

Vendor Information



MuseCon is a convention for artists, musicians, inventors, gadgeteers, makers, tinkerers, celebrating creativity in all forms. We are planning both classes and hands-on workshops on a myriad of topics. MuseCon will be held the weekend of August 5th through 7th, 2011 at the Westin Chicago Northwest hotel in Itasca, Illinois. We are expecting approximately 400 attendees.

For 2011 we will be working with a Vendor Hall setup. Vendors will be selling out of hotel rooms, which you reserve and pay for. There is no additional vendor fee, but only vendors who preregister with us will be located in the Vendor's Hall and be allowed to sell.

Vendors will be located on the 12th floor, in rooms near the Hospitality Suite. We understand that moving in and out using the elevators is sub-optimal, but we were not able to obtain additional ground-floor function space.

Check-in time is 3:00 pm, late check-out is 3:00 pm. The hotel cannot guarantee early check-in on Friday for vendors, although if Vendor's Hall rooms are available early check-in will be allowed. If you cannot be set up by 7:00 pm Friday or out of the room by 3:00 pm Sunday, please reserve your room for Thursday and/or Sunday nights.

Vendors may club together to share rooms. We will keep a list of vendors interested in room-share partners, but will not be responsible for making or enforcing arrangements.

All vendors and any assistants must have memberships. Vendors may purchase additional memberships at the pre-registration rate. The name and address shown on the Application will be used for all memberships unless you indicate otherwise.

Vendor Hall policies are detailed in the Vendor Contract. All vendors must have a signed copy on file with the Vendor Coordinator. There will be no sales permitted outside of the Vendor's Hall. Merchandise should be related to music, tinkering, fiber arts, and other creative endeavors. We'd especially like to have suppliers of those hard-to-find items our members need for their obsessions.

Please remember to complete the description of your merchandise. This will be used in the Vendor Hall section of the program book. We will also be posting a list of confirmed vendors, merchandise descriptions, and links on our web site.

Please provide pictures of your typical setup and merchandise, so we can try not to group vendors with similar merchandise. We will be happy to accept electronic copies.

Submitting a vendor application:

Complete the enclosed Vendor Application and Contract and submit them along with payment for memberships. Membership payments may also be made using a credit card through our secure website.

Please list any special requirements or requests on your application. Every effort will be made to meet these requests. Please do not assume requests from past conventions will carry over.

All requests received by July 1, the close of the hotel room block, will be given equal consideration.

Vendor applications received after July 1 will be honored in the order received. After all available rooms are assigned a waiting list will be maintained in the event of cancellations. Membership payment from vendors on the waiting list will be held and returned if no rooms become available.

Full vendor hall hours and other information will be included with vendor confirmations.

Send ALL vendor correspondence to:

dealers@MuseCon.org or

MuseCon
PO Box 912
Palatine, IL 60078

Vendor Contract



Don't Be A Jerk. Jerkish behavior includes, but is not limited to: Loud music, lit incense, large electrical discharges, expanding out of your assigned space, and turning your neighbor into a newt.

Do not block any doors, aisles, or emergency exits.

Vendors are responsible for any operating licenses which may be required by local, state, or federal authorities; and for the collection and payment of any local, state, or federal taxes. MuseCon will comply with the Illinois Department of Revenue reporting requirements for operators of fairs, festivals, craft shows, and other special events. For further sales tax and reporting information, please see:

<http://revenue.illinois.gov/Individuals/SalesandRelated/fairs.htm>

Demonstrations requiring the use of an open flame must apply for and receive permission from the Vendor Coordinator.

Vendors requiring additional equipment or services from the hotel must place their requests through the Vendor Coordinator, and will be responsible for costs incurred.

Vendors will not display or sell any material that infringes upon any portion of local, state, federal, or international laws, including copyright or trademark laws and/or agreements.

All displays and exhibits must conform to local fire and electrical standards and codes. MuseCon reserves the right to limit the use of electrical devices in the event of concerns regarding safety or technical issues.

The Vendor Coordinator reserves the right to limit or prohibit the sale of any inappropriate merchandise or service. All items on open display must be G-rated, the MuseCon is family-friendly space.

MuseCon will make a good-faith effort to provide 24-hour security of the Vendor Hall. However, all vendors are responsible for their property and are advised to obtain adequate insurance against loss or damage.

Nothing may be attached to the walls without permission of the Vendor Coordinator.

Vendors are expected to be "open" for business from:
7:00 pm - 9:00 pm Friday
10:00 am - 6:00 pm Saturday
10:00 am - 12:00 noon Sunday

Vendors may close their room to teach a class or workshop for a total of two one and one-half hour Programming time slots over the course of the weekend during the hours listed above. Vendors whose rooms are closed for excessive periods may not be accepted in the future. You are welcome to be open for business for whatever times you choose in addition to the hours above.

The Vendor Coordinator's decisions are final.

I have read the above terms and understand them. I understand that violation of the above terms may, at the discretion of the Vendor Coordinator, be considered cause for my removal from the convention with no refund membership or other fees.

No vendor may sell or display merchandise without a copy of this form on file with the Vendor Coordinator.

Signature

Printed Name

Date