

**HWA**



**WHC**

25<sup>TH</sup> ANNIVERSARY

ATLANTA, GEORGIA

**2015**

**DEALER ROOM  
VENDOR PACKET**

Dear Vendor,

Welcome! Thanks for your interest in being a vendor for the 2015 Bram Stoker Awards® Weekend, incorporating World Horror Convention 25th Anniversary, hosted in Atlanta, GA. The convention starts on May 7 and runs through the 10<sup>th</sup>. We have a very nice space to sell your products, and expect a very healthy number of attendees. So, read on and be a part of the celebration that is Bram Stoker Awards Weekend and the World Horror Convention's 25th Anniversary. We hope to see you there!

Sincerely,

Rajiv Patel and the rest of the Organizing Committee.

Rajiv Patel is the Vendor's Room (or Dealer's Room, if you prefer that term) Director this year and any questions you may have that are not covered in the vendor room packet can be emailed to Rajiv at [email@rajivpatel.net](mailto:email@rajivpatel.net) Rajiv will be on site during the entire length of the convention for any special needs that may arise during the convention.

Please take a look at the packet and information below in regards to everything about the booth(s) you want to have at the show.

### **Information**

Your booth comes with 1 six foot table, 2 chairs, and 2 table cloths-one for the table and one for covering when the dealer room closes; as well 1 membership for the entire convention. This membership does not include admission to the banquet on Saturday night. Banquet tickets will have to be purchased separately. Additional Convention Membership tickets may be purchased from the website at the prevailing public rate. You will receive your convention badge(s) - these must be worn at all times during the convention from when you arrive for setup. This will give you access to all areas of the convention during its operating hours.

Attached is a layout for the dealer room. The spaces are numbered and are on a first come first serve basis. Once the dealer room is sold out it is locked in and no additional spaces are planned, so get your table as soon as possible. The price for one table is \$250.00 and one convention membership, \$400.00 for one table and two convention memberships, \$500.00 for two tables and two convention memberships.

The dealer room will be locked after the close for each business day. You will have a 30 minute grace period after the dealer room closes to cover your products and get stuff ready for the next day. Each morning the dealer room will be open for an hour before hand to rearrange or

put up new displays for your booth - This hour before daily operations gives you time to possibly trade with other dealers, and talk shop before the convention doors are open.

Convention hours (subject to some minor alteration later), are:

Thursday 7<sup>th</sup> 6-10pm

Friday 8<sup>th</sup> 9.30am-6pm (there will be a Mass Signing Room operating with all authors, including Guests from 7-9pm)

Saturday 9<sup>th</sup> 9.30am-6pm (the Banquet begins at 7.30pm and the live webcast Bram Stoker Awards ceremony at 9pm, running until 10.30pm)

Sunday 10<sup>th</sup> 10am-2pm.

Load in begins at 2PM on Thursday the 7<sup>th</sup>. Load out commences at 2PM on Sunday the 10<sup>th</sup>.

As with some conventions a separate state tax form will not be necessary at this convention. It is already paid for with the room rentals by the HWA.

Please fill out the application form, scan and email it to Rajiv Patel at [email@rajivpatel.net](mailto:email@rajivpatel.net), or fax to (601) 684-6655.

Our preferred form of payment is PayPal. We will not be able to process credit card payments. Please send PayPal payments to Brad Hodson at [treasurer@horror.org](mailto:treasurer@horror.org) please put booth payment for WHC2015 in description and subject line.

If you would like to pay by check please mail your check to:  
Horror Writers Association, 244 Fifth Avenue, Suite 2767, New York, NY 10001

All payments must be made within 14 days of applying.

### **Cancellation Policy**

Vendors wishing to cancel their table space must send an email to [email@rajivpatel.net](mailto:email@rajivpatel.net) stating why you wish to cancel. Monies taken in for table space will not be refunded unless approved by the convention Chairman. No refunds will be made for cancellations after February 28<sup>th</sup>, 2015 under any circumstances.

## Application Form

**Name of Company:**

**Name of Head Individual:**

**Address:**

**City:**

**State:**

**Zip:**

**E-mail address:**

**Phone number:**

**Form of payment:**  PayPal  Check

**Table type:**

\_\_\_ 1 Table and 1 Convention Membership \$250.00

\_\_\_ 1 Table and 2 Convention Memberships \$400.00

\_\_\_ 2 Tables and 2 Convention Memberships \$500.00

Request for more tables and inquiries about pricing should be emailed to Rajiv Patel at [email@rajivpatel.net](mailto:email@rajivpatel.net)

Table number request:

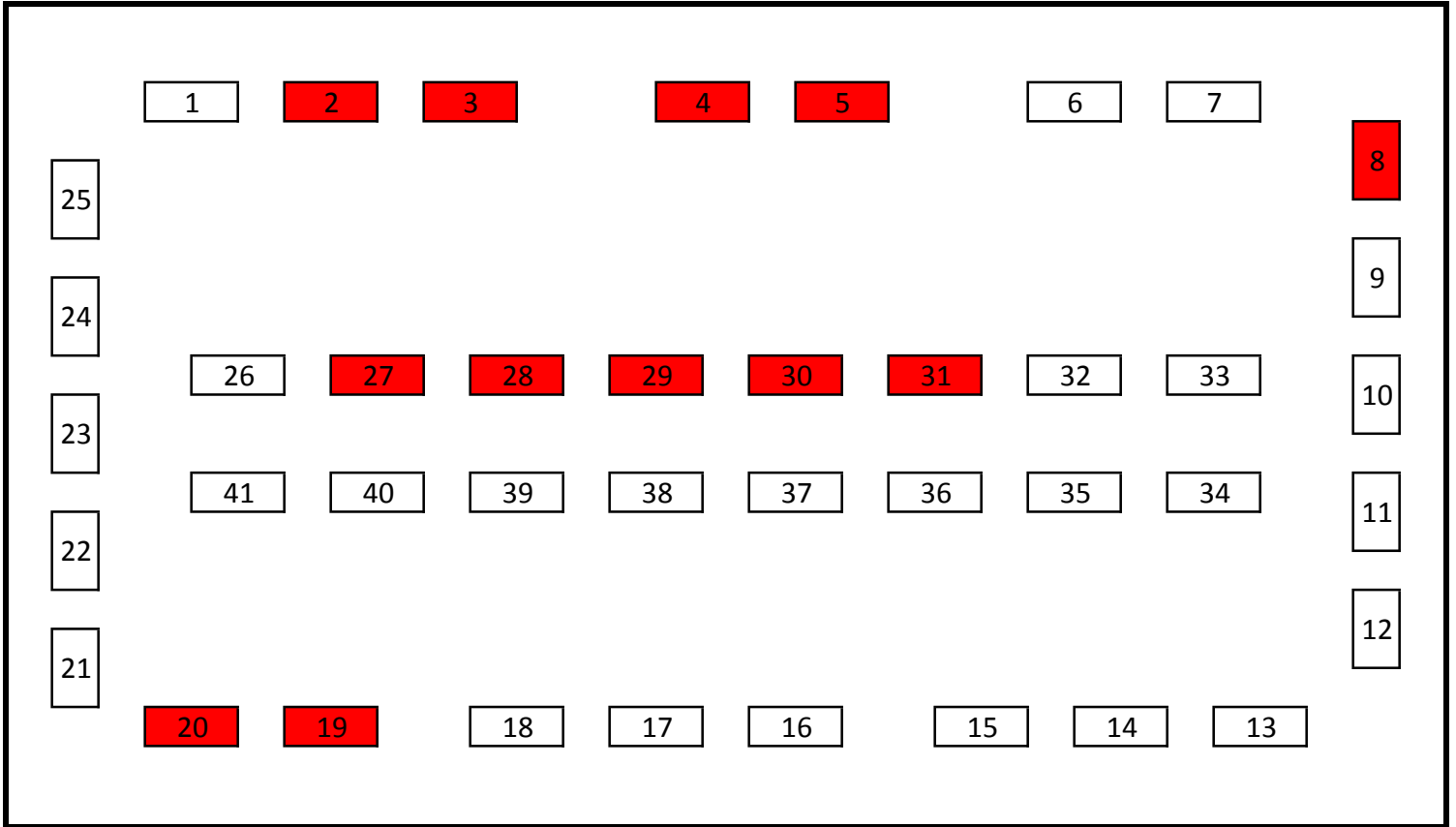
\_\_\_\_\_

Authorizing Signature for table space (Please sign and date):

\_\_\_\_\_

Entrance

Exit



Tables are taken



# Atlanta Marriott Marquis Shipping Instructions

Please ship all boxes to the following address:

Users can select, copy and paste the address information into another program.

**PLEASE NOTE:**

Replace information inside of < > with your information and apply label to each and every package in addition to the carrier airbill

**PLEASE NOTE:**

Complete the form below to ensure accurate and timely delivery of your packages. Call 404.221.9218 with questions

*Fax this completed form to 404.221.9219 prior to sending shipments*

*or fill out using Adobe Acrobat, then click the Beacon symbol next to the FedEx Office Logo to submit via email.*

To ensure that all packages are delivered to the Recipient, please specify the following information:

Shipper's Name & Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Recipient's Email: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_ Recipient's Cell #: \_\_\_\_\_

Carrier Delivering Packages:      FedEx                  DHL                  UPS                  Local Carrier                  (Check One)

Anticipated Delivery Date to Hotel: \_\_\_\_\_ # of packages sent: \_\_\_\_\_

Meeting Room: \_\_\_\_\_ Requested Delivery Date/Time: \_\_\_\_\_

Preferred Method of Payment:     Master Account     Bill to Guest Room     Credit Card

**Handling Fees:**

Fees applied per package in addition to normal shipping costs.

Weight	In-bound	In-bound	Out-bound
	Receiving	Receiving/Delivery	
	Fee*	Fee**	Handling Fee*
0.0-1.0 lbs	\$0.00	\$0.00	\$0.00
1.1-10 lbs	\$10.00	\$15.00	\$10.00
10.1-20 lbs	\$15.00	\$20.00	\$15.00
20.1-30 lbs	\$20.00	\$30.00	\$20.00
30.1-40 lbs	\$25.00	\$40.00	\$25.00
40.1-50 lbs	\$25.00	\$50.00	\$25.00
50.1-60 lbs	\$25.00	\$50.00	\$25.00
60.1+ lbs	\$25.00	\$70.00	\$25.00
Crate/Pallet***	\$150.00	\$0.00	\$150.00

**Storage Fees:**

Fees apply to each package received more than 5 calendar days before delivery to Recipient.

Time Period	\$/day##
1-5 days	\$0.00
6-7 days	\$25.00
8+ days	\$50.00

\* These fees apply per package or per pallet/crate  
 \*\* Delivery fees are applied when packages are delivered beyond the FedEx Office location  
 \*\*\*For inbound pallets or crates, receiving and delivery charges are consolidated into a single \$150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single \$150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.  
 # Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional \$25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither Marriott nor FedEx Office provide such insurance. Neither Marriott, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Marriott or FedEx Office may establish from time to time for receiving and delivering your packages.