

# ConJosé

*The 60<sup>th</sup> World Science Fiction Convention: 29 August to 02 September 2002*

## DEALERS' TABLE INFORMATION LETTER

2001 SEPTEMBER 17

Dear Prospective ConJosé Dealer:

The 2002 World Science Fiction Convention is being held in San José, California, August 29<sup>th</sup> -September 2<sup>nd</sup>. Accompanying this letter is a blank ConJosé Dealers' Table Application Form. If you are interested in being considered as a dealer at ConJosé, please complete the form and return it to us as soon as possible, along with your check in payment of your **deposit** fees. Do NOT return this letter; keep it in your ConJosé file.

**Please Note:** The Dealers' Room at ConJosé will be a juried room, as were those at all recent US WorldCons. This means that a jury will make the final decision about which Dealers are allowed into the room and where they will be located. Those decisions are **final** and are binding on all Dealers who apply to the room. If you will not abide by this rule, please do not apply. We will have input to the jury, but we will not have the final say. Filing your application in a timely manner is important, as always, but it does NOT guarantee you a place in the room. All applications received by 2001 October 31<sup>st</sup> will be placed into a pool and treated as having the same receipt date.

**Also Note:** We do not yet know if the City of San José, its Convention Center, or the ConJosé Committee will have specific exclusionary rules regarding certain classes of merchandise. Those which have had restrictions imposed in the past have included (but **not** been limited to): weapons of any sort, live flames, anything generating a perceptible odor (incense, perfume, oils and essences), anything generating loud noises or causing crowds to gather in the aisles (audible audio or video presentations) and displays which are too tall (eight feet above the floor is the maximum allowed on the perimeter of the room, and seven feet will be the maximum for island locations) or which block access by any other dealer to his or her space, the common backspace, or the common aisles. Also be aware that it is very likely that the provision of 'personal services' (anything involving direct person-to-person contact such as massage, tattooing, face-painting, the fitting of false 'fangs' and the like) will be restricted by the San José Convention Center or other authority.

**Room Location:** Exhibit Hall 1 of the San José McEnery Convention Center. The Art Show will be in Hall 3, other Exhibits and Functions will be in Hall 2, and Programming will be in Ballrooms A to E. Wall tables may be more limited in number than usual, due to the configuration of Hall 1.

**Room Size:** We expect to use 40,000 square feet containing about 250 tables, similar in size to Bucconeer and the Millennium Philcon.

**Table Size:** Standard eight feet by two and one-half feet (96 by 30 inches). We will provide two chairs per table; the provision of drapes and covers and (possibly) carpeting is still being discussed.

**Table Price:** A **deposit** of one hundred dollars (100 USD) per table requested is required to hold space. The final table price will not be set until early 2002, but we think it reasonable to assume **at least** two hundred dollars (200 USD) per table at this time.

**Sales Hours:** We are currently **considering** using the same hours as Chicon 2000 and MilPhil: opening at 11 AM Thursday through Monday and closing at 6 PM Thursday through Sunday and at 3 PM on Monday.

**Amenities:** Consumption of food and drink in the room is restricted to dealers only. The Halls are non-smoking (as is the entire SJCC); we are trying to arrange access to the back dock for smoking. Autograph sessions should take place somewhere in the Exhibit Area - Hall 2. There are restrooms in Hall 1 as well as in the outside hallways.

**We Do Not Yet Know** the answers to the following:

1. Rules on moving stock and on unloading and loading vehicles.
2. Hours of access to the Hall beyond normal sales hours.
3. Licensing rules, if any.
4. Sales tax rules of the local government.
5. Whether boxes and/or reserve stock can be located in your space.
6. What sort of additional lighting will be permitted.
7. If there will be special restrictions imposed by the San José Fire Department.

**Attending Memberships** will absolutely be **required** for all dealers and their staff members. You need to get membership data directly from ConJosé (we do **not** handle memberships here) and keep us informed of the membership numbers assigned to you and your people. Dealers without confirmed memberships will not be permitted to unload stock or to occupy their space at ConJosé. We will, however, accept memberships in the name of your business, for use by your staff on a rotating *locum tenens* basis, so long as the total number of warm bodies on site does not exceed the number of paid memberships for a given dealer.

We suggest that you assume that most of the the external rules from MilPhil will apply to ConJosé; we'll keep you informed on all of this. **All** dealers will have to have either a valid permanent California Resale Permit or a free, valid California Temporary Sales Permit on file with us before ConJosé opens; the form (BOE-400-MT) is available via <<http://www.conjose.org/exhibits/exhibitsFAQ.html>> but we don't yet have the answers to questions 29, 34, 35 and 36 in Section III. These answers will be in the Second Dealers' Letter next spring.

As is stated on the application, we will eventually acknowledge receipt of e-mail and even try to answer simple questions there. However, an e-mail is **not** a formal writing. Anything which we designate as 'must be mailed' means just that -- sent to us via the US mails to the address given below. **Please do not send certified mail, express mail or anything else we have to sign for.** We are often away at conventions and it is a four-mile trip to the post office to sign for your letter. This does not make us happy.... If you want us to acknowledge receipt of your Application, enclose an SASE or a prepaid postcard with it. If you have specific questions feel free to e-mail Assistant Managers Art or Becky Henderson at [hndrsnsbks@aol.com](mailto:hndrsnsbks@aol.com). They will respond more promptly and keep us informed of urgent concerns (but be certain to also send us a copy at [lsmith1@ix.netcom.com](mailto:lsmith1@ix.netcom.com)).

**Keep a copy of everything you send us.** We make triple photocopies of all applications and attachments for our files, but these do you no good. If you move, **you** must tell us about it. We expect to have more than 120 dealers to keep track of and we assume you got your mail unless it is returned to us by the USPS.

**A final note** about your deposit checks, final payment checks, refund requests and anything else financial. All dealer paperwork will come to us; we will send checks and copies to the Con José office in San José. Processing will be done by the ConJosé Committee, so only they will know when your check or refund is actually processed.

Sincerely,

Laurence C. Smith  
ConJosé Dealers' Room Manager

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