



NEW YORK SCIENCE FICTION SOCIETY -

the Lunarians₂, Inc.

Post Office Box 3137
New York, NY 10163-3137

Lunacon 2016
March 18 - 20, 2016

January 15, 2016

Lunacon 2016: March 18 - 20, 2016

Dealers' Room Information

Hilton Westchester
Rye Brook, New York

Guests of Honor:

Robert J. Sawyer
Rick Sternbach
Naomi Novik

Noted Filk Artists:

Murder Ballads

VERY IMPORTANT INFORMATION! PLEASE READ!!

*Effective with **Lunacon 2016**, we have managed to negotiate with the hotel that individual dealers are no longer required to have insurance to be able to sell at our convention.*

The Dealers' Room will be sharing the Grand Ballroom with the Art Show on the Lobby Level of the hotel.

We have reduced the number of tables available to more closely fit our anticipated attendance. Because of this reduction, only a limited number of book dealers will be allowed to purchase a third table. A book dealer is one who will be selling books as an overwhelming majority of their merchandise.

Convention memberships that are included with the first and second table are priced at the reduced membership rate of \$45 which is a \$10 reduction from the current adult membership rate of \$55.

Dear Dealer,

Lunacon reserves the right to select dealers, and to limit table space assigned. Such factors as a balanced room, speedy and accurate applications, and prior dealing at the convention will all be considered, but the final selection must remain ours.

1. The cost of each of the first two tables is \$120 and each table includes ONE membership. A limited number of three-table blocks are *available to book dealers only whose merchandise is over 50% books*. The cost of a third table is \$75 and **does not** include a membership.
2. Any additional memberships must be purchased. Adult memberships are \$55 until February 29, 2016, and \$65 at the door. Anyone working as a dealer must have a **Lunacon** membership. Assistants whose memberships are not purchased in advance will have to pay at-the-door rates. If you are buying additional memberships for assistants, please tell us whom they are for. Use the attached form, if necessary.

3. Dealers will again have the ability to use any existing outlets in the Dealers' Room at no additional charge. In addition, dealers will also be able to use their own extension cords and surge suppressors. Please remember that all cords and power strips must be in safe working condition and able to handle the electrical load. Electrical equipment must have either grounded (triple-prong) or polarized plugs. All extension cords must be taped to the floor using gaffers tape. Masking/painters tape is not allowed. Due to an issue in previous years, we will have to remind people to please not make adjustments to anything electrical that is not your own.
4. **Please be aware that you may need to bring additional lighting for your space.** Unfortunately, the hotel is no longer able to provide additional lighting in the Dealers' Room at no charge. In order to avoid raising our costs (and avoid having to pass along any increases), **Lunacon** will not be able to provide additional lighting in the dealers' room.
5. Weapons **may** be sold in the Dealers' Room. Weapons **may not** be sold to minors under any circumstances. After all sales, weapons must be securely wrapped in opaque wrappings and tape and immediately brought to the buyer's room or vehicle. Please check the weapons policy posted on our website (<http://2016.lunacon.org>).
6. Loud, noise-producing displays are not allowed in the Dealers' Room. Headsets must be provided.
7. Dealers are responsible for collecting and reporting their own NYS sales tax. The local tax rate is currently 7.38%. If you don't have a sales tax number, please go to the New York Department of Taxation and Finance website, <http://www.tax.ny.gov> or call 1-800-CALL-TAX, or write to: NYS Dept of Taxation, Taxpayer Assist Bureau, W A Harriman Campus, Albany NY 12227, where you should be able to get the forms you need.
8. There will be security in the Dealers' Room when it is closed, or doors will be securely fastened.
9. Dealers will be able to start load in to the Dealers' Room at 10:00 a.m. Unfortunately, early access to the Grand Ballroom will not be permitted.
10. Since we have changed the location of the Dealer's Room, the loading area that was used previously behind the Westchester Ballroom will not be used for dealers this year. The Grand Ballroom is on the Lobby Level/Ground Level of the Hilton Westchester. There are several doors near the Grand Ballroom that can be used for loading. We request that you restrict your use of these doors to Friday between 10:00 a.m. – 6:00 p.m. The main entrance at the front of the hotel will not be available for loading. You will not be allowed to leave your vehicle unattended or start setting up your space until your vehicle is completely unloaded and moved out of the loading zone. If your vehicle is left within the loading zone after the specified time, it will be towed at the owner's expense. All parking is open-air in the hotel's lot.
11. Dealers expecting to lean or prop things against the walls **must pad** the contact points with felt or foam. Likewise, naturally, NOTHING may be hung, stuck, or fastened to any wall surface in the Dealers' Room.
12. Dealers in art prints are welcome in our Dealers' Room. However, any art print sold in the Dealers' Room cannot also be displayed and sold in the Art Show Print Shop. Conversely, any art print title that is displayed and sold in the Print Shop cannot be sold in the Dealers' Room.
13. Please indicate on the accompanying form a rough estimate (*by percent*) of what you sell (e.g., 50% new sf, 25% used hardcover sf, 25% fannish filktapes.).
14. The deadline for receipt of reservations is February 28, 2016.
15. Full payment must accompany all reservations. Checks or money orders **must** be payable in US dollars; checks **must** be drawn on a US bank. You may also pay by credit card. We are not accepting payments through PayPal at this time.

16. If you plan to pay with a credit card, due to new credit card security regulations, you must do so through our website using our secure server. Go to <http://2016.lunacon.org/dealersroom> for full details.
17. ***IMPORTANT STUFF—READ!!*** We will deposit your checks upon receipt. **Membership refunds will be made only if you will not be attending the convention, and cancel according to our refund policy below.** If applicable, membership fees will be fully refunded. Please see #20 for our cancellation and refund policy on dealer space.
18. NO applications will be accepted unless they are accompanied by a completely filled-out reservation form, payment for space, and a signed and dated release form. The signature on the back of the form must be that of the person named on the form. Incomplete or unsigned forms, forms without payment, or payment without properly filled-in forms, will be returned.
19. Please send your completed form, plus payment made out to **Lunacon 2016**, to

Lunacon 2016
Attn: Dealers' Room
Post Office Box 3137
New York, NY 10163-3137
20. Should you need to cancel, we will refund your space fees in full if you cancel before February 16 2016. From February 16 - 28, 2016, we will refund your money, minus a \$25 processing fee, only if we are able to resell your space. Refunds requested from March 1, 2016 on will be made on a case-by-case basis. All refunds will be made by check no matter how your pay for your space reservation.
21. Acceptances will be sent via email. Please be sure that your email address is printed clearly. If you do **not** want to receive your confirmation by email, please check the notification space at the end of your application!
22. ***Deadline for receipt of applications is February 28, 2016***

If you have any questions, you can reach us at dealers@2016.lunacon.org.

Thank you for your interest. I hope we all have a satisfying con.

Sincerely yours,

Su Braviak
Devra Langsam
Lunacon 2016 Dealers' Room