

Exhibitor/Dealer General Information

THIS INFORMATION IS FOR VENDORS ATTENDING VALLEYCON!

DUE TO HIGH DEMAND WE HAVE TO ADJUST THIS SCHEDULE! PLEASE NOTE DEADLINES BELOW!
SPACE IS NOT FULLY RESERVED UNTIL PAID!

LOCATION: ValleyCon 46 will be located at the Ramada Fargo. You may sign up for Dealer Tables and/or Exhibit Booths by returning (1) a signed Exhibitor/Dealer Application and Contract form, (2) a signed Exhibitor/Dealer Agreement, and (3) **payment in full**. We regret that we are unable to accept partial payments or deposits.

HOTELS: Discount Rooms have been reserved at the Ramada Inn. ***YOU MUST RESERVE ALL SLEEPING ROOMS THROUGH THE RAMADA!*** CALL THEM **DIRECTLY** AND ASK FOR VALLEYCON BLOCK! We advise that you reserve your hotel room(s) promptly, if you do not wish to participate in our PACKAGE DEAL OPTIONS (we provide staffing, etc.). **Party Rooms** are reserved thru us; please notify us of sleeping rooms as well, etc. so we can place them all in close proximity.

VENDORS: NEW VENDOR AREA SETUP!!!

TABLE SPACES will ONLY be available in **ISLANDS**. WALL SPACES will be either BOOTHS (first priority) or EXPANDED TABLE SPACES. This is due to wall space being a premium and many wanting to do far more with their space than a table allows (we have ALWAYS had a table space as 8' by table width plus 3'.. basically 8'x5'!! Many wish to have displays, etc...) We have always accommodated as best as possible but we are forced by many reasons to pre-block out spaces. It will be slightly fluid for the space differences of EXPANDED vs. BOOTH (8' or 10" width and depths). Also, ANY setups of displays at tables that do not fit into that space will have to be accounted for.. so if you have an 8' table but also want to have a display case.. the table will become a 6' and you'll have 2' for case.. as you will now be booking SPACE, not just a table.

This is no different than any exhibit hall so if you've done any shows anywhere else other than a flea market or con still doing it "the old way" you'll get it.. and please inquire if you need to, we very want everyone happy but we have limited space! With that, here are the new parameters (and if you already booked, you are grandfathered in!):

- **THERE IS NO GUARANTEE ON SIDE SPACE!!!** If you wish for people to come to the sides of your booth/table/whatever.. YOU MUST BOOK THE SPACE AND INCLUDE IT IN YOUR LAYOUT. FRONT APPROACH is the ONLY GUARANTEE for space! You may get lucky, but don't plan on it!
- **Dealers' Tables** are eight (8) feet long and come with two chairs each. **VC 46 Tables are available at \$75 each til Dec. 31, 2019. Prices will increase immediately after. TABLE SPACE IS 8' table with a total of 5' depth (including table!).** If you have backdrops or grids, etc. WE MUST KNOW AS YOU MAY NOT HAVE ROOM! If you have such a setup, then EXPANDED TABLE or BOOTH SPACE is what you need.
- If you have a large vendor setup but do not necessarily need a booth, the **EXPANDED TABLE SPACE** is probably what you need. This will be **8' linear space by 7.5' depth**. The charge per **8' frontage will be \$100** until Dec. 31, 2019 increasing after. **Please inquire into availability (space is limited!).**
- **BOOTH SPACE** is available (**at a higher rate**) for a larger setup. This is at \$125 for a 10' x 10' space. **Please inquire into availability (space is limited!).** The figure will increase for special placement requests.
- **FIRST COME-FIRST SERVED!**

TABLES & BOOTHS: *Tables are spaced at the event's discretion (for layout concerns) but special requests can be made, just inquire. All tables are configured in either linear or corner-type fashion. Space is configured for single eight-foot tables, with approximately 30" behind the table space (if against a wall). Booth layouts may be configured any way desired. They are a standard 10' by 10' area. Chairs and tables are provided but not pipe and drape. You MUST notify us if you need anything beyond table/chair in advance or they will not be available.*

ELECTRICITY/REGISTRATION: Please indicate electrical but BRING EXTENSIONS! Two (2) Badges per first table and 1 per for each additional. Expanded Table and Booth count as 2 tables. If you need more, the first reg price is charged per badge. For more information, contact us! PLEASE LEAVE VOICEMAIL IF CALLING! **EMAIL is BEST!!**

VALLEYCON 46 PO Box 7202 Fargo, ND 58106

Contact us by calling (701)212-2845 or email us at: conchairs@valleycon.com

Please visit our website: www.valleycon.com

VALLEYCON DEALERS/VENDORS APPLICATION – REVISED!

SPECIAL DISCOUNTS FOR EARLY-BIRDS!

Business Name: _____ Phone: _____
 (This is how your name will be represented in all printed and promotional materials)

Contact Person(s): _____ Fax: _____

Badge Names: _____ Cell: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Email Address: _____ Website: _____

Wares: _____

	Amount
DEALER TABLES (Indicate the number wanted)	
_____ Table(s) at \$75 each til Dec. 31, 2019	\$ _____
\$85 – 1/1/2020 to 2/29/20	
\$95 – 3/1/20 to 5/1/20 *keeps going up!	
EXPANDED TABLE SPACE	
_____ 8' x 7' \$100 PER 8' FRONTAGE (til 12-31-19)	\$ _____
\$110 – 1/1/20 – 2/29/20 *keeps rising!	
BOOTH SPACE	
_____ 10' x 10' *Must be approved-VERY LIMITED! At \$125	\$ _____
\$140 – 1/1/20 – 2/29/20 *keeps rising!	

PROGRAM GUIDE ADVERTISING – DEALER'S DISCOUNTED RATES

Deadline: Sept. 15, 2020

***RATES GOOD UNTIL 5-31-2020!**

1/8 page (Business Card)	\$25 each	\$ _____
1/4 page	\$40 each	\$ _____
1/2 page	\$60 each	\$ _____
Full Page	\$90 each	\$ _____

High Visibility placement of ads is available for an added premium. Please call for pricing.

Ad Sizes:

1/8 page Business Card is 2" x 3 1/2"
 Vertical 1/4 page ad is 3 1/4" by 4 3/4"
 Vertical 1/2 page ad is 3 1/4" by 9 3/4"
 Horizontal 1/4 page ad is 7 3/4" by 2 1/4"
 Horizontal 1/2 page ad is 7 3/4" by 4 3/4"
 Full page ad is 7 3/4" by 9 3/4"

Larger Sizes Available by Special Request

TOTAL Amount \$ _____

CREDIT CARD EXPO -
 3% of the amount
 to be charged \$ _____

TOTAL ENCLOSED \$ _____

Authorized Signature of Exhibitor or Dealer

Date

Make checks or money orders payable in the full amount to "VALLEYCON"

Questions? Contact us by simply calling (701) 212-2846 or email us at conchairs@valleycon.com

Please visit our website: www.valleycon.com

VALLEYCON 46

Exhibitor/Dealer Agreement (2 Pages)

1. This Agreement is between **ValleyCon**, an entity hereafter referred to in this Agreement as "VC46", and _____, hereafter referred to in this Agreement as "Participant". This Agreement pertains to certain rights, privileges, policies and regulations as specified below regarding ValleyCon 46 to be held during October 18th through October 20TH, 2019, hereafter referred to in this Agreement as "VC46".
2. The Official contact ("Contact Name" on the 2019 VC46 Dealer/Exhibitor Application form) will have the authority to act on behalf of the Participant in space reservation transactions with VC46.
3. The signature of the Participant or authorized representative is required on this Agreement and binds the Participant and its representatives to all regulations and terms on this document and constitutes a binding agreement.
4. VC46 must receive a written notice of change of the Participant's contact, when applicable.
5. VC46 agrees to provide Exhibit Booths, Dealer Tables, and/or Memberships during the VC46 to the Participant as specified in the 2019 VC46 Dealer/Exhibitor Application and Contract form signed by the Participant or authorized representative.
6. The Participant assumes entire responsibility and agrees to protect, indemnify, defend, and save VC46 and its agents harmless against all claims, loss, or damage to persons or property, arising out of or caused by Participant's installation, removal, maintenance, occupancy, or use of the Exhibit premises.
7. The Participant indemnifies and agrees to hold the Exhibit Facility and the legal entities which own, lease, and/or operate the Exhibit Facility, their members, officers and directors, and employees, harmless against any and all liability whatsoever arising from any or all damage to property or personal injury caused by Participant or its agents, representatives, employees, or any other person.
8. This agreement for Exhibit Booth Space or Table Top Display at this VC46 indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions and general regulations listed on this document as well as such additional rules and regulations as VC46 deems necessary for the success of the Exhibition, provided these latter do not materially alter the Participant's contractual rights.
9. This Agreement will become binding on both parties when countersigned by VC46 or its authorized representative.
10. This Agreement shall be subject to the applicable laws of Minnesota and North Dakota. Any disputes arising from this Agreement shall be brought before the county courts of Cass, North Dakota, U.S.A.
11. Signature of the Participant or authorized representative on this Agreement will constitute agreement of the Participant to comply with all policies contained in this Agreement.
12. Participant acknowledges that VC46 grants no terms of exclusivity or other licensing agreement to the Participant.
13. Participant will display and/or sell merchandise that is consistent with all International and U.S. copyright and trademark agreements, as well as all laws of the City of Fargo and the State of North Dakota.
14. **Exhibitor Registration and Identification:** The Official contact will receive copies of all program announcements to facilitate VC46 registrations. Additional VC46 registration forms will be available upon request.

15. **Finalization of Space Reservation:** Agreements for Exhibit/Dealer space are subject to the approval of VC46, and VC46 reserves the right to offer or refuse space rental to potential Participants. Assignments will be on a first-come, first-served basis.
16. **Cancellation:** All changes and cancellations by the Participant must be in writing. Notice of cancellation by Participant received by VC46 after August 31st, 2018 will result in the forfeit of all booth or table sales. In the event the exhibit is cancelled by VC46 for any reason, the liability of VC46 shall be limited to a refund of all monies paid by the Participant as exhibit booth or table VC46s less Participant's share of expenses incurred by VC46 to the date of cancellation.
17. **Dismantling:** No packing or dismantling of Exhibits will be permitted prior to the published tear-down time.
18. **Liability:** Neither VC46, the Facility, nor the decorator or their agents can assume responsibility for any loss or damage to booths, equipment, or personal belongings on site.
19. **Insurance:** Insurance on all Exhibits is suggested and is the responsibility of the Participant. Neither VC46 nor its agents, assigns, or assignees, will assume any responsibility for property loss, damage, personal injury, or other claims related to the Participant's space. Participants are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.
20. **Live/Recorded Music:** Participants who wish to broadcast live or recorded music must notify VC46 in writing and obtain proper licensing from BMI/ASCAP. Participants broadcasting copyrighted music that cannot produce the proper licenses upon request will be require to cease any further broadcasting.
21. **Conducting Exhibits:** The character of the Exhibit is subject to the approval of VC46. VC46 retains the right to refuse the application of Participants not meeting standards required or expected, as well as the right to curtail Exhibits or parts of Exhibits which reflect unfavorably upon the character of the meeting. Non-professional products or services are not to be displayed. Participants may not resell, sublet, give or otherwise transfer their space to any third party without express written consent by VC46. Participant agrees to not engage in any activities considered disruptive including, but not limited to: packing and unpacking of merchandise outside areas leased to the Participant; transfer of merchandise into or through the Exhibit Hall during business hours; or any activity deemed by VC46 not in the best interest of VC46 or any of its participants.
22. **Termination of Exhibit Rights:** In the event the Participant, its contractors, agents, or employees fail to comply with any of the provisions hereof, or otherwise detracts from the general educational character of the meeting, VC46 shall be permitted and empowered to terminate the Participant's right hereunder, and evict and remove the Participant and contractors hired by Participant from the premises, in which event the Participant shall not be entitled to any refund of amounts paid hereunder.

Authorized Signature - Exhibitor/Dealer

Date

Signature – VALLEYCON 46

Date

Please read this 2-page Agreement carefully before signing, and **retain a copy for your records.**

Make your check or money order payable in the full amount to "VALLEYCON". IF YOU WISH TO USE CREDIT, EMAIL US AND WE WILL BILL YOU VIA PAYPAL (and include a 3% fee). Enclose this signed Agreement along with your signed 2018 Dealer/Exhibitor Application to:

VALLEYCON 46
PO Box 7202
Fargo, ND 58106