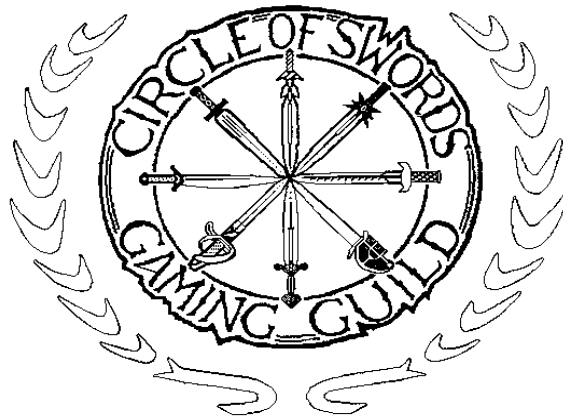


EXHIBITOR INFORMATION  
PACKAGE FOR  
CIRCLE OF SWORDS GAMING  
CONVENTIONS & EXPOS

# COSCON & SIBCON

Western Pennsylvania Tri-State  
Regional Game Fair and Expo



COSCON & SIBCON Gaming Conventions & Expos  
Circle of Swords Gaming Guild  
Butler, PA

[www.circleofswords.com](http://www.circleofswords.com)

[cosguild@circleofswords.com](mailto:cosguild@circleofswords.com)

[cons@circleofswords.com](mailto:cons@circleofswords.com)

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724-283-1159

## Welcome

The Circle of Swords Gaming Guild would like to extend to all our potential exhibitors, our warm welcome to attend our Conventions (or Con)!

This Vendor booklet is designed to inform you, the exhibitor, in preparing for our Con. If returned promptly, it should make your registration process simple and easy.

We welcome any feedback to improve this packet and overall vendor interest for future events. If you have any questions or problems about our Con, please feel free to contact us at:

**Circle of Swords Gaming Guild**  
[cons@circleofswords.com](mailto:cons@circleofswords.com)  
**(724) 283-1159**

## Introduction

COSCON & SIBCON are two 3-day Cons held every year in Western Pennsylvania, occurring in March and September respectively (though exact weekends may vary). We strive to offer an increasing selection of role-playing, miniature wargaming, board & card games, and other gaming events than the year before!

For a general idea of attendance, our Con numbers typically reach around 250 or more for both COSCON and SIBCON.

The Circle of Swords Gaming Guild is a continually expanding gaming club that has grown steadily over the years since 1986 and will continue to do so with your support!

## Event Hours

### ***Fridays of COS Conventions***

Registration:  
12:00 PM to 8:00 PM

Gaming:  
2:00 PM to 12:00 AM

Sessions  
2:00 PM to 6:00 PM  
7:00 PM to 11:00 AM

**Exhibitors – vary per vendor**  
**2:00 PM to 8:00 PM**

### ***Saturdays of COS Conventions***

Registration:  
9:00 AM to 8:00 PM

Gaming:  
9:00 AM to 12:00 AM

Sessions  
9:00 AM to 1:00 PM  
2:00 PM to 6:00 PM  
7:00 PM to 11:00 AM

**Exhibitors – vary per vendor**  
**9:00 AM to 7:00 PM**

### ***Sundays of COS Conventions***

Registration:  
8:00 AM to 12:00 PM

Gaming:  
9:00 AM to 6:00 PM

Sessions  
9:00 AM to 1:00 PM  
2:00 PM to 6:00 PM

**Exhibitors – vary per vendor**  
**10:00 AM to 2:00 PM**

## Special Events

Events other than tabletop games are typically held at COS, such as our **Charity Auction** benefiting a new charity each Con.

You are not required to donate anything but any items are welcome!

Please check our website and follow us on social media for exact times and locations of these and other special events.

### **Event Fees**

Exhibitors will be charged the following prices for exhibit space at COS Cons:

\$50 for the first table  
\$25 for each additional table

Each exhibitor will receive **two** 3-day passes to the Convention. Additional passes must be purchased at regular club price. Table sizes are limited to venue availability.

Circle of Swords reserves the right to modify the vendor area to provide sufficient space for everyone. We also reserve the right to reduce the number of individual vendor tables based on space limitations. Refunds will, of course, be provided for any of space reductions.

### **Rules And Regulations**

Circle of Swords reserves the right to prohibit the sale of any merchandise at our Cons due to content or nature. COS also prohibits any and all vendor raffles, except those held for a specific non-profit charity with COS advanced approval.

### **Advertising & Website Links**

Exhibitors at COS Conventions have the opportunity to be:

- Advertised at the Registration Area
- Listed in the community links on our website
- Promoted in our newsletter and social media channels.

Please include any information with your payment, or email it to [cons@circleofswords.com](mailto:cons@circleofswords.com).

All of these services are free to our Vendors. The information will stay on our website as long as your business or website remains active.

### **Deadlines**

*Event Proposal Submission* due for online pre-registration is typically:

**COSCON      February 1<sup>st</sup>**  
**SIBCON      August 1<sup>st</sup>**

*Exhibit Area Fees* are due two weeks prior to the Convention Weekend.

Don't forget to register soon, since the exhibit areas will be assigned on a first come-first serve basis.

### **Manufacturer Demos**

Exhibitors may run any number of free demos at their exhibit area during Exhibitor Room Hours, or at special product demo areas established by COS Staff. Free demos may also be run in the free gaming area, space providing. This area is also on a first come-first serve basis.

### **Game Master Refunds**

Certain events, prizes or refunds may be in "COS Bucks" (See Below) refund based on the ticket price.

## **“COS Bucks”**

COS Event Tickets are essentially GM refunds or prizes used to reward our members who volunteer their time running events. These are in the form of COS Bucks, redeemable at the Registration Area and in the Exhibitor Area. Vendors may exchange COS Bucks for real currency at face value at the Registration Desk. COS Bucks have the official COS logo and are only good for 1 year from the date of issue and are worth \$1 - \$5 depending on the amount shown.

## **Hotel Information**

COS Conventions are held at venues at or near multiple hotels. If we are able to secure convention rates, we will be sure to post info and mention it in our newsletters

## **Food**

Food is available on site and there are many restaurants within a few miles. Ask at the Reg Desk if you need more information.

## **Paperwork**

Attached you will find forms to register vendor tables. Please submit your events online using our [GM Event Form](#) to register demos / events in the convention area

Provided that the Event Form is returned prior to online registration closing, it will be included with the other events. If you have any questions or problems at all, please contact us.

We hope to see you at our next Circle of Swords Gaming Convention!

# CIRCLE OF SWORDS

## VENDOR REGISTRATION FORM

Use this form to register as an Exhibitor for COSCON or SIBCON. Please note all key deadlines in your Exhibitor Packet!  
Final Pre-Registration deadline is *two weeks* prior to the date of the convention. Return completed forms and registration fees to:  
Circle of Swords, 312 Old Plank Road, Butler PA 16002  
[paypal@circleofswords.com](mailto:paypal@circleofswords.com)

*(Please Type or Print Neatly)*

VENDOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

CONVENTION (Circle One): **COSCON (MARCH)** **SIBCON (SEPTEMBER)**

EXPECTED ARRIV. DAY/TIME: \_\_\_\_\_ EXPECTED DEPART. DAY/TIME: \_\_\_\_\_

TYPE(S) OF PRODUCTS: DICE \_\_\_\_\_ MINIATURES \_\_\_\_\_ BOARD \_\_\_\_\_  
RPGs \_\_\_\_\_ ARTWORK \_\_\_\_\_ CARD \_\_\_\_\_

Other: \_\_\_\_\_

**NUMBER OF TABLES:**

One Table - \$ 50 \_\_\_\_\_  
Two Tables - \$ 75 \_\_\_\_\_  
Three Tables - \$100 \_\_\_\_\_  
Four Tables - \$125 \_\_\_\_\_  
Five Tables - \$150 \_\_\_\_\_

**SPECIAL REQUIREMENTS:**

Wall Space:  
Electric:

Please check the appropriate fee and enclose a check payable to **The Circle Of Swords**  
or pay via PayPal at [paypal@circleofswords.com](mailto:paypal@circleofswords.com)

**VENDOR PASSES:** Two vendor passes are complimentary. Please list the names of two reps.

Pass #1 \_\_\_\_\_ Pass #2 \_\_\_\_\_

Additional passes may be purchased at the convention rates. Please list additional names for these passes below and include the additional cost with the above table fee:

\_\_\_\_\_  
\_\_\_\_\_

**EVENTS:** Vendors are always welcome to run Demos & Events promoting their products. Please contact us if you wish to run something in order to register these events.

**QUESTIONS:** If you have any questions regarding the convention or this registration form, please contact us at 724-283-1159, [cosguild@circleofswords.com](mailto:cosguild@circleofswords.com), or our website, [www.circleofswords.com](http://www.circleofswords.com).

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