

**CONduit XXI: Caped CONduit
Salt Lake City, Utah
May 27-29, 2011**

Dealers' Room Information

Thank you for your interest in securing space in the CONduit XXI: Caped CONduit Dealers' Room.

General information:

As stated above, CONduit XXI will be held Friday, May 27th through Sunday, May 29th in the downtown Salt Lake City Radisson hotel. The Dealers' Room will open between noon and 2 pm on Thursday and close between 4 pm and 5 pm on Sunday.

**Radisson Hotel Salt Lake City Downtown
215 West South Temple
Salt Lake City, Utah 84101**

http://www.radisson.com/saltlakecityut_downtown

Note: CONduit room rates are \$89.99 per night. (We are currently working on including a nice breakfast for an additional \$10.00.)

Hotel phone number: (801-531-7500)

Fax: (1-801-328-1289)

Dealers' Room Table Rates:

\$65.00 for a 6' table. (Price includes two adult memberships.)

Dealers' Badges are full CONduit Attending Memberships.

The badges will bear the name of the convention, the name of the individual and the name of the table at which he/she works.

Hours of Operation and Other Logistics:

At present, the Dealers' Room is slated to be in Wasatch 4 (1666 square feet), part of the Main Ballroom of the Radisson Hotel. It is situated at the top of the stairs from the lobby.

Setup:

Friday, 9:00 AM to 12:00 PM. Doors open for business at noon.

(There is a fee for shipping directly to the hotel. You can contact the hotel for further information.)

Dealers' Room Hours:

Friday, May 27th: Noon to 7 pm

Saturday, May 28th: 10 am to 7 pm

Sunday, May 29th: 10 am to 4 pm

Load In:

There is a small loading dock at the rear of the hotel leading to a freight elevator. This is the easiest way to move large amounts of inventory into the hotel. Dealers with a smaller inventory may prefer a few trips from the main underground parking lot to the second floor via elevator. More details will be provided closer to the event.

Load Out:

We would love to have all Dealers stay to the close of the convention, but if travel arrangements prevent this, please let us know and we will do what we can to help you move out with as little disruption to the other dealers as possible.

Taxes and Licenses:

Utah State Law requires all temporary merchants (Dealers) to pay sales tax on items sold during conventions. We will provide you with the necessary forms at the convention. The tax rate is about 6.85%.

The State prefers you to pay within a week of the convention. There will be fines attached to late payments.

We're sorry for any inconvenience this may cause you.

Security:

The Dealers' Room will be locked whenever it is closed for business. There will also be CONduit staff wandering through the room from time during the day. However, neither the convention (including its personnel and committee members) nor the Radisson Hotel (including its personnel) shall be held liable for any merchandise or display material that is lost, stolen, damaged, or confiscated.

As individual dealers are responsible for the security of their merchandise during business hours, it is recommended that you have someone watch your table at all hours the Dealers' Room is open.

Legal Disclaimer (you all know the drill):

All merchandise sold, traded or displayed at the event must be legal. No bootlegged items, or items that violate copyright or trademark agreements are allowed. All items must comply with laws about content.

No items that could be rated above an "R" rating are allowed in the Dealers' Room. Items that are "unrated" or "not rated", but would meet recognized legal standards for adult content beyond the "R" rating equivalent, are also not allowed. Items that violate this rule will be banned from the Dealers' Room at the discretion of the local Convention Committee Chairperson and/or Dealers Room Coordinator.

ALL displays, merchandise and storage need be contained within the area allotted to the Dealer. (We hope to have gaffers tape on the floor to make this easier for everyone.)

Please be considerate of other Dealers and CONduit members. Your display should not include noises or lights that could distract others. For material with an audio element, please provide headphones or limit demonstrations to brief, personal displays for specific customers. Complaints will be handled by the Con Chair or Dealers' Room Coordinator.

Acceptance and Cancellations:

ALL tables will be sold on a first come, first served basis.

However, we do plan to provide a good balance of merchandise. To this end, we may limit the number of tables sold to a general group (such as books or videos) to ensure that there is not an overabundance of one type of dealer.

A list of confirmed Dealers will be maintained on the website (conduit.sfcon.org).

A “waiting list” of interested Dealers will be maintained in case of cancellations.

If you have purchased a table in the Dealers’ Room and find that you cannot attend the convention, please let us know as soon as possible. You will only get a refund if we can sell your table(s) before the convention.

If you are a “no show” you will forfeit all money paid to the convention.

How to Register:

Please complete and return the following forms with payment as indicated to:

CONduit XXI Dealers’ Room**P.O. Box 11745****Salt Lake City, Utah 84147-0745**

If you have any questions or comments, please contact:

Steve Harmon

Dealer’s Room Coordinator

Email: equisrider@hotmail.com

**CONduitXXI: Caped CONduit
Dealers’ Room Application**

Business Name:

Contact Person:

Address:

Phone:

FAX:

E-mail:

Dealers’ Room Fees:

___ \$65.00 for a 6’ table. (Price includes two adult memberships.)

_____ Total Payment

Special needs:

I prefer to be by a wall _____

I need an electrical outlet _____

Any special requests* _____

*Special requests are not guaranteed at this time, but they will be recorded and saved for later consideration. We will try to accommodate any reasonable table request to the best of our ability.

Payment:

Payment may be sent either by CHECK, MONEY ORDER (US dollars only)

___ Enclosed is a check for _____ \$US payable to:

CONduit XXI Dealers' Room

P.O. Box 11745

Salt Lake City, Utah 84147-0745

Names of attendees:

The "lead" Dealer should submit the names of all assistants who will be part of the booth. If you want to pre-pay and submit the names later, please indicate "TBA" for those names. (Print clearly please – our decoder ring broke.)

Booth / Store Name _____

Lead Dealer Name: _____

Second Name: _____

Third Name: _____

Fourth Name: _____

Fifth Name: _____

Sixth Name: _____

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"I have read and understood the information set forth in the Dealers' Room Information Letter, and agree to follow the rules described therein."

Dealer/Store Name: _____

Signature of Contact Person:

Date: _____

Please return with payment to:

CONduit XXI Dealers' Room
P.O. Box 11745
Salt Lake City, Utah 84147-0745

Thank you!

Steve Harmon, CONduit Dealers' Room Coordinator

We look forward to seeing you in SLC next year!