

SCARE

South Central Regional Event

April 16-19, 2009

Hilton New Orleans Airport

901 Airline Drive,
Kenner, LA 70062
504-469-5000



Vendor Information Packet

LETTER FROM THE CONVENTION DIRECTOR

Hello Region of Love! It's time for one of the greatest Camarilla events of the year. The South Central Regional Event (SCaRE). SCaRE 2009 finds us returning to the amazing city of New Orleans, Louisiana. Beignets and crawfish, Bourbon Street and the Square, Mardi Gras and the Jazz Festival, beads and masks... The sights, sounds, and foods of New Orleans are hard to forget. This is a city rich with history and culture.

We have a great team working hard to bring you a great event. I would like to take this time to personally welcome you to the event. Though the hotel is technically in Kenner, with the blink of an eye you can be inside the city of New Orleans. I hope that you enjoy the event and the city.

Please read everything included in this Vendor Information Packet to ensure your time at SCaRE 2009 is a positive and productive one. We hope this packet explains everything you will need to know about our convention, schedule, policies and deadlines. An invoice is included with this packet and payment is due as soon as possible but no later than April 10, 2009. If we do not receive payment for your tables by this date and there is a waiting list, your reservation will be canceled. With your payment, we will need a signed copy of the SCaRE Vendor's Policies Sheet included in this packet. You may scan and e-mail a copy of the document for expedited service.

To enhance your attendance as a Vendor, we offer a complimentary listing on our convention website available the week your payment is received. In addition, our Convention newsletter will include any coupons or information you chose to provide to enhance visibility of your presence at our event. For costs associated with newsletter ads, please see the information included in the packet or e-mail our Vendor Lead, Marty Moore, at vampiremail07@gmail.com for more information.

Please make sure to reserve your hotel room as soon as possible. Our convention price is \$89.00 per night plus tax for up to 4 people per room. Be sure to mention that you are making a reservation with the Camarilla when you contact the hotel.

Vendors will be able to check into the convention's Vendors' Room from 2pm until 6:00pm on Thursday, April 16, 2009. There will be a Vendor's Liaison present to assist you with set up of your space and be available for any questions you may have. If you are not able to arrive on Thursday, please let us know. The Vendors' Room will be open to the public Friday, April 17th and Saturday, April 18th from 10am to 6pm and Sunday, April 19th from 10am to 3pm.

If you have any questions about the content of this packet or our programs for marketing, please feel free to contact our Vendor Lead, Marty Moore, at vampiremail07@gmail.com.

Melissa Howerton

Melissa Howerton, SCaRE Convention Director, 2009

Camarilla Organization

TABLE PRICES AND ADMISSION FEES

All Vendor tables at South Central Regional Event (SCaRE) are 8' x 2.5' oblong tables with table covering and skirting. Requests for special table sizes must be made immediately, and may incur an additional charge. A space 10 feet wide may be substituted for the oblong tables provided for those vendors interested in a booth setup. There are a limited number of booth spaces available and will be issued on a first-pay, first-claim basis.

This year we have a total of 10 tables in the Vendors Room. We are striving to provide a well stocked Vendors Room without much duplication in the merchandise offered by the participating Vendors. At this time, we will sell no more than 3 tables to any one Vendor. If you wish to acquire a fourth table, please contact the Vendor Liaison Lead to discuss availability.

\$ 20.00	Cost per table - 8' x 2.5'
\$ 25.00	Admission cost (per Person) before April 9, 2009
\$ 35.00	Admission cost (per Person) after April 9, 2009

PROGRAM BOOK PRICING

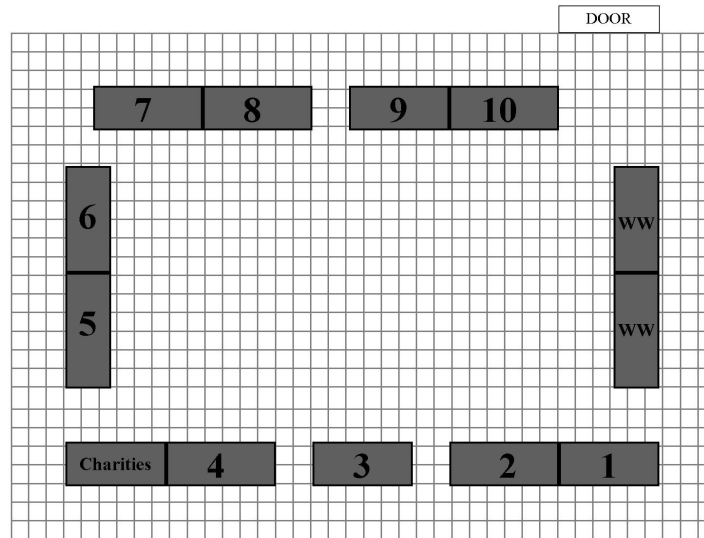
\$15	1/4 Page Ad - (Copy Ready: b/w, 300dpi)
\$25	1/2 Page Ad - (Copy Ready: b/w, 300dpi)
\$45	Full Page Ad - (Copy Ready: b/w, 300dpi)

Please have your ads for the program book in no later than March 25th, 2009.

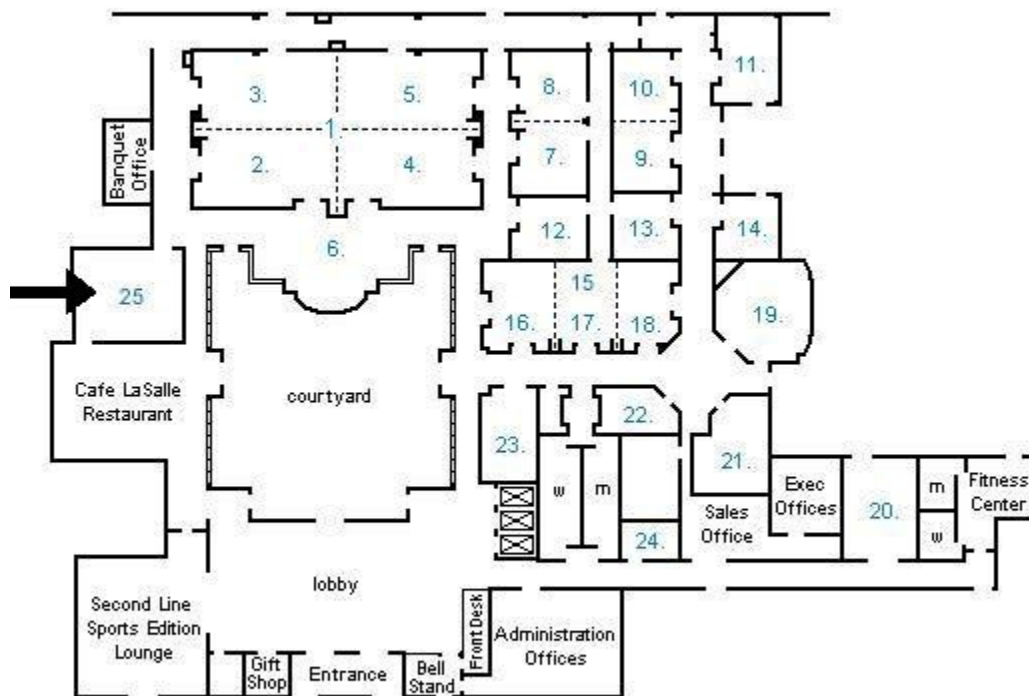
All Vendors will have free ad placement on the SCaRE website and we will extend a link to your home page as well.

Current Camarilla Members have a 50% discount on all Program Book Ads.

VENDORS HALL LAYOUT AND AVAILABILITY



HILTON NEW ORLEANS AIRPORT - GROUND LEVEL



25. PONTCHARTRAIN

VENDORS' HALL POLICIES, PROCEDURES, WAIVERS AND RESTRICTIONS - 2009 (PAGE 1 OF 2)

All vendor tables at SCaRE are 8' x 2.5' tables with table covering and skirting. Requests for special tables or booth space need to be made as soon as possible; extra fees may be levied.

Badges will be available for pick-up at Registration. Please wear your badge at all times in a location visible to others.

The initial table space purchase does not include convention vendor badges. Badges must be purchased separately from tables.

Vendor badges are \$25 each until April 9th, and \$35 each after April 9th. The limit is 4 badges per vendor, regardless of tables purchased

Each SCaRE Vendor may purchase two additional tables (space permitting). Each additional table is \$20.

You must bring your own booth/table display materials, including a covering if unable to man your space during normal operating hours, plus any electrical/power cords needed.

A representative for the Vendor must man the Vendor's space at all times when any merchandise is in view. All representatives must be over 18 years of age.

Each day, the Vendors' Room will be open to Vendors one hour prior to the given public time. On Friday and Saturday, Vendors should be out of the room no later than 30 minutes after it is closed to the general public so that the room can be secured for the night. If you have serious need to access the Vendors' Room outside of normal hours, you must contact a Vendors' Liaison.

Vendor Room hours are:

Thursday, April 16th, 2009 from 2:00 pm to 6:00pm (Set Up ONLY)
Friday, April 17th, 2009 from 10:00 am to 6:00 pm (Open to the Public)
Saturday, April 18th, 2009 from 10:00 am to 6:00 pm (Open to the Public)
Sunday, April 19th, 2009 from 10:00 am to 3:00 pm (Open to the Public)

No refund will be issued for no-shows. If a Vendor has not made prior arrangements for late setup, their tables will be forfeited by Friday 9:00 am and may be sold to another vendor.

Convention security will be present at the Vendors' Room door during the hours the room is open for business, during Vendor setup and nightly shutdown. At all other times, locks provided by the hotel will secure the Vendors Hall. The hotel is not responsible for SCaRE Security.

The Vendor is solely responsible for filing any appropriate sales tax paperwork.

The Vendor acknowledges that White Wolf Game Studios, The Camarilla Organization, SCaRE 2009, and the Hilton New Orleans Airport hotel do not maintain insurance covering Vendors' property or liability. It is the sole responsibility of the exhibitor to obtain such insurance covering any and all losses by the dealer.

**VENDORS' HALL POLICIES, PROCEDURES,
WAIVERS AND RESTRICTIONS - 2009
(PAGE 2 OF 2)**

The following are not permitted:

- a. Smoking in the Vendors Room, or anywhere else in the Hotel, except in designated smoking areas. All indoor convention space is non-smoking.
- b. Having any open combustible materials, lit candles or any other fire hazard on, or around, your table unless the object (such as a soldering iron or glue gun) is in a protective device.
- c. Having any exposed electrical cords, wiring, or cables. All electrical cords, wiring, or cables must be duct taped and secured down to prevent accidents.
- d. Sharing or sub-letting any of your tables unless you have received written permission from the Vendors' Liaison Lead before setup. All the merchandise for sale at a Vendors' table must belong to the Vendor who contracted the table space.
- e. Sale of unlicensed, "bootleg" copyrighted materials, prints, CDs, tapes, or "stripped" books. A Vendor found selling such items will be asked to stop; if they refuse, their badge(s) will be confiscated and they will be removed from the Vendors' Room without refund.
- f. Selling of bladed weaponry; firearms, replica or authentic; or items that could be viewed as firearms and/or weaponry.
- g. Attaching items to the Vendors' Room walls with anything other than removable tape or removable, non-staining tack.
- h. Selling merchandise outside of designated Vendors' Room hours, or selling in any area other than the designated Vendors' Room. Deliveries, pre-orders, and pre-purchases may be delivered outside of the Vendors' Room hours.
- i. Acting unprofessionally or disrespectfully to other Vendors, convention staff, or convention members will not be tolerated. Vendors speaking disparagingly, or actively/overtly trying to undercut another Vendor in the room will be asked to stop. If they refuse, their badge(s) will be confiscated and they will be removed from the Vendors' Room without refund.

Please acknowledge your understanding and acceptance of these rules, the responsibility waiver, and disclaimer by signing below. Under no circumstances will a vendor be allowed to exhibit or sell in the SCARE Vendors' Room until we have a signed copy of this document on file. Please note that by submitting your application online, which requires you to check the "I agree" box before submitting, you are in effect signing this document and will be held responsible for all information contained within the Vendors Packet.

I (We) hereby acknowledge that I (we) have read the above and understand it, and accept the conditions set forth above for the duration of SCaRE 2009.

Date: _____ Phone # _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

SCARE 2009 VENDOR INVOICE

Company Name	
Address	
City	
State	
Zip	
Phone	
Email	
Web Address	

Number of Tables		Table Slots Assigned	
Initial Number of Badges		Additional Badges?	
		Program Book Ad (Size?)	

Total Amount Due: _____

Name for Badge	Cam Number (if applicable)

You may register online at:

<http://camarilla.white-wolf.com/conventions/vendors/>.

Once you have registered online and the Vendor's Lead has approved your registration, a link will be sent to you via e-mail to make your payment for your badge(s) and table(s) via the White Wolf Catalog. At this time, the Camarilla is no longer accepting payments via USPS.