

Holding A Party At Archon 31

To advertise an open party, submit the information - date, time, room number, and theme (if any) - to Con HQ during the convention. Get your party announcements to either the hotel or convention center Con HQ location by 10am Friday and Saturday, and 9am on Sunday, if you want it listed in the daily convention newsletter. Keep in mind that you must already have a room reserved in the Holiday Inn *on the party floor* to be eligible, and must have signed the Archon 30 Party Liability Form. Any parties not on the first floor, or for which we do not have a completed Liability Form will be closed.

If any damage occurs to the room or furnishings, the hotel will bill Archon and *we* will bill *you*. Additionally, if you intend to attach anything to the floor, walls, or ceiling - inside or outside your room - you *must* visit the front desk and get prior approval from the hotel (you must also visit the front desk to complete an Archon Party Liability Form, stating you will reimburse Archon for any room damages billed to us by the hotel).

Hint: Do not use tape, even removable masking tape, for flyers, posters, banners, or decorations. Instead, use Blu-Tac, Hobby Tack, Fun Tack, or an equivalent temporary/removable adhesive product (which will be available from the Holiday Inn front desk at their cost).

To avoid room damage, you should have a plastic liner to keep ice in the hotel bath tubs (heavy duty trashbags are acceptable). In addition, plastic tarps are **STRONGLY** recommended in the serving area to protect the hotel's carpet if you are serving any food or beverage that could stain. Even if a food or beverage spill can be shampooed out of the carpet, the hotel may bill for the cost of the cleanup, and potentially for the loss of a night's room rental if the room is not available to be rented out the next day due to either damage or cleanup.

Assuming we have the staff manpower to cover all the parties every night, sponsored parties will be rated for Best Party awards. Awards may be given in multiple categories including, but not limited to Best Theme Party, Best Party Drink, and Best Fan Group Party. Look for Party Awards in the following day's convention newsletter.

If you requested ice in advance, pick it up from Archon Hospitality; they have a list of the people/parties that pre-requested ice. If you need generic party-announcement flyers (remember the removable adhesive rule!), you can get a few from Con HQ in Executive Conference Room 1 in the Holiday Inn.

Archon 31 Party Liability Form

I understand that, if any damage occurs to my hotel room or furnishings, the hotel will bill Archon and, after verifying the damage, Archon will bill me by charging my credit card. I agree to pay any such assessed damages, and will conduct a pre-party inspection of the room to identify any damage that might already be present. If any damage is found, I will request the hotel and/or Archon Con HQ personnel to verify the pre-existing damage before setting up the room up for a party.

Room number _____

Credit Card Type _____
(MasterCard, Visa, Diners Club, or American Express)

Account Number _____ - _____ - _____ - _____

Security Code _____

(last 3 digits in the signature stripe on the back of a MC/Visa/DC card, or 4 digit code on the front of an AmEx card)

Printed Name, as shown on credit card

Signature _____

Date _____