

ARCHON 31 – 9th NASFIC
PO Box 8387
St. Louis, MO 63132-8387

Dear Prospective Archon 31 Dealer,

The Archon 31 / 9th NASFIC is being held August 2 – 5, 2007 at the Collinsville Gateway Center in Collinsville, IL. Accompanying this letter is a blank Archon 31 Dealer Table Application Form. If you are interested in being a dealer at Archon 31, please complete the form and mail it to us as soon as possible, along with your payment. Do not return this letter, please keep it for future reference. All dealer room applications must be delivered by January 31, 2007.

Although each Archon's dealer room is juried, the Archon 31 dealer room will be juried by the entire Dealer Room team. The dealer room will be allocated at the beginning of February 2007 with the applications that have been submitted. If there is still space available, the rest of the room will be allocated the beginning of March 2007. Everybody should have notifications in hand by April 2007.

1. **Dealer Space:** Tables are the standard eight feet by two and one-half feet. The maximum number of tables is 3. We will provide two chairs per each table. You will have to bring your own table covers, drapes and carpeting. Tables are priced in a tiered format. 1st table is \$110, 2nd table is \$125, and 3rd table is \$150. There is a very limited amount of wall space and you should assume that you may not get it.
2. **Memberships:** Attending memberships are required for all dealers and staff members. You are allowed to purchase up to 3 memberships at a special dealer rate of \$70 through January 15, 2007. All other memberships must be purchased at the going rate. Memberships must be purchased prior to the convention. The dealer badges, ribbons, and program book will be available in the dealer room when you check in for your table.
3. **Sales Tax:** Dealers are solely responsible for obtaining any licenses, permits, or approvals required under local or state laws. The dealer is responsible for obtaining an Illinois tax identification number and paying all taxes, or other charges that come due. If you do not have a Illinois tax identification number, you will not be eligible for tables.
4. **Dealer Hours:** Tentative hours (subject to change) for the dealers room are

August 2	Setup 9am – 2pm	Open 2pm – 8pm	
August 3	Setup 9am – 10am	Open 10am – 8pm	
August 4	Setup 9am – 10am	Open 10am – 6pm	
August 5	Setup 9am – 10am	Open 10am – 2pm	Teardown 2pm – 5pm
5. **Space Use:** All merchandise or other promotional activities must be confined to the limits of the dealer space. Sufficient space must be provided within the dealer space for the comfort and safety of the people within the convention. Each dealer is responsible for keeping the aisles near their space clear of congestion. Empty boxes and reserve stock must be located within your own space.

Please do not block access to other dealer space; that includes the common backspace and aisles.

Displays are limited to 10 foot in height along the walls and 7 foot for island locations.

Dealers can not assign, sublet, or share the space allotted without prior consent of the dealer's room coordinator.

Dealers are strongly urged to be ready when the room opens, and to maintain their spaces until the room closes each day.

Convention center rules forbid consumption of any food or drink that was not purchased from their concession stand or vending machines while in the convention center.

The dealer room coordinator reserves the right to ask any dealer to remove any materials from sale if we have any reason to believe that materials are in violation of copyright laws.

- 6. Equipment Care:** Dealers must not injure or deface the walls or floors of the building, the dealer's room, or any equipment in the dealer's room. When such damage appears, the dealer will be liable to the owner of the equipment.

All materials used in decoration must be flame proofed.

Combustible material, anything generating an odor, or open flame are not permitted inside the convention center.

- 7. Advertising:** The Progress Reports will be 8.5" by 11", with B&W cover(s) by our Artist Guest of Honor. The Program Book will be 8.5" x 11", with four-color cover(s) by our Artist Guest of Honor. More information and advertising rates are available at http://www.archonstl.org/31/ad_rates.html

- 8. Contacting Us:** You may send US Mail to:
Archon
PO Box 8387
St. Louis, MO 63132-8387
or send email to
dealers@archonstl.org

Randy Davis
Pre-Convention Dealer Room Coordinator

John O'Reilly
Dealer Room Coordinator