**CONTRAFLOW IX DEALER’S & MAKER’S PACKET**

**Greetings and thank you for considering CONtraflow XI!**

We designed this packet with you, the Artist, Maker and/or Dealer in mind. It is our intention that we answer every question or concern that you may have.

Briefly, CONtraflow is a fan convention held in the Greater New Orleans area. It focuses on science fiction, fantasy, comics, gaming and related literary genres in any form, including but not limited to writing, visual arts, dramatic arts, and interactive fiction. We have guest writers, artists and other professionals attending every year!

**This year’s CONtraflow is November 15-17, 2019**at the Airport Hilton Hotel in Kenner, Louisiana, a suburb of New Orleans. We hope that you will choose to join us at CONtraflow for a weekend of fan camaraderie and fundraising for the Friends of the New Orleans Public Library.

Our contact email is **dealers@contraflowscifi.org**. We will be glad to answer any questions, or hear any suggestions you may have. Please visit our website **(**[**www.contraflowscifi.org**](http://www.contraflowscifi.org/)**)** or Facebook for more information, all the required forms and convention updates.

We look forward to hearing from you, and hope that you choose to be a Dealer at CONtraflow! Sincerely,

Unity Rains

Dealers' Room Director CONtraflow IX, 2019

dealers@contraflowscifi.org  or

Unity.rains@gmail.com

 **CONtraflow IX Dealers’ Room Information-**

**November 15 – 17, 2019 New Orleans, LA**

**Dealer's Room Hours of Operation:**

**Friday 12 PM – 8 PM**

**Saturday 10 AM – 6 PM**

**Sunday 12 PM – 4 PM**

**(Hours are subject to change without notice)**

**WHAT YOU GET THIS YEAR –** This year’s all Vendors will get an 8 x 6 space which includes the following: An 8 ft by 36 in table, two chairs, and two badges for $100. Power will be an additional $25. Dealers who don't need a table please consult with the Dealer's Room Coordinator by ***October 1st, 2018*** to see about getting a discounted rate.

**Dealer’s Space Price Guide**

**Dealers Space (8 feet by 6 feet) includes:**

**Eight foot table, two chairs and two badges - $100.00**

**Power/Electrical - $25.00**

**Additional Chairs (beyond the first two) $5.00 (per chair)**

**POWER/ELECTRICAL -** Dealers' Room Staff will be available to assist dealers in securing cords to the floor; if a cord becomes insecure during the event, the dealer needs to bring it to the attention of the Dealers' Room Staff ***immediately*** or re- secure the cord themselves

**CONTRAFLOW BADGE POLICY** – Vendors must provide the legal names of all the persons for the space. CONtraflow ***does not*** allow for the swapping of badges during the convention. If a person is working for a vendor on a certain day(s) of the convention please specify the membership on the application as “Three-day/Weekend”, “Friday Only”, or “Saturday Only”.

**PAYMENT** - Dealers' Room space must be paid prior to setup. To be considered "PAID", your completed Dealer Purchase Order Form and your payment must be turned into the Dealers' Room Director. Spaces are limited and will be sold on a first come, first-serve basis. Please download the Dealer/Marker purchase order from our web site, fill it in COMPLETEY and submit it with your payments.

**DEALER ROOM SET-UP -** The Dealer's Room will be available for setup from ***6 PM to 10 PM on Thursday, November 14, 2019* and the next morning for 10 am, (Friday).** Additionally, the Dealers' Room will be accessible a half hour before business hours each day to allow dealers to restock/tidy up.

**PLACEMENT**- Spaces are assigned on a first come, first serve basis. If you want a specific spot in the Dealers' Room, please make sure we receive your payment early. We will do our best to accommodate

 all special requests for placement, but ultimately the Dealers' Room Director has the final say.

**SECURITY** - Regular checks of the Dealers' Room will be conducted during operating and non-operating hours. During times when the room is closed, the room will be locked for additional security.

**ADDITIONAL BADGES** – CONtraflow IX will offer $25 per additional badge, beyond the first two with the table with a maximum of two.

**ELECTRICAL POWER** - The Dealers' Room staff will insure that the power is run to the edge of their space, but the Dealer is responsible for providing all cords and surge protectors. All arrangements for electrical power MUST be made in advance - none will be arranged during the event. Dealers' Room staff will be available to assist dealers in securing cords to the floor; if a cord becomes insecure during the event, the dealer needs to bring it to the attention of the Dealers' Room staff ***immediately*** or re- secure the cord themselves.

**WI-FI** - Wi-Fi will be complementary for all hotel guests ***in their rooms****.* Otherwise vendors will need to supply their own hot spots.

**BREAKDOWN** - Dealers may not start breaking down until ***4 pm Sunday.*** Breakdownshouldbe completed by 7 pm. Dealer’s Room staff will be there to assist if requested in advance.

**WEBSITE** – We are happy to list our Artists, Dealer and/or Makers on the CONtraflow website and in our Facebook group as individual vendors ([**www.contraflowscifi.org**](http://www.contraflowscifi.org/)) free charge after your dealer’s registration and payment is completed. Vendors/makers/artists who has special logo and artwork should submit them to **dealers@contraflowscifi.org**  when they submit their table payments for posting on our website.

**PROGRAM BOOK** – For artists, dealers, and/or makers interested in purchasing additional advertising with CONtraflow there is limited space available in our annual program book. Please contact us **before October 1** 2019 for more information. All ads will be black and white or greyscale unless otherwise noted.

**WEAPONS** - Dealers must sell weapons peace-bonded or in sealed boxes and not allow anyone to handle them without supervision. Guns will not be allowed to be sold, this includes reproductions. Tasers, Stun guns, etc. will only be allowed to be demonstrated by the dealer and must be sold in a sealed box ***(taped closed)***. Please contact us before October 1 2019 if you have any questions about this policy.

**TAXES** -Sales tax is the sole responsibility of the individual dealer to collect and pay to the state. You can download forms from the Louisiana Department of Revenue at <http://revenue.louisiana.gov/sections/taxforms/default.aspx>. Jefferson Parish Tax Officials will be on hand with forms for Dealers, Vendors, Artists and Makers.

**CANCELLATION POLICY** – Cancellation by CONtraflow: If a Merchant fails to comply with the payment terms as outlined in this application, or fails to adhere to the rules, regulations and/or policies set forth in this application, CONtraflow reserves the right to cancel exhibit space without issuance of a refund. Cancellation by Merchant: Merchants wishing to cancel an exhibit space reservation must provide CONtraflow with the request for cancellation in writing within 60 days of the convention for consideration of a refund or a transfer of funds to a reservation at the following year’s event. CONtraflow may reassign or resell any cancelled space, at its sole discretion, regardless of previously paid exhibit costs.

**Legal Notes & Other Stuff**

* Sale of merchandise must be legal in the state of Louisiana. It is the responsibility of the dealers to know what is legal. Items that are deemed morally questionable by the Dealers' Room Director or Chairman of CONtraflow must be removed and not returned to the Dealers' Room. Adult material that does not fall into the science fiction and fantasy genre will not be permitted in the Dealers' Room. Genre adult material must be kept out of the reach of children, and may not be displayed showing adult images. Selling genre adult material may cause placement in the back of the room to help prevent problems with children and their parents.
* Dealers are not permitted to use tape, pins, staples, tacks, glue, or anything else to attach anything to the walls. Displays must be free standing and not block aisles.
* Items not provided by CONtraflow are tables (unless ordered and paid for in advance), tablecloths, table covers, and backdrops. However, tablecloths can be rented to Dealers if ordered in advance of the Convention. Please contact the Dealers' Room Staff to do so.

**ACCEPTABLE FORMS OF PAYMENT** - Cash, Checks, and Money Orders are accepted (***DO NOT*** send cash in the mail). If you have a check that has not cleared with CONtraflow, it must be cleared before your space will be reserved.

If your payment has not cleared by the time of your arrival, it must be resolved before you will be permitted to setup. All returned checks will be subject to the maximum returned check fee allowable by state law.

**Please check with the Dealer's Room Coordinator in regards to electronic payment.**

***Applications made over the phone or emailed will not officially reserve your space; all forms and payments must be received to consider you a Registered Dealer.***

***Applications and checks/money orders may be mailed to***

**CONtraflow**

**P.O. Box 57927**

**New Orleans, LA 70157-7927**

*Please feel free to contact the Dealers' Room Director at* *dealers@contraflowscifi.org*  *if you have any other questions or concerns.*

**CONtraflow IX Makers’ Market Information-**

**November 15 – 17, 2019 New Orleans, LA**

**Maker's Market Hours of Operation**

**Friday 1 PM – 8 PM**

**Saturday 10 AM – 6 PM**

**Sunday 11:30 AM – 3 PM**

**(Makers may extend/reduce their hours as desired depending on location of the table and artist preference)**

**Maker's Market Space**

Maker's Market is now in a new location in front the Dealer's Room in the Hotel's Atrium.

**Maker’s Market Price Breakdowns**

**Table (6' x 30”) included with space $55.00 per table**

**Additional Badges (up to two) $25.00 per badge**

**Additional Chairs (beyond the first chair) $5.00 per chair**

**SETUP –** Maker’s Market is available for setup on ***Friday, November 15 at 9 AM.***

**MAKER'S MARKET BADGES –** Each Maker's Market table comes with one complementary badge. Makers can purchase an additional badge for the weekend for $25.

**TABLES –** Makers/Artists get one 6’ x 30” Table and two chairs for $55. Artist may bring their own tables or display provided they fit in the allotted space. Requests will be considered but the final decision rests with the Maker's Market/Dealer’s Room Coordinator.

**CONTRAFLOW BADGE POLICY** – Each Maker/Artist must provide the legal names of all the persons for the space. CONtraflow ***does not*** allow for the swapping of badges during the convention. If a person is working for a vendor on a certain day(s) of the convention please specify the membership on the application as “three-day”, “Friday Only”, or “Saturday Only”.

**PAYMENT –** Maker's Tables must be paid in full prior to setup. To be considered “PAID”, we must receive your completed Maker’s Purchase Order Form and your payment. Tables are limited and are on a first come, first-serve basis. . Please download the Dealers/Marker purchase order from our web site, fill it in COMPLETEY and submit it with your payments.

**PLACEMENT -** Spaces are assigned on a first come, first serve basis. We will do our best to accommodate all special requests for placement, but ultimately the Exhibits Director will have the final say.

**SECURITY –** Makers/Artists are responsible for securing their own materials and merchandise. CONtraflow is not responsible for materials left at tables. Artists requiring more security at the convention should consider a space in the Dealer’s Room.

**WI-FI** – Wi-Fi will be complementary for all hotel guests ***in their rooms****.* Otherwise Makers/Artists will need to supply their own hot spots.

**BREAKDOWN** – Makers/Artists are asked to not start breaking down until ***4 pm Sunday.*** However, Artists may use their own discretion based on the amount of interest in their own product.

**Additional Information & Advertising for Artists and Makers**

**WEBSITE** – Artists, Dealer and Makers can request a listing on the CONtraflow website's Dealers Page as individual vendors ([**www.contraflowscifi.org**](http://www.contraflowscifi.org/)) free charge with a completed packet and table payment. If you have special logo/artwork please submit them to **dealers@contraflowscifi.org** for the website with your completed paperwork.

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