

2024 Archon 47 Creator's Alley

This contract sets forth the rules and terms for the Creator's Alley at Archon 47, October 4th to October 6th, 2024. By purchasing tables in the Archon Creator's Alley, you (the Creator) agree to abide by these rules and terms.

Contact:

We will be instituting an email response verification: Any time you email the artist alley we will respond within 48 hours with at least a brief “thank you” if not a full response to your email. If you do not receive a response at that time you should assume that the email was lost in the spam filter and not seen by staff. You should then email the department again. Detailed contact information can be found at the end of this document.

Location:

The Creator's Alley will be located outside of the art show in the Gateway Center. Archon reserves the right to change the location.

Tables and Rates:

The Creator's Alley will consist of 25 6'x30" tables. Table covers and two chairs will be provided. Archon reserves the right to change the number of tables. To guarantee a table in the Creator's Alley, Creators need to reserve a table space in their name and pre-register for the convention. The Creators may configure their table as they like so long as it does not interfere with others or violate fire codes.

Table space will be assigned on a first-paid, first-served basis. Rates for Creator's Alley are \$80 per table. Multiple tables may be requested but is at the Creator's Alley Coordinator's discretion and table availability. Creators who wish to share tables or be at adjacent tables should contact the Creator's Alley Coordinator. Special purchases may be arranged with the approval of the Creator's Alley Coordinator and the Con Chairs.

Electricity:

Be aware that if you require electricity, the Gateway Center charges \$65 up to September 20th and \$85 thereafter, to plug in, ***even if you bring your own extension cord and powerstrip. (If you need electricity, and you are amiable, I will try and pair up tables that need power. Then one of you can make the official purchase, and the other can pay half the cost to share the powerstrip. This arrangement may/may not work out, but I am giving it a shot to try and help with costs.)*** If the Creators requires other special electrical needs, please contact the Creator's Alley coordinator listed below.

Memberships:

Registration for an Creator's Alley table does ***not*** include a membership to the convention, or admission to it. ***However, ONE weekend badge/membership will be offered per table at a reduced rate of \$50.*** Creator's without a convention badge will not be allowed into the Creator's Alley.

Reserving a Table:

The primary mission of the Archon Artist Alley is to provide a space for our attendees to interact with art and the artists to enrich the convention experience while supporting creators.

A. Going forward this year we will be implementing a ranked choice system for choosing table space. With your application this year you will be asked to choose 3 table spaces that you would like to be placed at, ranking them 1st, 2nd, and 3rd. There is no guarantee of a spot, but applicants will be placed based on a point system that takes into account: the number of years an artist has attended the alley, timeliness of the application, and timeliness of fees paid. Additional spots will be held in reserve for new artists and special guests.

B. Tentative table assignments will be published at the beginning of June and the beginning of August, final table assignments will be published 3 weeks before the convention and any requests for changes to table spaces will not be considered beyond that time.

C. Due to circumstances in recent years, as table space is limited and demand is high, along with keeping our attendees experience in mind artists will be expected to *setup by 9pm Friday** of the convention or you may forfeit your table space. Artists are also expected to utilize their space and excessive time away* from their table during the course of the convention may lead to that artist not be given table space the following year.

**This is not a hard rule and circumstances will vary however remember that this space is being offered to enrich the convention experience for our attendees.*

Contact the Creator's Alley Coordinator (*see contact info below*) or check the Alley page on the Archon website to obtain a copy of the Creator's Alley Registration Form. Fill this out, being sure to include your name, studio (or group), number of Creators in your group, and up to three choices of location you would like. Then mail/scan and email the signed Creator's Alley Contract to the Coordinator at the address at the end of this document. The coordinator will review your request and let you know by email if your reservation and table request is approved. Once approved, only then should you make your payment.

Payments :

A. The deadline for application fees is August 1st, applications submitted after this deadline will have dues required within 72 hours of application acceptance. Exceptions will only be considered on a case by case basis.

B. Outside of mitigating circumstances refunds of artist alley fees will **NOT** be accepted beyond September 1st and may take up to 30 days to fully process or up to 60 days if requested after September 1st. Such refund requests will be forwarded to the Archon Registration and Accounting Department. Refund policy is subject to change based on the Archon financial policies and no guarantees can be made by the Artist Alley staff.

C. Going forward Artists will be able to pay via online portal at the Archon website. The payment link will be sent to you once your application has been accepted and approved.

NO checks, money orders, or cash will be handled by Artist Alley staff going forward.

Payment via check will be handled by the Archon Registration Department and will delay your final table spot at the convention.

Note : Payments can be made at the convention via check, cash, or money order, *if you contact the Creator's Alley Director first and approve this*. Checks should be made out to Archon. Any bounced checks will be subject to a \$20 processing fee.

Once all tables are sold out, the Coordinator will maintain a waiting list of Creators. Should a table become available, due to Creators forfeiture or no-shows at the con, a reasonable effort to contact those on the list will be made. The table will be offered to the Creators for the price and conditions of this contract. Should a table become available during the operation of the convention (9 am on Friday until Noon on Saturday) the table will be offered for the standard fee and conditions of this contract.

Cancelling a Table:

Only the listed point of contact on the Creator's Alley Contract can cancel the table. To cancel your table, send an email to the Creator's Alley Coordinator or call/text them to contact. You may also send a cancellation request to the mailing address listed above. Table cancellations received after September 25, 2023 will not be refunded.

Hours of Operation:

Creators may occupy their tables starting at 9 am on Friday until Noon on Sunday. Other than that, there are generally no set hours. The Gateway Center is open to the public from 9 am to 1 am during the convention. There is no access earlier than 9 am for setup. The tables are in an open area, so the Creators can occupy them as long as they want in-between opening and closing. Creators must remove all their material from the Creator's Alley by 3 pm Sunday. Anything left behind will be thrown out or become the property of Archon. Archon reserves the right to change the hours of operation.

Check-In:

Participants may set up whenever they arrive at the convention, as it suits them. Thursday setup is allowed as long as the Artist Alley Director approves. Call or text me when you get there to make sure I have the tables prepped and ready. Each participant should have been emailed a map of the Alley area designating their table. There will be one at Con HQ for reference also. Tables will have name cards on them if the Coordinator is able to arrive at the convention early enough. The Coordinator may be found/contacted at the Art Show, Con HQ (near registration) or by calling/texting his cell phone at the number at the end of this document. Creators may swap tables only with the approval of the Creator's Alley Coordinator. Creators who fail to claim their table by 10 pm Friday of the convention will forfeit their tables, unless they have made prior notification with the Creator's Alley Coordinator. Forfeited tables will not be refunded.

Appropriate Sales:

Creators may only sell their own work in the Creator's Alley. Creators will not sell commercial merchandise at their table, unless it is their own work. The Creator's Alley is for the Creator's *only*. The Creator's may not sell anything other than arts or crafts originally created by themselves in one form or another. Prints, limited-run items, and Print-On-Demand (POD) items (like mugs, calendars, etc. from Cafepress or Zazzle) are acceptable. *AI Generated Art can be sold, if the Creator posts a notice that the art is AI Generated.* The Creator's may not re-sell materials that can be bought in a store. Judgment of this is left to the discretion of the Creator's Alley Coordinator and the Con Chairs.

Creators will check IDs of persons to ensure they are 18 years or older before allowing them to purchase or buy adult material. Creators will ensure that any such works are kept in separate folders from other work. The acceptability of displays of adult material is at the sole discretion of the Creator's Alley Coordinator; failure to comply with warnings will result in removal from Creator's Alley and forfeiture of all fees.

Fan art will be permitted only if it is of an original concept design by the Creator's and not a copy of an existing design. It should also be of limited production and not mass-produced. If there are any questions, ask the Creator's Ally Coordinator. Acceptability of Fan Art is left to the discretion of the Creator's Alley Coordinator and the Con Chairs.

Art Show:

The Creator's Alley is a separate entity from the Art Show. The Art Show bears no responsibilities to the Creator's Alley Creators and vice-versa.

Promotional Rights:

Creators grant Archon the right to list Creator's name and possibly a photo of their display in our advertising and on our website, and link to the Creator's website. Archon grants the same reciprocal right to the Creators.

Security:

Creators are responsible for securing their own works and material when not present at their tables. Archon is not responsible for the loss or damage to the material and works of Creators. In the past, if they have the space, the Art Show has graciously offered to allow Creator's Alley Creators to store specialty wares in a designated area in the Art Show room, which will be locked at night. Access to the Art Show room and the stored wares will be only during the regular Art Show hours of operation. The Creator's Alley Coordinator will inform the Creators of the location of the storage area at the convention if it is available.

Indemnification:

Creators indemnify and agree to hold Archon and any members, officers, directors, staff and/or employees thereof blameless for any and all damages caused to the Creator's or his/her property, agents, representatives, employees, or consultants.

Creators indemnify and agree to hold Archon and any members, officers, directors, staff and/or employees thereof blameless in case of theft of Creator's property.

Severability:

Should any provision of this document be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree by a court of competent jurisdiction, such invalidation of such part or portion of this document shall not invalidate the remaining portions, and they shall remain in full force and effect.

Contacts:

Any questions can be directed to the Creator's Alley Coordinator at:
artistalley.archonstl@gmail.com

Jared Sies, Creator's Alley Coordinator
4610 Barhill St., San Antonio, TX 78217
ATTN: Archon Creator's Alley

Mobile phone : 217-801-7728
Texts accepted 24/7.
Calls accepted from 5pm – 9pm weekdays. From 9am – 9pm on weekends.
The Coordinator's cell phone will be accessible for calls and texts during

the convention also.

John Sies, Creator's Alley Staff
Mobile phone : 217-801-7724
Same hours as above apply.