

# MEDIAWEST\*CON 28 DEALER PROGRESS REPORT TWO

**Please read thoroughly; important info contained within**

## TABLE RESERVATION DEADLINE LOOMS

- ❑ For those still in the planning stage, there is space available
- ❑ The deadline to reserve space is **Friday, April 18, 2008**
- ❑ We must have your information form & payment in our hands on that day in order to assign you a table
- ❑ To submit your space reservation request online, access the form at:  
<http://members.aol.com/mdiawstcon/28dealer.htm>
- ❑ Remember: When you pay via paypal we still need a completed reservation form from you; use the online form or mail the paper form to us
- ❑ To submit your payment via paypal, send money to the following paypal account: [dellastreet5@netzero.net](mailto:dellastreet5@netzero.net)
- ❑ Please don't add any 'fee' to your paypal payments. That cost is already figured into the charges
- ❑ For those who prefer the tried & true, the USPS mailing address for both payments & table reservation forms is:

MediaWest\*Con Dealer Room  
233 DeBaar Dr SE  
Kentwood MI 49548

## AN IMPORTANT CHANGE OF PROCEDURE

<b>REQUESTING TABLES IN YOUR GUEST ROOM FROM H.I.S.</b>
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- ❑ We are collecting the \$10 per table fee for tables placed in H.I.S guest rooms for **ALL** MW\*C 28 Dealers
- ❑ If you don't order your in-room tables through your dealer room coordinators the cost will be \$15 per table, your request will placed at the end of the list, and you will run the risk of not receiving a table if demand outstrips the hotel supply
- ❑ Each table you request should be noted on the space reservation form section III that you received with Dealer Progress Report # 1
- ❑ Payment for tables requested should be included with your registration payment for MW\*C 28 Dealer Space as instructed in DPR #1
- ❑ **If you want an in-room-table & registered before the procedural change occurred email/snail mail us with your in-room-table order & payment ASAP!!**

## DEALER/HELPER NAMES & MW\*C 28 MEMBER #'S

- ❑ We need a name & member # for all dealers & helpers by May 18, 2008 latest
- ❑ Email them to: [mediawestcondealers@yahoo.com](mailto:mediawestcondealers@yahoo.com)
- ❑ Or mail them to the postal address noted above
- ❑ Failure to provide these numbers will delay your table assignment
- ❑ Without these numbers we may not be able to get your badges & program packets for you

## LIVIN' LARGE IN THE MW\*C DEALER ROOM

- ❑ Livin' Large is a misnomer given the tight space in the MW\*C dealer room but we try to make it comfortable. Toward that end, you should know the following about...

### ,,,THE AMENITIES:

- ❑
- ❑ Each dealer table starts the day with two chairs per table
- ❑ One table = 2 chairs; Two tables = 4 chairs for you & yours & so on
- ❑ The hotel's supply of chairs is limited
- ❑ We will accommodate reasonable needs over & above 2 per table if we can
- ❑ If you need more than two chairs at a single table at the same time, come to your dealer room staff (Anna, Debra or Jane) & request additional
- ❑ Please do not take chairs from someone else's table
- ❑ Table covers are available to cover your merchandise whenever your table is closed
- ❑ As with chairs, the hotel's supply of table covers is limited; please don't filch them from your neighbor's table
- ❑ Again, come to the dealer room staff to request additional table covers
- ❑ If you have a problem with electrical or telephone service, please do not contact the hotel yourself; ALERT THE DEALER ROOM STAFF
- ❑ We will arrange for repairs of hotel hookups for you
- ❑ The same goes for climate control; do not adjust the thermostat or open doors; we will do our best to resolve any climate control issues for you

### ,,,COMPANY:

- ❑ With 80 dealers, an average of 100 co-dealers & helpers not to mention all those wonderful shoppers the MW\*C dealer room is a crowded place
- ❑ Despite that, dealers may bring pets into the room to keep 'em company during the slack periods
- ❑ While a great many MW\*C attendees are pet friendly not everyone will be as crazy about your pet as you are; use common sense when choosing to bring Fido or Puff into the room
- ❑ Make sure your pet is properly restrained at all times & is comfortable in crowded & noisy environments

- ❑ Also be aware of possible allergy problems for other MW\*C dealers, helpers & attendees
- ❑ If your pet is causing a problem, i.e., aggressive or other inappropriate behavior, or an allergic reaction we will ask you to remove him/her
- ❑ The dealer room is not a playground but well behaved children of dealers & helpers are always welcome in the dealer room with their parent or guardian
- ❑ Be sure they know that a lot of the merchandise on sale is fragile & can be easily damaged or broken...
- ❑ ...So they should always ask before handling the merchandise
- ❑ Be aware that some fannish merchandise is of an adult nature
- ❑ We do not censor content or covers of any zines, t-shirts, buttons, etc.
- ❑ Know where your child is at all times
- ❑ Shouting, running, jumping, crawling around/between tables is not good behavior
- ❑ Any child who does not display good behavior will be asked to leave the dealer room

,,,COMESTIBLES:

- ❑ Registered dealers & helpers may bring easy-to-eat snacks & covered drinks into the dealer room
- ❑ Be sure that food/drink you eat at your table does not cause problems for other dealers i.e., trash on floors & tables, noxious odors, spills, etc.
- ❑ Don't foul your nest! Bus your table after eating & at days end; leftover food, wrappers or like trash will not be tolerated
- ❑ Registered dealers & helpers may order lunch from the hotel's in house restaurant, Hummingbird's & have it delivered to their table
- ❑ You will find a menu/order blank on your table each morning when you arrive
- ❑ Friday's order will be picked up at 1:00 PM & lunch will be delivered at 3:30 PM
- ❑ Saturday & Sunday orders will be picked up at 11:00 PM & lunches will be delivered at 12:30 PM
- ❑ Lunch is available on Friday, Saturday & Sunday only
- ❑ Payment for lunches must be made at the time of delivery

## POSTNET WILL RETURN TO MW\*C 28

- ❑ Jim & Brenda Clark, owners of PostNet in Okemos MI, and their staff will be available at MediaWest\*Con 28 once again this year to assist with packing & shipping needs.
- ❑ Look for them in their usual spot outside the MW\*C Dealer Room during the hours indicated below:

Sunday 1:00 PM - 5:00 PM  
Monday 9:00 AM - 3:00 PM

# THE PROGRAM BOOK

- ❑ Some of you have already sent in your program info. Thanks and *Bravo!*
- ❑ This year if you fail to submit programming book info we **will not** use prior year info
- ❑ No 2008 info = no program book listing
- ❑ Please **don't delay** submitting info any longer than you absolutely must
- ❑ Let's not make things any harder on Gordon by crowding him at the crucial printing deadline
- ❑ Use the form on the next page to prepare your info for the MW\*C 28 Program Book
- ❑ Either clip & mail the form via USPS to the MW\*C 28 Dealer Room address (see above) or list the required info in an email & send to:  
[mediawestcondealers@yahoo.com](mailto:mediawestcondealers@yahoo.com)

That's All Folks!

## REMEMBER:

**RESERVE YOUR TABLE SPACE  
ORDER YOUR IN-ROOM-TABLES, IF ANY  
SEND IN YOUR HELPER/DEALER NAMES & MEMBER NUMBERS  
SUBMIT YOUR INFO FOR THE PROGRAM BOOK**

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## MEDIAWEST\*CON 28 PROGRAM BOOK

*Please give us the following information by **April 18, 2008.***

### For all dealers:

- I. Exact spelling of the Press/Business Name (i.e., 'Fannish Zines of All Kinds,' etc.), you wish to see in the program book:
- II. **Exact** spelling of **primary dealer name** (i.e., Fannish Doe, John Q Public, etc.) as you want it printed in the program book.
- III. A brief description (no more than two short sentences) of your merchandise: i.e., Blue Skies Above: new & used zines, gen & slash, multiple fandoms; magnets, custom mugs

I. Press/Business: \_\_\_\_\_

II. Primary Dealer's Name: \_\_\_\_\_



