

Ball State University

presents

Magna cum Murder XXV

in association with

CRIMEFEST



2019 REQUEST FOR VENDOR SPACE

VENDOR INFORMATION

Business name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-mail address: _____

Type of items at booth: _____

BOOTH ATTENDANTS

Please provide the name(s) of the individuals who will be staffing your booth during the convention. Staff in the vendor area must be registered for the conference.

Name (1): _____

Name (2): _____

Name (3): _____

Name (4): _____

BOOTH INFORMATION

Tables and chairs must be rented. Each table will be clothed and skirted.

Tables. Please indicate the number of **tables** you will require for your booth. The rate is based on \$150 for the first table and \$50 for each additional table. **All amounts are in US Dollars.**

- One six-foot table - \$150
- Two six-foot tables - \$200
- Three six-foot tables - \$250

Chairs. Please check the number of folding chairs you will require for your booth. Two folding chairs are provided at no additional charge; each additional chair will be charged at the rate of \$10 per chair.

- Two folding chairs – no charge
- One additional folding chair - \$10
- Two additional folding chairs - \$20

CONFERENCE REGISTRATION

Vendors must also register for the conference. There is a “Vendor” option on the registration form at www.magnacummurder.com and the fee is \$155 per person. This fee includes the Friday reception, Saturday lunch, Saturday Banquet Dinner, and Sunday lunch. If the registration fee is not paid by October 5, 2018, your space reservation will be cancelled.

ADDITIONAL INFORMATION

Instructions for Loading Dock: Heading south on Meridian Street just past Ohio Street turn east (left) on Wabash Street. The Columbia Club’s loading dock is located on the south (right) side of the alley before you get to Salesforce Tower Parking Garage.

Once you arrive, you may call the hotel’s front desk at 317-767-1361 to ask them to send someone to the dock to open the door for you. There will be flat-bed dollies that you may borrow.

Once you unload, you will need to park your vehicle. You may take it to the front of the hotel and have it valet parked for \$35 per night.

Vendor Staff: Staff in the Vendor Room must be registered for conference.

Vendor Room: The Vendor Room is located on the 2nd floor. Your table(s) will be marked.

Vendor Setup Times: Vendor set-up starts at Friday at 8 a.m. and you should be ready for business by 1:30 p.m. The first panel is at 2 p.m.

Vendor Hours: Friday, 1:30-6 p.m.; Saturday, 8:30 a.m. - 6 p.m.; Sunday, 8:30 a.m. - noon
The Vendor Room will be locked after the above vendor hours.

PAYMENT

Enclosed is a check payable to Ball State University in the amount of \$_____.

Mail form to:

E.B. & Bertha C. Ball Center, Ball State University, Muncie, IN 47306
Phone: (765) 285-8975 • E-mail: magnacummurder@yahoo.com

Deadline for Reservation and Payment: September 6, 2019.
No refunds after October 4, 2019