

# PHOENIX RISING

NEW ORLEANS, LOUISIANA • MAY 17-21, 2007 • WWW.THEPHOENISRISES.ORG

## VENDOR INFORMATION

The Vendor Room for Phoenix Rising, located in the hub of our programming and event space in the Sheraton New Orleans Hotel, will provide *Harry Potter*, fantasy and New Orleans-themed merchandise to our attendees throughout the weekend. The following information provides details for potential vendors. We hope that our plans meet your needs and that you choose to partner with Phoenix Rising to create a wild and wonderful Vendor Room.

### — PRICE & PAYMENT —

#### *Price*

The price for one space in our Vendor Room is \$400. There is no discount for additional spaces. Individuals and groups may buy a table collectively, though each participating individual or group will be required to sign the Vendor Agreement.

#### *Payment*

Payment of one-half the price is due within 30 days of signing our Vendor Agreement. Any outstanding balance is due no later than March 1, 2007. Vendors will not be included on our website or receive their vendor registration until we have received the entire payment.

#### *Quidditch Team Sponsorship Discount*

All Vendor Room participants will receive a 10% discount on Quidditch Team sponsorships. If you are interested in learning more or in sponsoring one of the “professional” teams that will be playing in our Riverside Quidditch Classic on the banks of the Mississippi River, please contact Amy Tenbrink at 612-414-7785 or amy@thephoenixrises.org.

### — SIZE & LOCATION —

#### *Size*

Vendor spaces are 10' by 10'. Four corner booths are available.

#### *Number of Spaces*

We have 20 spaces available for vendors. Vendors are welcome to purchase up to 3 booths, and may request to be on a waiting list for more, if additional booths are still available in early 2007.

#### *Location*

Vendors will be able to choose their location in early 2007 in the order in which they signed the Vendor Agreement. Phoenix Rising reserves the right to alter vendor locations for administrative reasons, such as bulky merchandise or vendors with similar products.

### — AMENITIES —

#### *Included Amenities*

Each vendor space includes a 6' table, a tablecloth, two chairs, and one full registration for Phoenix Rising. The registration may be used to allow the vendor to attend the conference, or the vendor may use it as a promotional giveaway. Phoenix Rising will also provide Vendor Badges, which must be worn by the vendor's staff at all times to identify them as official vendor personnel. Vendor Badges do not provide access to conference programming or events.

#### *Additional Amenities*

Additional amenities that vendors may desire, including pipe and drape, telephone, and electricity, must be purchased through the Sheraton New Orleans. Their order form is included in this packet.



For more information: Amy Tenbrink — 612/414.7785  
or amy@thephoenixrises.org

## — HOURS —

### *Load-In and Load-Out*

The Vendor Room will be open for load-in from 12:00 noon to 9:00 p.m. on Thursday, May 17, 2007. The Vendor Room will open to the public at 9:00 p.m. as part of our welcome activities.

The Vendor Room will be open for load-out from 1:00 p.m. to 6:00 p.m. on Monday, May 21, 2007.

### *Public Hours*

Vendors must staff their booths for our required hours, and for a certain number of our flexible hours. Added together, these hours will make at least 8 hours a day for each of our main conference days, and up to 10 hours a day. These hours are designed to provide our vendor room during peak attendee times, and have been carefully constructed around our conference schedule.

The Vendor Room will be open to the public for the following hours each day:

Thursday, May 17, 2007:.....9:00 p.m. to 12:00 midnight  
Friday, May 18, 2007:.....12:00 noon to 10:00 p.m.  
Saturday, May 19, 2007:.....12:00 noon to 10:00 p.m.  
Sunday, May 20, 2007:.....10:00 a.m. to 8:00 p.m.  
Monday, May 21, 2007:.....8:00 a.m. to 1:00 p.m.

Each vendor must staff the Vendor Room the entire time on Thursday, May 17 and Monday, May 21. Each vendor must also staff the Vendor Room at least 8 hours on the other three days, including the following required hours:

Friday, May 18, 2007:  
.....12:00 noon to 2:00 p.m.; 5:00 p.m. to 8:00 p.m.  
Saturday, May 19, 2007:  
.....12:00 noon to 2:00 p.m.; 5:00 p.m. to 8:00 p.m.  
Sunday, May 20, 2007:  
.....10:00 a.m. to 12:00 noon; 5:00 p.m. to 8:00 p.m.

### *Restocking*

The Vendor Room will be open to vendor staff only for an hour prior to the opening of the Vendor Room and an hour following the closing of the Vendor Room each day.

## — GENERAL —

### *Access to Vendor Room*

Anyone interested may visit our Vendor Room, regardless of age or conference attendance.

### *Promotion*

Phoenix Rising will include vendors' names, logos and a brief description of merchandise on our website and in our program book. Vendors may not distribute flyers in the Sheraton New Orleans or at any of Phoenix Rising's other event venues, except that vendors who have sponsored a Quidditch team are welcome to distribute flyers during the Riverside Quidditch Classic.

### *Legal*

The following are not permitted: attaching anything to the walls; causing damage to any property of the hotel; music, signage, merchandise or materials of any kind that extend beyond your area; vending outside the vendor room; or using or blocking the aisles in the Vendor Room. Phoenix Rising will not accept responsibility for stolen, lost or damaged merchandise or materials. Each vendor must certify that it has the right to sell its merchandise, and Phoenix Rising may require proof of ownership. Phoenix Rising may prohibit sales of merchandise, including bootlegs, that violate any law or the rights of others. Vendors may not sell or display merchandise or materials that include the intellectual property of Phoenix Rising without prior written permission of Phoenix Rising. Vendors may not sell or display merchandise or materials that would be rated NC-17. All required business and sales permits, as well as all taxes, are the responsibility of the vendor. Vendors will indemnify Phoenix Rising against violation of these rules.

## — CONTACT —

### *Contact*

For questions, concerns or more information – and of course, to participate in our Vendor Room – please contact Amy Tenbrink, a lead event organizer of Phoenix Rising, at 612-414-7785 or amy@thephoenixrises.org.

For additional amenities, please contact Howard McNeely of the Sheraton New Orleans Hotel's Presentation Services department, at 504-525-2500 or Howard.McNeely@sheraton.com.

