

INTERNATIONAL ALCHEMY CONFERENCE

EXHIBITOR and VENDOR INFORMATION

Thank you for participating in the International Alchemy Conference. The following information will assist you in setting up and selling your items at the conference.

The conference bookstore and exhibit area are located in the second-floor conference center of the Palace Station Hotel. It is in the 2,650 square-foot Hall A, which is the first hall on the right as you enter the conference area. The hours for the exhibit area are:

- Friday Oct 10 (5:00 PM - 10:00 PM)
- Saturday Oct 11 (8:00 AM - 8:00 PM)
- Sunday Oct 12 (8:00 AM - 3:00 PM)

Vendor setup begins at 2:00 PM on Friday and breakdown begins at 3:00 PM on Sunday. You may attend lectures, however, you are expected to keep your exhibit area reasonably staffed especially between presentations.

Full space is a 4x8-foot rectangular table and chairs. Some 7-foot round tables will also be available. Tables are undraped and vendors should bring their own table dressing and signs. Electricity and Internet service is not provided and must be arranged in advance. Additional fees for these services are charged by the hotel.

If you are dealing in cash sales, please be sure to bring enough change. All vendors are required by Nevada state law to complete a Nevada Sales Tax form at the end of the conference. These will be provided at the conference.

The conference bookstore is operated by Crucible.org. They accept all credit cards and will have a cash register and two clerks. You may sell your books or other items through the bookstore at a 15% fee. Please contact Greg Schrum at service@crucible.org if you are interested in this service.

You are responsible for paying Nevada sales tax on any sales at the conference. You can download the form at www.AlchemyConference.com/downloads/NV_Tax_Form.pdf. The form automatically calculates total tax due and any penalties. Just fill it in, print, and mail with your payment. For your information, Las Vegas is in Clark County.

Displays and Signs

You may only display signs and banners at your table. Affixing any materials to the carpeted walls, floors, ceilings or furnishings is not permitted. Only the Palace Station staff shall do any banners that need to be hung, and depending on labor and equipment involved, a charge may apply. Any signs to be displayed or hung in the banquet facilities must be of professional quality. Signs are not allowed in the guest room corridors, elevators, main lobby, casino or the exterior of the building. Large displays, signs and decorations may not be used unless and until Palace Station Catering Department gives written approval for them. If client hangs banners or signs without prior approval from the Catering Department a minimum charge of \$500.00 will be applied.

Package Shipment & Handling

You may send your packages to the hotel in advance to:

Palace Station Hotel & Casino
Attn: Alchemy Conference
2411 W. Sahara Avenue
Las Vegas, NV 89102
Fax: (702) 367-6138

Any packages over 100 lbs. will be delivered to Palace Station Hotel & Casino Warehouse. Arrangements for delivery from the Warehouse can be made through the Catering Office. All packages and/or freight received at the Palace Station Hotel & Casino will be assessed the following receiving/handling charges:

Letter size and boxes up to 5 lbs.	\$2.00 Each
6 lbs. to 20 lbs.	\$5.00 Each
21 lbs. to 50 lbs.	\$10.00 Each
51 lbs. to 100 lbs.	\$15.00 Each
Over 100 lbs.	\$25.00 Each
Pallets	\$100.00 Each

Individuals are responsible for their own Package Handling fees unless other arrangements are made prior to arrival. The Hotel Bell Desk will hold all small packages. The group contact can go to the Bell Desk upon check in, show proper I.D. and have them deliver the packages to the meeting space.

Business Center

Palace Station Hotel & Casino has a twenty-four (24) hour self-service business center. The business center is located on the 3rd floor of the hotel tower and includes high speed Internet, printing, faxing, copying, stapling, and collating.

Hotel Conference Services

The Convention Services Manager, Zulma Funes, will be in contact with Alchemy Conference following receipt of the signed agreement. Zulma Funes becomes the main contact for all details involving function arrangements, reservation and billing procedures, as well as providing recommendations for outside services if necessary. Zulma can be reached at zulma.funes@stationcasinos.com or 702-367-2444.

Jenifer Cameron, Director of Catering, is responsible for assisting Alchemy Conference with menu selections and meeting arrangements. Jenifer can be reached at jenifer.cameron@stationcasinos.com or 702-367-2401. *Palace Station Hotel & Casino* will maintain a flexible position regarding suggested menus; however, due to changing food costs, definite prices on food and beverage will be guaranteed based on the current menu prices at the time the contract is signed.

Please note *Palace Station Hotel & Casino* does not permit any food and/or beverages to be brought into the meeting area.

Exhibitor Agreement

By participating in the International Alchemy Conference, you agree to the following terms: The conference sponsors (International Alchemy Guild, IAG Services Inc, and ETX Seminars) reserve the right to deny sale of items that may be offensive or illegal. Exhibitor agrees to maintain dignity and integrity of the International Alchemy Conference and the sponsors reserve the sole right to ask any exhibitor or its employees to leave the event at any time. Exhibits must be staffed during all event hours (volunteers will be available for short breaks). Exhibitor agrees to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety, business licenses, sales tax permits, and applicable liability insurance. If you provide goods for sale, you must have a seller's permit on file with the sponsors or fill out the selling forms provided and return them before the end of the conference. The sponsors are not liable for personal injury, or for lost or stolen goods. Insurance is exhibitor's responsibility. Exhibitor agrees to indemnify and save harmless the sponsors and its agents from any claims, causes of action, and suits resulting from any damage, injury, or loss to any persons connected to the exercise of exhibitor privileges granted herein. In the event that any outside force (including disruption to hotel space) prevents the conference from taking place, the sponsors reserve the right to retain exhibitor payments to cover expenses. Exhibit space sales are final. Exhibitor may not sub-let or resell space. Requests for specific tables or locations will be taken into consideration, however, sponsors have sole discretion to assign space as deemed appropriate. Exhibitors agree to permit photographs of their tables and their work at the conference to be used for the purposes of promoting and advertising the event. This agreement constitutes the entire contract between the sponsors and the exhibitor. Any questions or issues not covered in this contract shall be subject solely to the decision of the sponsors.

International Alchemy Conference
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