

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 1st through 3rd, 2014 at the Westin Chicago Northwest hotel in Itasca, Illinois. We are expecting approximately 350 attendees.

New: Vendor Marketplace

For 2014 we will be changing to a Vendor Marketplace setup on Saturday afternoon, in the Barrington Room. Barrington is larger than all the programming rooms except the Main Stage (Lakeshore) and the Tech/fiber room (Stanford) and is right by the elevators.

Tables are 30" x 6' and will cost \$10 each. Tables will be reserved on a first tables will be assigned first basis. If you want more than one table, send a separate check for each table and if there are more tables than vendors requesting tables, additional tables will be assigned on a first-ask-first-given basis.

Please note: only vendors who pre-register will be located in the Marketplace and be allowed to sell there.

Marketplace Schedule

- Hotel reset of room: Noon - 1:15 pm
- Vendor Setup: 1:30 - 2:45 pm
- Marketplace Open: 3:00 - 7:15 pm
- Marketplace cleanup/table strike: 7.30 - 9:00 pm

Individual Vendor Rooms

Vendors may also sell out of their hotel rooms, which they reserve and pay for. There is no additional vendor fee for selling from a hotel room, but please pre-register. Vendors' rooms (unless otherwise requested) will be located on the 3rd floor, near the Hospitality Suite. We understand that moving in and out using the elevators is sub-optimal, but we were not able to obtain 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 rooms are available early check-in will be allowed. 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.

For All Vendors:

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 policies are detailed in this letter and 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 or individual Vendor's rooms. 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 June 7 will be given equal consideration. Vendor applications received after June 7 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.

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 security in 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 in the Vendor Marketplace are expected to be ready for business when the room opens at 3:00 pm, and not begin tearing down before the room closes at 7:15 pm on Saturday.

Vendors with individual rooms 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.

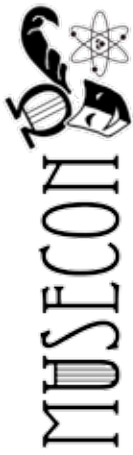
I have read the above terms and understand them. I understand that violation of the above terms may, at the discretion of the Vendor Coordinator, be considered cause for my removal from the convention with no refund membership or other fees.

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

Signature

Printed Name

Date



2014 Vendor Application

POST OFFICE BOX 912
PALATINE, IL 60078

Business Name _____

Vendor Marketplace or Reservation Name, Number & Room Type _____

Merchandise Description: _____

	Memberships - Legal Name			Birthdate	E-Mail <i>(please indicate preferred contact)</i>	Phone	Alternate Contact
	Title	First	Middle Last				
1							
2							
3							

- If requesting two Marketplace tables, please send separate payment for the 2nd table, availability of 2nd tables is not guaranteed, and will only be available if the room does not fill.
 - All family members must reside at the same address.
 - Reduced family rates only apply to family members registering at the same time as the first adult.
 - Birthdate required for reduced child membership rates.
- Questions? Want to register for classes, including blinkies? Check our website: www.MuseCon.org or e-mail the vendor coordinator at dealers@musecon.org

Membership Type	Quan.	Cost	Total
Marketplace Tables		\$10	
First Adult		\$45	
Additional Adults		\$40	
Children age 4-15		\$35	
Total Enclosed			

Mailing Address:

Address _____

City, State, Zip _____

Billing Address (if different than mailing):

Address _____

City, State, Zip _____

Name on Credit Card _____

Card Number _____

Expiration Date _____

Signature _____

Payment Method:

- Cash
- Check - Number:
- Money Order
- Visa
- Mastercard