

## How to reserve a Vendor Table at OrangeCon

Tables for the Vendor Faire at OrangeCon are 30" x 72" and undraped. Electrical connections are limited. Please contact Michael if you need power.

Before and on August 30, tables are \$60 each. On and after September 1, tables are \$70 each.

Besides payment, each vendor is required to read, understand and sign a contract in order to reserve a table. This contract is downloadable on the IPMS website ([www.ipmsoc.org](http://www.ipmsoc.org)). Also a current BOE Form 410d must be submitted with the signed contract and payment. How to obtain and fill a 410d out is also on the website.

Once we have received the payment, contract and BOE form, your table(s) will be reserved for you. Information you will need for the day of the show will then be sent to you.

There are two ways you can reserve a Vendor's table(s) at OrangeCon.

Online:

1. Go to our website, [www.ipmsoc.org](http://www.ipmsoc.org)
2. Right click on the OrangeCon heading
  - a. Be careful, the pull downs are very "slick" and can easily disappear.
3. Click on Vendor Information and Forms
  - a. You might be here already, reading this How To
4. Print, fill out and email the Vendor Reservation Form
  - a. Email address is [ocipmstreasurer@gmail.com](mailto:ocipmstreasurer@gmail.com).
5. Right click on Vendor Contract
  - a. Print one or two copies.
    - i. One copy will be for your records
  - b. Read, understand and sign the Contract.
6. Right click on BOE
  - a. Read all the information
  - b. Click on the Link to fill out the form
  - c. Print one or two copies
    - i. One copy will be for your records
7. Pay for your table(s)
  - a. Make sure you distinguish which payment fee you need depending on the date you're paying for the table(s)
8. Once you receive an email that your table payment has been received, email the Contract and the BOE form to [ocipmstreasurer@gmail.com](mailto:ocipmstreasurer@gmail.com).
9. Verification that a table(s) is being held for you will be emailed.
  - a. Further information such as how to get to the CSU Fullerton Student Union will also be emailed to you.

By Mail:

1. Use the printed Reservation form on the OrangeCon flyer
  - a. You can also print out a Reservation Form from the IPMS/OC website, see above.

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2. Mail the Reservation form and your payment check or money order to IPMS/OC, PO Box 913, Garden Grove, CA 92842.
3. A copy of the Contract will be mailed or emailed to you, depending if you checked the mail only box on the Reservation Form or not.
4. Mail or email a signed copy of the Contract and BOE form.
  - a. Email documents to [ocipmstreasurer@gmail.com](mailto:ocipmstreasurer@gmail.com)
  - b. Mail the documents to the IPMS/OC PO Box.
5. You will be mailed or emailed that your reservation has been established.
  - a. Further information such as how to get to the CSU Fullerton Student Union will also be emailed or mailed to you.

If you have any further questions, please contact Michael Bare at [ocipmstreasurer@gmail.com](mailto:ocipmstreasurer@gmail.com)