

-HOSPITALITY SUITES (CONSUITES)-

RULES AND GUIDELINES

The following list of rules and guidelines will help the sponsor of a Hospitality Suite achieve a successful and enjoyable experience during ValleyCon 43. Overall, it should be emphasized that ALL financial responsibility and potential liability relating to any Hospitality Suite are assumed entirely by the Sponsor, and that ValleyCon assumes no liability regarding any lease, rental, purchase or other action connected with any Hospitality Suite, nor any potential outcome related to the behavior of any Hospitality Suite attendee. *Sorry, legalese language courtesy the lawyers!

To apply for a Hospitality Suite, read the following rules and submit the form via email or snail mail. Suites will be considered on a "first-come, first-served basis" so apply immediately! Application does NOT mean a suite will be approved but you will be notified within four weeks of the application's arrival (pending any scheduling snafu's. etc.). Suites will be ASSIGNED by the ValleyCon and ALL poolside rooms are already reserved by the Expo. ANY unapproved parties, etc. will be shut down by the hotel, so don't wait-APPLY!

1. The Group or organization sponsoring the Hospitality Suite (Sponsor), will be responsible for the total cost of the hotel room rental. The Sponsor is responsible for all furniture and fixtures in the room and must abide by the hotel's rules regarding check-in and check-out, etc. Rebates are paid after checkout and presentation of receipt at ValleyCon registration.
2. Sponsor should provide food, beverages, and entertainment during Designated Hours of Operation.
3. The Hospitality Suite should be adequately staffed by Sponsor during Designated Hours of Operation.
4. Hospitality Suite Designated Hours of Operation SHOULD be (flexible!):
 - a. Friday 9 PM to Saturday 2 AM
 - b. Saturday 9 PM to Sunday 2 AM (excluding the Banquet time)
5. Sponsor should create a theme for and decorate their suite.
 - a. Sponsor is responsible for any damages to the room incurred during their stay.
 - b. Sponsor will return hotel room to its original state before checking out.
 - c. Sponsor will not remove hotel property from the room without express permission from the hotel management.
6. Any posters advertising a Hospitality Suite during the ValleyCon should be displayed only on the door of the Suite, or in the main Convention areas. All posters must have ValleyCon approval, and are subject to ValleyCon or hotel censorship.
7. Sponsor shall not serve alcohol to guests under 21 years of age and is solely responsible for enforcement of the law. **Sponsor must have a liquor license in order to sell alcoholic beverages.** ALL PERSONS ENTERING THE SUITE **WILL BE "CARDED" and "BADGED" FOR ENTRY! No one except ValleyCon attendees, hotel or emergency personnel may enter suites.** If serving ANY alcohol, ALL people SHOULD BE CARDED with a LEGAL I.D. without exception. Local law enforcement will possibly be checking this so beware! Suggested tips are fine, sales are illegal!
8. Sponsor will be responsible for all advertised claims in contests or raffles. All programming should not conflict with Expo programming, official or unofficial. Approval from the Chairman is required and ValleyCon reserves the right to absolutely determine policies with the Chairman's ruling considered final.
9. **Sponsors will receive a FREE ¼ page ad-must be submitted by advertising deadlines!** See vendor form.
10. A Best Hospitality Suite award will be determined by guest ballot. Ballots cast for more than one Suite will be counted as a null vote. Ballots will include a write-in box for any other Party Rooms.
11. Sponsor has the right to refuse admission, and should enforce the removal of any guest deemed disruptive.
12. The ValleyCon/ValleyCon 43 is a private, ticketed event and as such has complete right to determine programming, events and contests or any permutation thereof so ALL Hospitality Suite programming, etc. must be cleared with the Chairman solely in advance of the event dates (at least 2 weeks in advance). Any conflicting events with ValleyCon programming or counter-events will not be allowed. The hotel has insisted upon a party agreement and in order to provide a party area with extra leniency, ValleyCon has agreed to keep all parties in the designated zone. Any events taking place anywhere else will be shut down by the hotel and/or ValleyCon. Parties have full responsibility to run their rooms but they are still present by ValleyCon's permission and ValleyCon shall retain ALL rights to control events taking place under the ValleyCon banner. The Chairman of ValleyCon has, as always, the final say on all matters and written permission (for the protection of both parties) will be required.

13. ValleyCon 43 is open to all parties and programming so any ideas should be directed to the Chairman. VC 43 only insists that parties be run in a responsible manner and in accordance with their event. If room organizers wish to run programming similar to ValleyCon, then inquire and perhaps a sponsor-type arrangement can be made.
14. ValleyCon 43 is a private event and by purchasing or accepting a ticket, membership or any other variation of admission to ValleyCon 43 requires the attendee to agree to all member agreements. ValleyCon 43 will cooperate fully with local law enforcement on any illegal activities and will also maintain its rights to run its event as it sees fit. Violations will be ejected with no refunds given. Room organizers are responsible for all activities within their rooms and shall be held responsible in the event of any issues arising.

THERE IS A CHARGE FOR BED REMOVAL! \$50 per room-or you can help us move them for free!. ONLY BEDS will be removed! If you need tables, chairs, etc. BRING tables!!! Chairs and other items MUST be requested in advance or will be at the bottom of the hotel list of "to-do" things! Portable tables are cheap (Walmart) and we take ALL the hotel tables essentially!

**FILL IN THE FORM BELOW, SIGN (and Print), AND SEND COMPLETE APPLICATION BACK TO:
 VALLEYCON 43
 P.O. Box 7202,
 Fargo, ND 58106**

PARTY SUITE NAME _____

HOW MANY ROOMS? _____ If OVER 2, CONNECTED? _____ BEDS REMOVED? _____

GROUP RUNNING ROOM _____

DESCRIPTION: _____

By signing this form, I accept the terms listed above. I am the legal representative for the group listed and declare that the ValleyCon/Valleycon is not responsible for any activities occurring in the room(s).

Print: _____

Sign: _____