

# CONTRAFLOW DEALER'S & MAKER'S PACKET

## Greetings and thank you for considering CONtraflow X

We designed this packet with you, the Artist, Maker and/or Dealer in mind. It is our intention that we answer every question or concern that you may have.

Briefly, CONtraflow is a fan convention held in the Greater New Orleans area. It focuses on science fiction, fantasy, comics, gaming and related literary genres in any form, including but not limited to writing, visual arts, dramatic arts, and interactive fiction. We have guest writers, artists and other professionals attending every year!

**This year's CONtraflow is October 7-9, 2022** at the Airport Hilton Hotel in Kenner, Louisiana, a suburb of New Orleans. We hope that you will choose to join us at CONtraflow for a weekend of fan camaraderie and fundraising for the Friends of the New Orleans Public Library.

Our contact email is **dealers@contraflowscifi.org**. We will be glad to answer any questions, or hear any suggestions you may have. Please visit our website (**[www.contraflowscifi.org](http://www.contraflowscifi.org)**) or Facebook for more information and updates.

We look forward to hearing from you, and hope that you choose to be a Dealer at CONtraflow! Sincerely,

Unity Rains

Dealers' Room

Director CONtraflow X

[dealers@contraflowscifi.org](mailto:dealers@contraflowscifi.org)

[Unity.rains@gmail.com](mailto:Unity.rains@gmail.com)

# CONtraflow X Dealers' Room Information-

October 7-9, 2022- Kenner, LA

## Dealer's Room Hours of Operation:

**Friday 12 PM – 8 PM**

**Saturday 10 AM – 6 PM**

**Sunday 12 PM – 4 PM**

(Hours are subject to change without notice)

**WHAT YOU GET THIS YEAR** – This year's all Vendors will get an 8 x 6 space, which includes the following: An 8 ft. by 36 in table, two chairs, and two badges for \$100. Power will be an additional \$25. Dealers who do not need a table please consult with the Dealer's Room Coordinator by **September 15, 2022** to see about getting a discounted rate.

## Dealer's Space Price Guide

Dealers Space (8 feet by 6 feet) includes:

Eight-foot table, two chairs and two badges -

**\$100.00**

Power/Electrical -

**\$25.00**

Additional Chairs (beyond the first two)

**\$5.00 (per chair)**

Power/Electrical - Dealers' Room Staff will be available to assist dealers in securing cords to the floor; if a cord becomes insecure during the event, the dealer needs to bring it to the attention of the Dealers' Room Staff **immediately** or re-secure the cord themselves

**CONTRAFLOW BADGE POLICY** – Vendors must provide the legal names of all the persons for the space. CONtraflow **does not** allow for the swapping of badges during the convention. If a person is working for a vendor on a certain day(s) of the convention please specify the membership on the application as “Three-day/Weekend”, “Friday Only”, or “Saturday Only”.

**PAYMENT** - Dealers' Room space must be paid prior to setup. To be considered "PAID", your completed Dealer Purchase Order Form and your payment must be turned into the Dealers' Room Director. Spaces are limited and will be sold on a first come, first-serve basis.

**DEALER ROOM SET-UP** - The Dealer's Room space is available for set-up **7 PM to 10 PM on Thursday, October 6, 2022 (subject to hotel function space availability) and the next morning beginning at 9 am, (Friday)**. Additionally, the Dealers' Room will be accessible a half-hour before business hours each day to allow dealers to restock/tidy up.

**PLACEMENT**- Spaces are assigned on a first come, first serve basis. If you want a specific spot in the Dealers' Room, please make sure we receive your payment early. We will do our best to accommodate all special requests for placement, but ultimately the Dealers' Room Director has the final say.

**SECURITY** - Regular checks of the Dealers' Room will be conducted during operating and non-operating hours. During times when the room is closed, the room is locked for additional security.

**ADDITIONAL BADGES** – CONtraflow X will offer \$25 per additional badge, beyond the first two with the table with a maximum of two.

**ELECTRICAL POWER** - The Dealers' Room staff will work to see the power is run to the edge of their space, but the Dealer is responsible for providing all cords and surge protectors. All arrangements for electrical power **MUST** be made in advance - none will be arranged during the event. Dealers' Room staff will be available to assist dealers in securing cords to the floor; if a cord becomes insecure during the event, the dealer needs to bring it to the attention of the Dealers' Room staff **immediately** or re-secure the cord themselves.

**WI-FI** - Wi-Fi will be complementary for all hotel guests **in their rooms**. Otherwise, vendors will need to supply their own hot spots.

**BREAKDOWN** - Dealers may not start breaking down until **4 pm Sunday**. Breakdown should be completed by 7 pm. Dealer's Room staff will be there to assist if requested in advance.

**WEBSITE** – We are happy to list our Artists, Dealer and/or Makers on the CONtraflow website and in our Facebook group as individual vendors ([www.contraflowscifi.org](http://www.contraflowscifi.org)) free charge after your dealer's registration and payment is completed. Vendors/makers/artists who has special logo and artwork should submit them to [dealers@contraflowscifi.org](mailto:dealers@contraflowscifi.org) when they submit their table payments for posting on our website.

**PROGRAM BOOK** – For artists, dealers, and/or makers interested in purchasing additional advertising with CONtraflow there is limited space available in our annual program book. Please contact us **before September 1, 2022** for more information. All ads will be black and white or greyscale.

**WEAPONS** - Dealers must sell weapons peace-bonded or in sealed boxes and not allow anyone to handle them without supervision. Guns will not be allowed to be sold, this includes reproductions. Tasers, Stun guns, etc. will only be allowed to be demonstrated by the dealer and must be sold in a sealed box (**taped closed**). Please contact us before September 1, 2022 if you have any questions about this policy.

**TAXES** -Sales tax is the sole responsibility of the individual dealer to collect and pay to the state. You can download forms from the Louisiana Department of Revenue at <http://revenue.louisiana.gov/sections/taxforms/default.aspx>. Jefferson Parish Tax Officials will be on hand with forms for Dealers, Vendors, Artists and Makers.

## **Legal Notes & Other Stuff**

1. Sale of merchandise must be legal in the state of Louisiana. It is the responsibility of the dealers to know what is legal. Items that are deemed morally questionable by the Dealers' Room Director or Chairman of CONtraflow must be removed and not returned to the Dealers' Room. Adult material that does not fall into the science fiction and fantasy genre will not be permitted in the Dealers' Room. Genre adult material must be kept out of the reach of children, and may not be displayed showing adult images. Selling genre adult material may cause placement in the back of the room to help prevent problems with children and their parents.
2. Dealers are not permitted to use tape, pins, staples, tacks, glue, or anything else to attach anything to the walls. Displays must be free standing and not block aisles.
3. Items not provided by CONtraflow are tables (unless ordered and paid for in advance), tablecloths, table covers, and backdrops. However, tablecloths can be rented to Dealers if ordered in advance of the Convention. Please contact the Dealers' Room Staff to do so.

**ACCEPTABLE FORMS OF PAYMENT** - Cash, Checks, and Money Orders are accepted (**DO NOT** send cash in the mail). If you have a check that has not cleared with CONtraflow, it must be cleared before your space will be reserved.

If your payment has not cleared by the time of your arrival, it must be resolved before you will be permitted to setup. All returned checks will be subject to the maximum returned check fee allowable by state law.

**Please check with the Dealer's Room Coordinator in regards to electronic payment.**

Applications made over the phone or emailed will not officially reserve your space; all forms and payments must be received to consider you a Registered Dealer. Mail applications and checks/money-orders to:

**CONtraflow P.O. Box 57927 New Orleans, LA 70157-7927**

*Please feel free to contact the Dealers' Room Director at [dealers@contraflowsctfi.org](mailto:dealers@contraflowsctfi.org) if you have any other questions or concerns.*

# CONtraflow X Makers' Mall Information-

## October 7-9, 2022 New Orleans, LA

### Maker's Mall Hours of Operation

Friday 1 PM – 8 PM Saturday 10 AM – 6 PM Sunday 11:30 AM – 3 PM (Makers may extend/reduce their hours as desired depending on location of the table and artist preference) Maker's Mall Space

Maker's Mall is now in a new location in front the Dealer's Room in the Hotel's Atrium.

### Maker's Mall Price Breakdowns

|  |                   |
|--|-------------------|
| Table (6' x 30") included with space       | \$55.00 per table |
| Additional Badges (up to two)              | \$25.00 per badge |
| Additional Chairs (beyond the first chair) | \$5.00 per chair  |

**SETUP** – Maker's Mall is available for setup on *Friday, November 15 at 9 AM.*

**MAKER'S MALL BADGES** – Each Maker's Mall table comes with one complementary badge. Makers can purchase an additional badge for the weekend for \$25.

**TABLES** – Makers/Artists get one 6' x 30" Table and two chairs for \$55. Artist may bring their own tables or display provided they fit in the allotted space. Requests will be considered but the final decision rests with the Maker's Mall Coordinator.

**CONTRAFLOW BADGE POLICY** – Each Maker/Artist must provide the legal names of all the persons for the space. CONtraflow *does not* allow for the swapping of badges during the convention. If a person is working for a vendor on a certain day(s) of the convention please specify the membership on the application as "three-day", "Friday Only", or "Saturday Only".

**PAYMENT** – Maker's Mall Tables must be paid in full prior to setup. To be considered "PAID", we must receive your completed Maker's Mall Purchase Order Form and your payment. Tables are limited and are on a first come, first-serve basis.

**PLACEMENT** - Spaces are assigned on a first come, first serve basis. We will do our best to accommodate all special requests for placement, but ultimately the Exhibits Director will have the final say.

**SECURITY** – Makers/Artists are responsible for securing their own materials and merchandise. CONtraflow is not responsible for materials left at tables. Artists requiring more security at the convention should consider a space in the Dealer’s Room.

**WI-FI** – Wi-Fi will be complementary for all hotel guests *in their rooms*. Otherwise Makers/Artists will need to supply their own hot spots.

**BREAKDOWN** – Makers/Artists are asked to not start breaking down until **4 pm Sunday**. However, Artists may use their own discretion based on the amount of interest in their own product.

### Maker’s Mall Price

|                                      |                   |
|--------------------------------------|-------------------|
| Table (6' x 30") included with space | \$55.00 per table |
| Additional Badge                     | \$25.00           |

|   |                  |
|---|------------------|
| Additional Chairs (beyond the two chairs) | \$5.00 per chair |
|---|------------------|

### Additional Information & Advertising for Artists, Dealers and Makers

**WEBSITE** – All Artists, Dealer and Makers will be listed on the CONtraflow website's Dealers Page as individual vendors ([www.contraflowscifi.org](http://www.contraflowscifi.org)) free charge with a completed packet and table payment. If you have special logo/artwork please submit them to [dealers@contraflowscifi.org](mailto:dealers@contraflowscifi.org) for the website with your completed paperwork.

**PROGRAM BOOK** – For artists, dealers, and/or makers interested in purchasing additional advertising with CONtraflow there is limited space available in our annual program book. Please contact us **before September 1, 2022** for more information. All ads will be black and white or greyscale unless otherwise noted.

**WEAPONS** - Dealers must sell weapons peace-bonded or in sealed boxes and not allow anyone to handle them without supervision. Guns will not be allowed to be sold, this includes reproductions. Tasers, Stun guns, etc. will only be allowed to be demonstrated by the dealer and must be sold in a sealed box (**taped closed**). Please contact us before September 1, 2022 if you have any questions about this policy.

**TAXES** -Sales tax is the sole responsibility of the individual dealer/artisan to collect and pay to the state. You can download forms from the Louisiana Department of Revenue at <http://revenue.louisiana.gov/sections/taxforms/default.aspx>. Jefferson Parish Tax Officials will be on hand with forms for Dealers, Vendors, Artists and Makers.

## **Legal & Other Stuff**

1. Sale of merchandise must be legal in the state of Louisiana. It is the responsibility of the dealers to know what is legal. Items that are deemed morally questionable by the Dealers' Room Director or Chairman of CONtraflow must be removed and not returned to the Dealers' Room. Adult material that does not fall into the science fiction and fantasy genre will not be permitted in the Dealers' Room. Genre adult material must be kept out of the reach of children, and may not be displayed showing adult images. Selling genre adult material may cause placement in the back of the room to help prevent problems with children and their parents.
2. Do not use tape, pins, staples, tacks, glue, or anything else to attach anything to the walls. Displays must be free standing and not block aisles.
3. Items not provided by CONtraflow are tables (unless ordered and paid for in advance), tablecloths, table covers, and backdrops.

**ACCEPTABLE FORMS OF PAYMENT** - Cash, Checks, and Money Orders (***DO NOT*** send cash in the mail). All checks must clear with CONtraflow before your space will be reserved. If your payment has not cleared by the time of your arrival, it must be resolved before you setup. All returned checks will be subject to the maximum returned check fee allowable by state law.

**Please check with the Dealer's Room Coordinator in regards to electronic payment.**

**Applications made over the phone or emailed will not officially reserve your space; all forms and payments must be received to consider you a Registered Dealer. Mail applications and checks/money orders to:**

**CONtraflow P.O. Box 57927 New Orleans, LA 70157-7927**

*Please feel free to contact the Dealers' Room Director at [dealers@contraflowscifi.org](mailto:dealers@contraflowscifi.org) if you have any other questions or concerns*

## CONtraflow X Dealer Table Purchase Order

Company Name: \_\_\_\_\_

Merchandise: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address:

\_\_\_\_\_  
 \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Phone and Fax Number(s): \_\_\_\_\_

Check here to have your Address ( ) posted on the CONtraflow Website

Check here to have your Website ( ) posted on the CONtraflow Website

Check here to have your Email ( ) posted on the CONtraflow Website

Check here to have your Phone # ( ) posted on the CONtraflow Website

### Purchase Order Worksheet



|                               |   |   |              |
|-------------------------------|---|---|--------------|
| 8' x 6' Space (Dealer's Room) | \$100.00 each                             | Maximum of 4 (Tables, chairs and badges included) |              |
| Extra Chair                   | \$5.00 each                               |   |              |
| Additional Badges             | (Maximum 2 additional badges for Dealers) |   | \$25.00 each |
| <b>Combined Total</b>         |   |   |              |

*Please complete one Badge Request Form for each employee. (See attached form)  
 Please let us know if you WILL NOT need tables so we can discount your rate.*

Total payment due \$ \_\_\_\_\_      Total payment enclosed \$ \_\_\_\_\_

Thank you! Mail your completed Dealer Purchase Order Forms, completed Badge Request Form(s) and payment to:

**CONtraflow    ATTN: Dealers Room/Maker's Mall  
 P.O. Box 57927    New Orleans, LA    70157-7927**

**Please make checks and money orders out to "CONtraflow".**



# CONtraflow Dealer/Maker Badge Forms

Artists, Makers and Dealers - please provide complete information for each employee that will be attending for each employee that will be attending.

Vendor/Store Name: \_\_\_\_\_

Badge Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_( ) \_\_\_\_\_

Web Site: \_\_\_\_\_

\*\*\*\*\*

Badge Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_( ) \_\_\_\_\_

Badge Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_( ) \_\_\_\_\_

\*\*\*\*\*

Badge Name: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_( ) \_\_\_\_\_

Badge Name: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_( ) \_\_\_\_\_

Badge Name: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_( ) \_\_\_\_\_

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We wish to respect your privacy as well as provide you with added benefits as a member of CONtraflow. CONtraflow reserves the rights as a benefit to our members and dealers to share information with other conventions (only conventions-no telemarketers). If you do not wish your information to be passed along please initial here: \_\_\_\_\_

# CONtraflow Maker's/Artisian Mall Table Purchase Order

Company Name: \_\_\_\_\_

Merchandise: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Phone and Fax Number(s): \_\_\_\_\_

Check here to have your Address ( ) posted on the CONtraflow Website

Check here to have your Website ( ) posted on the CONtraflow Website

Check here to have your Email ( ) posted on the CONtraflow Website

Check here to have your Phone # ( ) posted on the CONtraflow Website

## Purchase Order Worksheet



|                                    |              |   |  |
|------------------------------------|--------------|---|--|
| 6' x 30' Space<br>(Artisan's Area) | \$55.00 each | Maximum of 2 (Tables,<br>chairs and badges<br>included) |  |
|------------------------------------|--------------|---|--|

Extra Chair \$5.00 each

Additional Badges (Maximum 1 additional badges) \$25.00 each

|                       |  |  |  |
|-----------------------|--|--|--|
| <b>Combined Total</b> |  |  |  |
|-----------------------|--|--|--|

*Please complete one Badge Request Form for each employee. (See attached form)*

*Please let us know if you WILL NOT need tables so we can discount your rate.*

Total payment due \$ \_\_\_\_\_

Total payment enclosed \$ \_\_\_\_\_

Thank you! Mail your completed Dealer Purchase Order Forms, completed Badge Request Form(s) and payment to:

**CONtraflow ATTN: Dealers Room/Maker's Mall**  
**P.O. Box 57927 New Orleans, LA 70157-7927**

**Please make checks and money orders out to "CONtraflow".**