

DucKon 21 Dealer Information

DucKon 21 will be held on June 1-3, 2012 at the Pheasant Run Resort and Hotel. Please see the enclosed flyer for information on the hotel and Guests of Honor. Full dealer room hours and all other information will be included with dealer confirmations.

PLEASE NOTE: If someone has promised you a table and there is no proof that either the Head or Second of Dealer's Room knows about it, chances are, **THEY DON'T**. Please make sure that you contact them, even if the person promising you the table says they will.

Tables for DucKon 21:

First table + membership:	\$90
Second table:	\$145
Third table*	\$225

* Subject to availability and approval by the DucKon committee.

Tables are 6 ft by 30 in. Electricity is available if needed at no additional charge; please check the appropriate space on the application form. All dealers and any person(s) assisting the dealer **MUST** have a membership. Dealers may purchase *one* additional membership for **each table** they request for \$35. (One membership per table added)

The name and address shown on the Application will be used for the first membership. If you are purchasing additional memberships, please provide a list of names, and addresses if different from the first

To eliminate confusion and misunderstandings, we use a Dealer's Room Contract. All dealers must have a signed copy on file with the Dealer's Room Chair. There will be **NO** dealing permitted from hotel rooms. There are no restrictions on the sale of *legal* merchandise but all merchandise must be sf- or fan-related.

Please remember to complete the description of your merchandise. This will be used in the program book dealer's guide. We will also be posting a list of confirmed dealers with merchandise descriptions and links on our web site.

Reminder: Please provide pictures of your typical setup and merchandise, so we can try not to group dealers with similar merchandise. We will be happy to accept electronic copies. If you are a returning dealer, we likely have copies of your pictures on file.

Submitting a dealer application:

- Complete the enclosed Dealer Application Sheet and Dealer's Room Contract and submit them along with a check (payable to DucKon) for your first and second table(s) and any additional membership(s).
- If you wish to request a third table, include a *second* check for \$80.
- Dealer tables may also be purchased using a credit card through our secure website.
- Be sure to list any special requirements or requests on your application. Every effort will be made to meet these requests. **DO NOT** assume requests from past conventions will carry over.

All table requests received by Feb. 22, 2012 will be given equal consideration. If tables are available after that date, requests will be honored in the order received. After all available tables are assigned a waiting list will be maintained in the event of cancellations.

Cancellations made after Feb 22, 2012 will only be refunded if the tables can be filled from the waiting list.

Checks or credit card charges received from dealers on the waiting list will be held and returned if no tables become available. You will be notified of your status no later than March 31, 2012.

Send ALL dealer correspondence to:

dealers@duckon.org or

DucKon
Attn: Mina Lawniczak
30 W 552 Mulberry Dr
West Chicago, IL 60185
1-815-258-9095 (10:00am – 10:00pm)

Please note that the above address is for Dealer's Room-related correspondence only. The general mailing address of DucKon is: PO Box 4843, Wheaton, IL 60189-4843.

Dealer's Contract

1. There is **No Smoking** in the Dealer's Room. This includes any casual use of combustible materials (i.e., lit incense, candles and so on).
2. All dealers wishing to give demonstrations requiring the use of an open flame **must** apply for and receive permission from the Dealer's Room Head by **May 10, 2012**.
3. Do not block the aisles or Emergency exits.
4. Certain interior doors must also remain accessible, please ask before blocking any doors.
5. Dealers requiring additional equipment or services from the hotel in the Dealer's Room must place requests for those items through the Dealer's Room Head. Any expenses incurred by the convention for items of this nature not approved by the Dealer's Room Head will be collected from the dealer making the request.
6. Audible Displays must be *moderate* in volume. The Dealer's Room Staff has sole discretion to determine what is moderate.
7. Dealers *will not* display or sell any material that infringes upon any portion of local, state, federal, or international laws. Materials that violate copyright or trademark laws and/or agreements (per the license holder) are specifically prohibited. Copyrights or trademarks held by countries which do not honor international copyright or trademark law will be considered null and void.
8. All displays and exhibits must conform to local fire and electrical standards and codes. This will be strictly enforced. (If you have any questions concerning whether or not something will violate fire codes, please contact the Dealer's Room Head prior to its use.)
9. The Dealer's Room Head must approve all electrical devices before plugging in/use. If additional electrical outlets or extensions are needed, Dealers must notify the Dealer's Room Head before using their own.
10. All dealers accept sole responsibility for the collection and payment of any local, state, or federal taxes.
11. All dealers are responsible for any operating licenses which may be required by local, state, or federal authorities.
12. The Dealer's Room Head reserves the right to limit or prohibit the sale of any merchandise or service which he/she feels is inappropriate. All items on open display must be G-rated, the Dealer's Room is family-friendly space.
13. All personal weapons, whether worn/carried for display or for protection purposes **must** be disabled during public hours in the Dealer's Room; blades must be peace-bonded, and projectile weapons must be unloaded -- **engaged safety mechanisms are not sufficient**.

14. No Real or Realistic Firearms - What might "obviously" be a prop to you may be perceived as a weapon by someone else.

15. All dealers agree to limit any freely distributed advertising material to the form of paper flyers, to be distributed or posted **only** on tables or bulletin boards designated for that purpose by the Convention.

16. All dealers will be responsible for their property while on site during the convention and are advised to obtain adequate insurance against loss or damage; DuckKon will make a good-faith effort to provide 24-hour security of the Dealers Room.

17. Access to the Dealer's Room will be limited to dealers and their staff only for a half-hour after close to a half-hour before opening. For emergency access after hours, contact Security if the Dealer's Room Head is not available.

18. No items/merchandise may be attached to the walls by any method without permission of the Dealer's Room Head.

19. Dealers are expected to be "open" for business at all times. We understand brief absences, and are willing to work with Guests of Honor or other programming participants. Dealers whose tables are unattended for excessive periods may not be accepted in the future.

20. All dealers to whom tables are leased must have a signed copy of this form on file with the Dealer's Room Head. ***No dealer may sell or display merchandise without a copy of this form on file.***

21. The Dealer's Room Head 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 Dealer's Room Head, be considered just cause for my removal from the convention with no refund of table monies.

Signed: _____

Date: _____

Printed Name _____

DucKon 21 Dealer Application - Please print or type

Dealer Name	
Badge Name	
Business Name	
Street Address	
City/State/Zip	
Phone	
E-Mail	
Website URL	
Tax ID Number	

Description of Merchandise - used on the DucKon web site and in program book.

1 Table for \$90	2 Tables for \$145	3 Tables for \$225
Do you need access to electricity? Yes No		
Additional memberships purchased(\$35each):		
Names of additional memberships:		
<p><i>Please remember to complete a DucKon 20 registration form for each membership purchased or included.</i></p>		

Special Needs and/or Requests:

Check enclosed	Visa	Mastercard
Name on credit card:		
Credit card number:		
Expiration date:		

Office Use Only		
Check #	Amount \$	Date Check Returned:
Table Count:	Add. Member:	
Comments:		Waiting List: