



## The Nova Albion Steampunk Exhibition Vendor Application

**Conference Dates:** March 25<sup>th</sup> -27<sup>th</sup>, 2011

**NEW Location:** Hyatt Regency Santa Clara  
5101 Great America Pkwy  
Santa Clara, CA 95054

**Closest Airport:** San Jose International (SJC)

*Please fill out completely...*

<b>Vendor/Business Name:</b>	
<b>Contact Person Name:</b>	
<b>Second/Emergency contact:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>Website URL(s):</b>	
<b>Brief description for our vendor page:</b> (I.e: "Antiquarian books, brass goggles and walking canes for the discerning gentleman")	
<b>Specific Items for Sale:</b> (Please be specific; we reserve the right to have you remove any inappropriate or unauthorized items from your table)	
<b>Names for vendor passes:</b> (1st two are included in your fee; additional passes @ \$25 each)	

**I am reserving (Check one):**

- |  |   |
|--|---|
| <input type="checkbox"/> one 6' table space @ \$125  | <input type="checkbox"/> one small vendor table @ \$85    |
| <input type="checkbox"/> two 6' table spaces @ \$220 | <input type="checkbox"/> one portable vendor space @ \$95 |

**I will need:**

- Access to Electricity @ \$5 [Wi-Fi will be available from the hotel @ \$10/day from your room]

I will need [ ] **Additional badges @ \$25 each** (include badge names in space provided above)

**Total amount enclosed or sent via PayPal** (to [lucre@steampunkexhibition.com](mailto:lucre@steampunkexhibition.com)):  
\$ \_\_\_\_\_

**I, the applicant Vendor understand and will comply with the following.**

1. Vendors may sell in designated vendor areas, as assigned by Clockwork Salon Society, Ltd. ("Clockwork Salon"). Per hotel rules and state law, no in-room vending will be allowed.
2. Please be considerate of other Sellers: materials/displays must stay within the confines of the designated booth space unless given prior authorization from Clockwork Salon. No banners, signs or other items may be hung on hotel walls or property at any time.
3. Vendors may sell their own wares and that of other artisans unable to attend. Please notify Clockwork Salon if you will be selling merchandise for others. As a courtesy, we will list all vendor names and URLs separately on our Vendor Page.
4. While we will have Event Security on staff, Clockwork Salon cannot guarantee vendors against loss or damage of any kind. Clockwork Salon shall not be responsible for any loss, damage, or injury that may occur to the vendor's employees, volunteers, or property from any cause whatsoever prior to, during, or after the convention.
5. Vendors are responsible for any necessary business licenses and merchandise insurance, as needed, and for the collection and payment of sales tax.
6. All fees must be paid in FULL prior to the convention. **Vendor space pre-sales are priced as follows: \$125 for one 6' table, \$220 for two 6' tables, \$85 for one small table, \$95 for one portable vendor space.** Small tables or portable spaces may be in a vendor room or on the mezzanine, as assigned. Vendors may reserve and use space with or without tables – please notify Clockwork Salon of any special needs or requests and we will accommodate if and as we are able.
7. Vendor set-up is on Friday, March 25<sup>th</sup> from **10:00am until 4:00pm**. Tear down time is Sunday, March 27<sup>th</sup> from **5:30 – 8:30pm**. All times must be respected: All vendors, regardless of assigned location, agree to remain open during all open vendor hours and no early breakdown will be allowed. The building must be vacated by 9:00pm. Please bring power strips and tools as needed; we will have only a limited supply on hand at the hotel.
8. For electrical and Wi-Fi hookups: Each vendor agrees to provide all needed cords and hardware; the hotel shall supply access only. Internet use is for business purposes only. Clockwork Salon is not responsible for vendor's data or hardware safety or security.

9. Hotel accommodations are not included in the vendor fee. Vendor is responsible for booking rooms in advance, and is encouraged to do so at earliest convenience, in order to secure lodging. The hotel is willing to receive and hold goods for a limited time before and after the event; please contact them directly to make arrangements.
  
10. Cancellation Policy: While cancellation is discouraged, we do understand that emergencies come up. If you need to cancel, please notify us by email immediately. If you cancel 90+ days out from the event, or if we are able to place another vendor in your spot, we will refund your full vendor fees minus a \$25 cancellation fee. If we are not able to replace you and you cancel between 30-90 days prior, ½ of your fees will be refunded. We will not be able to give a refund for cancellations within the last 30 days that we cannot replace.

By my signature, I certify that I have read and will adhere to the afore-mentioned guidelines of the Nova Albion Steampunk Exhibition. I understand that, should I not comply as agreed, Clockwork Salon reserves the right to ask me to leave. I further understand that in such circumstance, my Vendor Fees will not be refunded.

**Please sign and date:** \_\_\_\_\_

Printed name: \_\_\_\_\_

*For any questions or concerns please email: [Vendors@steampunkexhibition.com](mailto:Vendors@steampunkexhibition.com)  
Or contact Event Co-Chair Ariane Wolfe at: (510) 207-9955*

**For Office Use only:**

TC Space Assigned: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Authorized by: \_\_\_\_\_

**Please complete, sign and email to [Vendors@steampunkexhibition.com](mailto:Vendors@steampunkexhibition.com)  
or post to  
Steampunk Exhibition @ 1563 Solano Ave # 308 Berkeley, CA 94707**