

From: Eclectic Endeavors / Gaming Arts Media Expo springfieldgameexpo@gmail.com
Subject: WELCOME ARTIST to YEAR 8
Date: September 26, 2016 at 1:31 AM
To: chrisinspringfield@gmail.com

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GAMING ARTS MEDIA EXPO ★ [SPRINGFIELOGAME.COM](http://springfielgame.com)

GREETINGS ARTIST

Thank you for joining us for Gaming Arts Media Expo (G.A.M.E.)!

This letter is being written to help answer some questions and get you prepared for a great event! We want to make sure you have a successful and fun time during our event. First thing we want to point out is the information to be found about being a Featured Artist and the Art Show on the website. You can find that information here: springfieldgame.com/project/featured-artist and springfieldgame.com/art-show/

Within this letter, we will touch on those subjects, and some others that we have not addressed yet. After you've read this, if you still have ANY questions, please contact Scott Villarreal at dastardlyduck2112@yahoo.com

Preparation Time on Thursday Night

On Thursday October 6th, our staff will be at the Expo Center from 5PM to no later than 10PM. During this time we will be preparing for Friday morning opening. We will do our best to be available to direct you to your booths and answer questions, but we will have a lot to get done.

Exhibitors, Creators, Artist and Clubs & Orgs are all welcome to come in during this time and setup any materials, decorations, etc. For Year 8, we will have everyone enter and exit through the doors in the LOBBY. The entrance from years past that face St. Louis street are NOT an entrance this year. Those doors will be behind exhibitor booths. springfieldgame.com/where-is-expo-center/

To prepare yourself for the location of your table, you can review the map located here: [Room Map Layout](#)

During the loading process you are able to park in the loading zone by the large stone blocks. We have 23 exhibitors (vendors, sponsors, guests), 8 artist, 16 creators and 16 clubs & orgs all trying to get in and get setup.

It is recommended that if you have a wheeled cart, you bring it to help with loading into the Expo Center. It can be a long walk from the loading zone and there are only a few carts available in the Expo Center.

Badge Pickup

We will not be distributing badges on Thursday night. If you see us preparing the Registration Desk and have badges set out, this is for us to be organized for Friday morning. Please do not request to pick up your badges at this time. We will do this on Friday morning. All badges that you have ordered will be bundled along with this letter and ready by 9AM October 7, 2016.

Swag Bag Items

If you have items to put into the swag bag, those need to be dropped off at the Registration Desk on Thursday night between 5:00PM and 9:00PM. The bag measures 9" x 11". A standard piece of paper just fits inside. Fliers, coupons, freebees are all welcome. Thank you. We will be making 300 bags.

Wireless Internet / WIFI

Free WiFi is available at the Expo Center. During Year 7 we had zero issues that we knew about and no one reported any issues. If you run into issues, please contact someone at the Registration Desk. Far as we recall it is an open system and doesn't require a password once they have it up and running for the weekend. Let us know immediately if you have any issues.

Springfield Vendor License

As part of your Artist Table cost, Eclectic Endeavors has paid for your event license with the City of Springfield, unless you already have a business license. Sales taxes and everything else concerning your sales are between you, the city and the state. Eclectic Endeavors only have to answer for the event sales licenses to Springfield.

Hours of Operation for Tables

Friday and Saturday the hours of G.A.M.E. are 9AM to 12AM (midnight). Friday we don't have anything officially on the schedule until 12:00PM. Saturday we start at 9AM, as well as Sunday. On Sunday we have our "Results Show, Raffle and Polybucks Auction" at 4PM, and we encourage everyone to join us. If you have donated items to the raffle / auction this is our chance to publicly THANK YOU. At 6PM all activities end for Year 8, and we are packing up and shutting down.

Featured Artist are asked to have their tables open on Friday from 12PM to 6PM, Saturday from 9AM to 6PM and Sunday from 9AM to 4PM. These are not times set in stone or blood. Just what we ask and what the attendees will expect. If you are gone or unavailable, please have a sign you can set on your table to let people know when you'll be back. You are MORE than welcome to stay open past 6PM. If you've been to G.A.M.E. before you know how our open floor plan allows our artist to be a part of the event all weekend. We don't have our artist in a separate room away from all the "action."

At 6PM we recommend that you drape your tables with the tablecloths we will provide you as a way to close your table, you can do so and either go off and play with the rest of the attendees or head out for the night. We will have an off-duty Greene County Deputy coming in at 5:30PM and staying until midnight. Also EE staff and henchmen keeping an eye on the booth & table areas all night to make sure that the closed areas are not entered. In our past 7 years this plan has worked great and we've had ZERO issues with theft. We are very proud of how well behaved our attendees are. We do request that you take any cash boxes, registers, iPads, etc. with you when you leave. Let us know if you have any questions or concerns about how this shutdown and draping works.

Food & Drink

In the past we've had refillable cups at the snack bar, but these have consistently cost us money to provide. So this year we will be selling 20oz bottles of Coke products. Along with sodas we will have some hot foods. We will have hot dogs and nacho chips & cheese as well as chips, candy, etc. There will be a microwave that is available for anyone to use. Just ask staff for assistance before jumping in.

Outside food IS ALLOWED in our part of the Expo Center. Due to the HBA show happening downstairs, they are not able to provide us snack bar service, so we've been told all the food rules are lifted. Also there will be a food festival "Taste of SoMo" happening on the Square just a couple blocks west. [Taste of SoMo - Oct. 8th](#)

Table Purpose

Something we would like to address is what having a table is about. At a smaller event like G.A.M.E. we think it is best to focus on this time as a chance to advertise, reach new customers, collect information and generally expand your customer sales base. We hope that all our artist make sales and leave on Sunday having recouped the cost of the table for the weekend. There are no guarantees of that. For those of you who have attended and displayed at conventions, you know that there are times where you make lots of sales and there are times you don't. We do have a smaller attendance base. This year we are looking at 700 to 800 attendees. Year 7 we broke 800!! We are growing each year! While G.A.M.E. is going on, make sure you are giving out business cards, fliers, coupons, etc. Also make sure that you are collecting customer data, emails, FB likes, etc. We will do our best to promote your business and help you in this effort.

Raffle / Polybucks Item Donations

We are very pleased that each year our Exhibitors, Creators, Artist and Clubs & Orgs donate towards our Prize Pool. These items will be on display near the Registration Desk all weekend. Anything that you donate, will be put there. If you wish to have a business card or flier along with your item, you are welcome to do so. All items are considered tax exempt donations as Eclectic Endeavors is operating under the 501(c)(3) of the Springfield Regional Arts Council. Please go to this page to submit information about your donation: springfieldgame.com/donation and we will get you a tax donation letter after G.A.M.E. Year 8 for your tax needs.

If you don't know what "polybucks" are -- read more about them here: springfieldgame.com/raffle-and-polybucks Basically they are participation money. We encourage our attendees to play in games, go to panels, participate in contest and challenges by earning "polybucks" then on Sunday we have some of the Prize Pool that is set aside for the auction. Everyone can then start bidding on these items with their polybucks! It's a lot of fun!

Power Strips & Extension Cords

There are outlets all over the Expo Center. If you need help reaching an outlet and or taping down a cord going across traffic areas, let someone at the Registration Desk know. We will help you out. You will need to bring YOUR OWN extension cords and power strips. If you have forgotten to bring any, you can check at Registration. Once we have all of our areas setup (Electronic Gaming, Registration, Snack Bar, The Lair, etc.) if we have any remaining equipment we will happily lend those out. Just need to track them and get them back on Sunday. Each year we've "lost" about 2 to 5 of them ... so this year they will be signed out so we can hunt them down. :D Thanks.

We Are Your Host

We want you to know that we consider you our guest and we are your host. If there is anything we can do to make this event more enjoyable, or if you have any issues, questions, complaints, please let one of the Eclectic Endeavor Board Members know. We can only improve things when communication is clear and open. We hope that our event becomes better each year, and your feedback we know what to keep, improve and toss. You can also address emails to Chris Stuart at springfieldgameexpo@gmail.com.

See you at G.A.M.E.!



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