjardins-Pollack

Welcome

From the 1st to 3rd April 2015 will be held the sixth official edition of the Festival Nadeshicon at Université Laval in Quebec City.

We would like to welcome those who are joining us this year and all those returning to the Festival Nadeshicon.

This guide is designed for traders (who will sell their goods), artisans (artists presenting their handmade items) and exhibitors (organizations that do not have products for sale but will have visibility during the Festival Nadeshicon).

This year, booking for traders and artisans will be based on the principle of: the first in line, first served. If you have any questions, do not hesitate to contact us:

dealers@nadeshicon.ca

We all hope to see you soon,

Maude Cuerrier
Chair of Executive Committee

1. Introduction

Festival Nadeshicon is an initiative of the Club Animé Québec, a student association of the University Laval accredited since 1992. Its name comes from "Nadeshiko", the Japanese word designating the carnation flower that blooms in spring and refers to the term "Yamato Nadeshiko" who is synonymous of the perfect woman.

The purpose of Festival Nadeshicon, an event held at the Université Laval in Quebec City, remains in the enactment and celebration of the Japanese culture as conveyed by the mangas while educating the public about the reality of the current Japanese culture as well as the traditional one.

Tickets are \$ 20 each (free for children under 12 years old) and allows families to come and learn about life in Japan at a low cost.

Will you be one of those who will thrill Université Laval this April?

1.1. Historical

Festival Nadeshicon is born of the hope, the commitment and the passion of otakus. It all began in 2009 with a dinner and a Japanese Cultural Day by the Club Animé Québec. This event was free and was the prologue to what will be called "Festival Nadeshicon" the following year.

The Festival Nadeshicon objectives can be detailed in three points:

- 50% anime and 50% cultural
- Familial and General
- Low cost

We allow families to come and learn about life in Japan without ruining themselves at the front door. Thus, attendees can save on the cost of the entry and therefore spend larger sums in the dealer's room, a vital part of any festival.

In Festival Nadeshicon, you can find:

- Masquerade
- Japanese Fashion Parade
- Dealer's Room
- Panels
- Photographers
- Guests
- Concerts
- Nadeshicon Idol
- Cosplay Activities
- Lolitas
- BJD
- Cultural Dances
- Anime Projection
- Japanese Food

1.2. Traffic

Since its first official release in 2011, Festival Nadeshicon hosted nearly 6,000 attendees from across Quebec and abroad.

Edition	Forecast	Participants
2015	1500	2000
2014	1250	1400
2013	1000	1100
2012	700	800
2011	300	650
2010 (Unofficial)	N/A	200

Our current public consists of 39% of young people aged of 16 to 19 years old and 37% of 20 to 25 years old with 68.5% of people from Quebec City.

2. Dealer's Room

The dealer's room, located in the Grand Salon, will welcome all merchants and artisans.

2.1. Business Hours

	Saturday	Sunday
Installation	7:00AM to 10:00AM	9:00AM to 10:00AM
Hours	10:00AM to 6:00PM	10:00AM to 5:00PM
Closing	6:00PM to 7:00PM	5:00PM to 7:00PM

Please note that the dealer's room will be unavailable on Friday, April 1st.

a. Installation

Merchant and artisans will have access to the dealer's room during the installation hours. A dock and a freight elevator will be available for your merchandises but you must absolutely reserve a time spot or we will deny you access.

All goods must be installed at the end of the installation hours, so that everything is ready for the opening (**10:00AM** Saturday and Sunday). When the dealer's room will open, the dock will no longer be accessible.

b. Business Hours

All exhibitors must be ready and at their table before opening the room to the public **10:00AM** on Saturday and Sunday.

At the end of opening hours, the doors of the hall will be closed to allow the audience to make their last transaction (within 15 minutes).

c. Closing

When all the attendees will have left the dealer's room, merchants and artisans will enter closing period (6:00PM to 7:00 PM on Saturday and 5:00PM to 7:00PM on Sunday) to store their equipment and leave the room. During disassembly (Sunday), the dock and the elevator will be available to merchants and artisans (for a limited time).

2.2. Security

When closing the dealer's room, the doors will be locked. No attendees will have access. However, the festival organizers (Maude Cuerrier, President; Jonathan Gauvin Richard, Vice President; Benjamin Lampron, Communications Manager; Mathieu Deshaies, Treasurer and Mich el Betty, Secretary) and Universit  Laval employees may have to enter depending on certain situations.

Please note that Festival Nadeshicon, Club Anim  Qu bec and the organizers of the event will not be held responsible for any loss, theft or damage of the equipment.

3. Information for Merchants, Artisans and Exhibitors spaces

3.1. Prices

Here are the prices for merchants and artisans.

Categories	Single space	"L" Combo	"U" Combo
Merchant	110\$	165\$	330\$
Artist	50\$	75\$	150\$

Please note that exhibitors can pay the costs associated with renting a table by exchanging services or other modalities. Please contact us if this is your case (dealers@nadeshicon.ca).

The merchants and artisans spaces will be allocated in order of receipt of payment.

Festival Nadeshicon can change the space allocated at their discretion.

- Each merchant, artisan and exhibitor space includes one (1) table 5ft x 2.5pi (1.5 m x 0.8 m) and two (2) chairs.
- Each "L" combo includes two (2) tables and two (2) chairs
- Each "U" combo includes two (4) tables and four (4) chairs.
- Rented tables do not include a tablecloth. It is recommended that traders bring their own tablecloth to cover their tables and their merchandise at the end of the day.
- **Each space has the potential to be enhanced by a sign to hang items behind the tables. Items MUST be hanged using the velcro provided with the sign, otherwise we might charge you for any damage caused. The cost for the rent of a sign is \$10.** See Form, Annex I.

3.2. Badges

- Each single space comes with one (1) badge or two (2), depending of the need.
- Each “L” combo comes with one (1) badge or two (2), depending of the need.
- Each “U” combo comes with one (1) up to four (4) badges, depending of the need.

These badges do not offer additional privileges, besides the fact that they can be transferred from one person to another when changing shift.

3.3. Access to electricity

Access to sockets will be available **only on request**. Merchants, See Form (Annex I).

3.4. Exhibitors

Unlike merchants and artisans, exhibitors will be given spaces outside of the dealer's room. Spaces outside the dealer's room will be specially chosen to maximize visibility and attendance from the festival goers. Only exceptions to the location will be exhibitors looking to sell merchandises or goodies, in which case the exhibitor will be given a space inside the dealer's room and will comply to the policies like a merchant. Rules of the dealer's room will still apply to all exhibitors (inside and outside the dealer's room) unless exceptions be made by the executive committee of Nadeshicon.

3.5. Payment

There are three (3) methods of payment.

- In Person
Cash or cheque (NOT post-dated) payable to Club Animé Québec, Club Animé Québec's local (Local 2216, Desjardins-Pollack Pavilion, Université Laval, Québec, Québec). Payment must be made within the **2 weeks** following confirmation of your order or we will have to cancel it.
- Internet
Please send the signed contract to dealers@nadeshicon.ca. A paypal bill will be sent to your e-mail figuring in your inscription. We will wait, at most, **1 week** after sending the paypal bill , after which we will have to cancel your order.
- Mail
Please send your cheque (NOT post-dated) payable to **Club Animé Québec** and the contract signed at the following address:

Club Animé Québec
Pavillon Maurice Pollack
2305, rue de l'Université
Local 2216
Québec, QC, G1V 0A6
Canada

We ask that your letter be dated and sent by your local post office no more than **1 week** following confirmation of your order or your order will be cancelled.

All prices are in Canadian dollars (CAD). Please do not send cash by mail; Festival Nadeshicon and Club Animé Québec will not be held responsible in case of loss or theft of the mailed payment.

3.6. Refund and Cancellation

No refunds for merchants and artisans spaces will be available. Exceptional situations could cause a partial refund, at the discretion of the organizers of Festival Nadeshicon.

4. Université Laval Campus Parking

Free parking is available at certain moments on the Université Laval's campus.

Otherwise, you must pay \$3.25/hour and a maximum of \$15/day.

We recommend that you visit the Service de Sécurité et de Prévention's website for more information (<http://www.ssp.ulaval.ca/stationnement/>) (available only in french).

4.1. Free Indoor Parking

- Friday:
 - Level 00 of the Desjardins-Pollack and the PEPS: Free from 7:00AM to 9:30AM, 11:30AM to 2:00PM and from 4:30PM to the end of the evening.
 - Level 0 of the Desjardins-Pollack: Free from 8:00PM.
- Saturday and Sunday: Free all day.

4.2. Free Outdoor Parking

- Friday:
 - Everywhere on campus: Free from 8:00PM.
- Saturday: Free all day.
- Sunday: Free all day.

5. Contract Regulation

It is forbidden to sell any pirated, fraudulent ("bootleg") or illegal merchandise on the festival site. The dealer's room managers and executive committee of the festival have the right to demand that all items suspected as such be taken out from sell and that refusal to comply to such demand might bring your expel from the dealer's room.

It is forbidden to set anything with duct tape, pins, glue or any unauthorized material on the walls and floors without permission. Where necessary, panels can be supplied on request (see form, Annex I).

No sharp weapon or metal weapon can be sold on the site of the festival without the permission of the festival organizers.

Université Laval is a non-smoking establishment.

1. RULES OF DEALER'S ROOM

- 1.1. The loading and unloading of goods can be done from the dock (see Annex II) only during the hours of installation and closure. The festival will assign a specific time to each merchant, craftsman and exhibitor wishing to use this equipment. During this time, the merchants and artisans assigned to the landing will have priority over the use of the elevator. Installation and dismantling can also be done via the main doors during the hours of installation. Note that several doors and stairs have to be crossed if you take this way.
- 1.2. All spaces must comply with the safety regulations against fire.
- 1.3. Merchants and artisans should use (the) chair (s) and table (s) which have been assigned to them. They cannot share tables or chairs. They cannot use tables or chairs that they have not been assigned to, even if they are not used.
- 1.4. Merchants and artisans must respect their allotted space and must not encroach on neighboring areas.
- 1.5. Merchants and artisans can't give their assigned space.
- 1.6. Opening, closing and installation hours may be changed without notice.

2. BADGES

- 2.1. Merchants, artisans and exhibitors, as all the other festival participants must wear their badges at all times during the festival.
- 2.2. Badges cannot be shared unless with other representatives of the company or organization when changing shifts.
- 2.3. No badge replacement, except in special circumstances (at the discretion of the festival organizers).
- 2.4. All merchants, artisans and exhibitors are subject to the same rules of conduct as the rest of the attendees.
- 2.5. Badges "merchants / artisans" and "exhibitors" offer no privileges other than those granted to regular participants.

3. SALE

- 3.1. No sales from the merchants and artisans can take place on the festival site outside of the dealer's room.
- 3.2. It is forbidden to sell any pirated, fraudulent ("bootleg") or illegal merchandise on the festival site.
- 3.3. The goods for adults must be covered (with an opaque material) and not be visible to the public. Merchants and artisans who sell adult material must ensure that the buyers are at least 18 years old, through a proof of identity. **All goods must comply with the laws of Canada and Quebec.**
- 3.4. No sharp weapons or metal weapons can be sold on the site of the festival without the permission of the festival organizers.
- 3.5. Solicitation outside your designated dealer's space and pressure selling will not be tolerated on the grounds of the convention.
- 3.6. The festival offers no supplementary stocking area for your goods outside your designated dealer's space

4. RULES OF SAFETY IN CASE OF FIRE

- 4.1. It is forbidden to block the fire safety equipment and signs (ie Extinguishers, hydrants, doors and emergency exit signs).
- 4.2. The spaces between the stands must be free in order to facilitate traffic.
- 4.3. Stands and exhibits must be disposed to not restrict:
 - Access to all exits and their visibility;
 - The width of all exits;
 - The visibility of all signs indicating exits;
 - Access to equipment for fighting fires.

5. INSTALLATION, REMOVAL AND CLEANING

5.1. Merchants, artisans and exhibitors have to follow the specified times for installation and dismantling.

5.3. Any items left in the dealers room after the end of the dismantling period will be considered abandoned and will be discarded at the expense of the responsible (merchants and artisans).

5.4. All cleaning costs incurred as a result of an allocated location left dirty after the end of the dismantling period will be charged to the responsible (merchants, artisans, exhibitors).

6. LIMITATION OF RESPONSABILITY

6.1. The merchant, artisan or exhibitor agrees to release Festival Nadeshicon and the Club Animé Québec from any responsibility for any loss or damage, including, among others, the loss of money, incidental expenses, additional charges and fines, warned or not.

6.2. The maximum amount of responsibility and damages caused by any loss will be limited to the amount paid by the merchant, artisan or exhibitor.

7. LICENSE AND LEGAL PERMISSIONS

7.1. All participants in the dealer's room are responsible for obtaining all necessary permits and other legal permission to sell their goods.

7.2. The participant will be solely responsible for all legal consequences due to the failure of obtaining such permissions.

8. ACCEPTANCE OF RISK

8.1. All property and possessions remains in the custody of the participant and are under its responsibility.

8.2. The organizers of the festival, the establishment and all their representatives will not be liable for any loss or theft of goods, or injury caused by participating in this event.

9. INTERPRETATION

9.1. In case of divergence of interpretation of this document, the interpretation of the organizers prevails.

10. INVALID PROVISIONS

10.1. If a section of this agreement is held invalid or replaced, other sections of the agreement will not be considered invalid.

ANNEX I



Club Animé Québec
Pavillon Maurice Pollack
2305, rue de l'Université
Local 2216
Québec, QC, G1V 0A6
Canada

MERCHANT/ARTISAN'S CONTRAT

Contact

Name of the organization or company

Name of the contact person

Number _____

Province _____

Street _____

Postal code _____

City _____

Phone number _____

Email _____

Website _____

Informations

Description of the organization or company

Description of the goods




**I UNDERSTAND AND I ACCEPT all the terms of the Contract for Merchants,
Artisans and Exhibitors 2016 (pages 1 to 15)**

Signature: _____

Date: _____

Reserved to the staff

Paid () Assigned table(s) ()

Price		
Options (Only 1 option available per client)	Unit price (\$ CAD) Artist	Unit price (\$ CAD) Merchant
Single space (Maximum 3 per client) 	50\$	110\$
"L" Combo (Maximum 1 per client) 	75\$	165\$
"U" Combo (Maximum 1 per client) 	150\$	330\$
Supplementary equipments		
Panel(s)	10\$	
Electric Outlet	Free (must request)	
Supplementary badge	20\$	

Combo's availability being limited, we might not be able to completely fulfill your order. However, if you wish, you can order a second choice, allowing you to keep your place in the queue for reservations.

ORDER HERE :

Category (Please tick your choice) : Merchant Artist

1st choice : _____ Quantity : _____

2nd choice : _____ Quantity : _____

Supplementary equipment : _____ Quantity : _____

Supplementary equipment : _____ Quantity : _____

Supplementary equipment : _____ Quantity : _____

Payment method (Please tick your choice) :

Cheque Paypal Cash

Dock and freight elevator :

Will you need access to the freight elevator? (Please tick your choice)

Yes

No

If yes, please circle the most ideal time slot for you. Many choices are possible. The Festival Nadeshicon can assign you a time-slot at their discretion. The duration of your time-slot will be communicated to you by email.

Saturday the 18th April

7:00-7:30AM

7:30-8:00AM

8:00-8:30AM

8:30-9:00AM

9:00-9:30AM

9:30-10:00AM

Sunday the 19th April

5:00-5:30PM

5:30-6:00PM

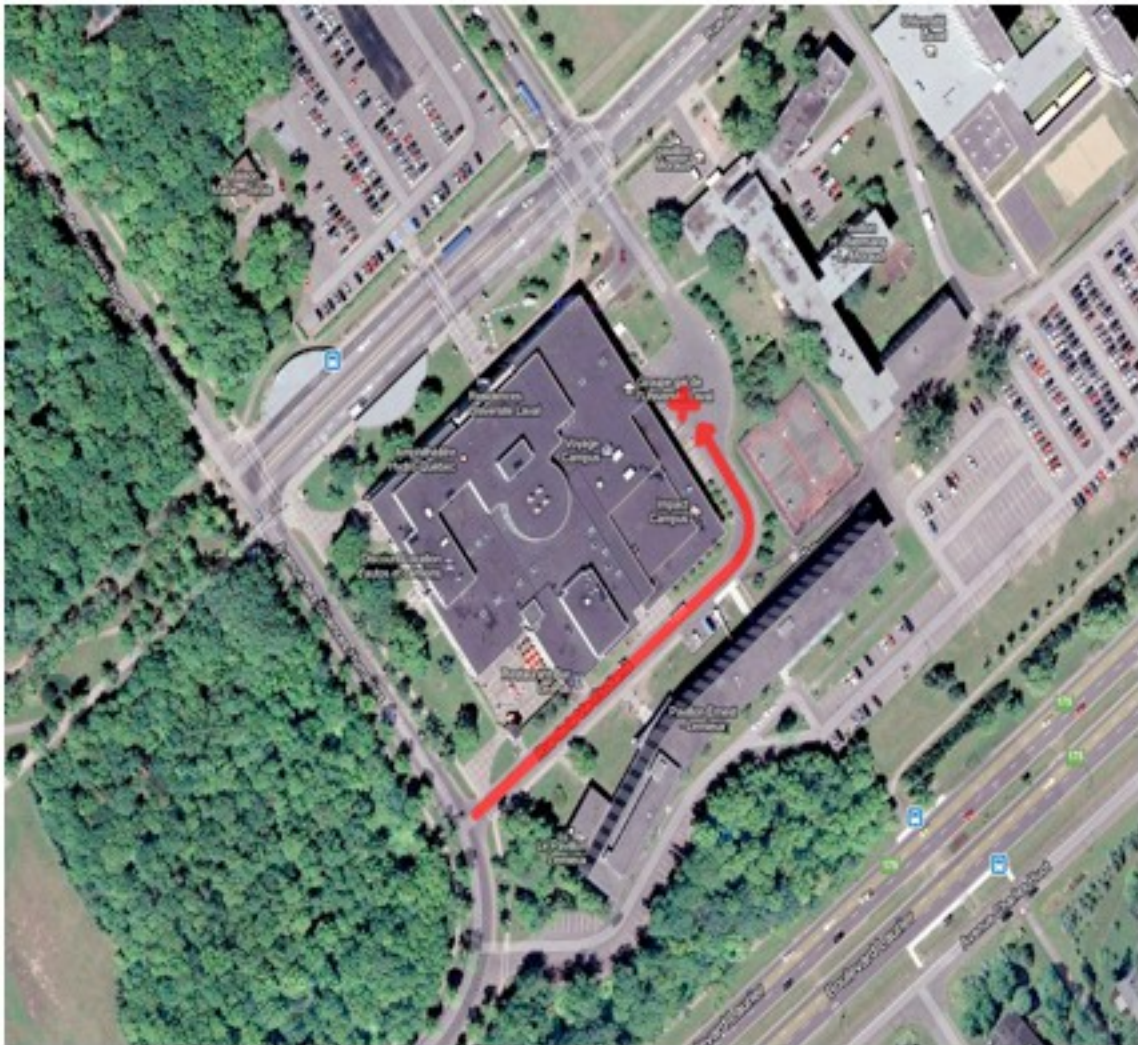
6:00-6:30PM

6:30-7:00PM

Additional informations (if needed)

ANNEX II

PLAN (LANDING)



- To access the landing, take the Vie Étudiante Street from the Sciences Humaines Street. Continue until the end of the Vie Étudiante Street, the landing will be on your left.
- For more informations, you can contact us at: dealers@nadeshicon.ca

PLAN (DEALER'S ROOM)

