
CONVENTION

NEWS FOR SCIENCE FICTION CONVENTION PLANNERS

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CONVENTION

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EDITORIAL:

We've seen something interesting happening in the past four years: the coming of age of the science fiction convention. I don't mean this in terms of program and content of SF conventions, but rather in their basic operating style.

SF conventions have come pretty far from that morning in 1966 when Ben Jason firmly told me that SF conventions could never control the major portions of convention hotels. Indeed, the TriCon was held in the secondary ballroom of the Sheraton-Cleveland; the Grand Ballroom, which would have been just the right size for our convention, was used for nothing more than dinner dances during the convention -- and not our dinner dances, either.

The very next year, and since that time, we have recognized SF conventions as the things they are: more than gatherings of SF fans and professionals but economic factors eagerly sought after by cities and hotels. And we have operated with that perspective since then. (With one exception: the BayCon under-estimated attendance by 1,000, and chose an outdated, inadequate hotel with all the faults of such. Had attendance been what they expected, however, then Oakland's Claremont would have come much closer to being an effective convention hotel.)

Science fiction conventions are a factor to be reckoned with; on the basis that the St.LouisCon brought 1500 people into St.Louis, rough estimates indicate a total of nearly \$300,000.00 brought into the St.Louis area by the convention attendees -- and this does not include ticket, gasoline and general travel expenses of persons flying and motoring to St. Louis for the convention.

\$300,000 is not peanuts. Hotels and convention bureaus have known this for years; it's an important fact that the people who put on SF conventions must now realize as well.

While we're on the subject of money and SF conventions, it must be noted that cities are, naturally, interested in money, and conventions provide that money, plus thousands of jobs in the tourist, hotel and food service industries. It's high time

that people conducting regional and local conventions and conferences realized that like world conventions, the regionals are now big money for local hotels. If you want to think of it in terms that hotels and convention bureaus do, think of it in terms of money. 600 people attending last year's Lunacon and spending an average of only \$20 apiece over the weekend comes to a nice tidy \$12,000.00 spent in and around the Hotel McAlpin on one weekend last April. Multiply that amount by several hundreds and you can see how New York City convention goers spent hundreds of millions of dollars last year.

SF conventions are no longer utterly dependent on the good will of a few hotels; hotels need our conventions, and others like ours, to survive.

PHILCON 1969-A REPORT-

The 1969 PhilCon, held last November at the Warwick Hotel in Philadelphia, was a perfect example of how not to run a convention.

Totally unorganized, with the structure that goes into a successful convention lacking; a poor hotel; inadequate planning; naivete on the part of the convention committee. The list goes on, including the prostitutes hanging out in the lobby (this is the fashionable Hotel Warwick, pride of Philadelphia?); waterstained walls and ceilings; broken heaters and impossible-to-shut-off air conditioners; broken windows and poor maid service.

The easily seen inexperience on the part of the convention committee is no excuse: there are services they could have used (the local convention bureau; older and more experienced hands within a phone calls distance), people they could have asked advice of. But they did not ask. They went their own way.

Lack of any sort of program book was a major fault. Without it, none of the attendees knew when the program was starting; who the speakers were; and when specific breaks, auctions, etc., were scheduled for. Many people missed program items that they might have been interested in; others simply didn't bother with the program at all, preferring to look up old friends 'down in the bar'. In addition, scheduling the Guest of Honor's speech Sunday afternoon during checkout time was a stroke of genius; people getting up from the audience and leaving in the midst of Anne McCaffrey's speech must have made her feel a truly welcome guest of honor.

The convention committee's dealings with the hotel were patently ridiculous. In addition to confirmed room rates raised upon checkout, the convention failed to get any sort of agreement with the hotel in regard to rooms taken vs. cost of facilities. Thus, though many people stayed at the hotel, the convention committee had to pay as much for the facilities as if no one had. We understand that the hotel agreed to lower cost of facilities for the 1970 convention. Unfortunately for the committee, the convention will be held at another hotel -- possibly the Bellevue-Stratford -- in 1970. Clearly the Warwick sales staff received all the benefits of the convention's stay.

Attitude of the hotel staff was poor. Rooms were lacking in towels, extra blankets and bathroom tissues; windows were cracked and it was impossible to close many of them against the November night. One woman attendee, asking at the front desk for extra blankets, was propositioned by a hotel employee.

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SCHEDULED 1970 CONVENTIONS

BALTICONFERENCE 4 (Baltimore Science Fiction Conference)

February 20 - 22, Lord Baltimore Hotel, Baltimore, Md. Registration \$2.00. Estimated attendance: 150-200. For information: Jack Chaiker, 5111 Liberty Heights Ave., Baltimore, Md. 21207.

MARCON (March Science Fiction Conference)

March 20 - 22, Christopher George Inn, Columbus, Ohio. Registration \$2.00. Estimated attendance: 100-150. For information: Larry Smith, 5370F Roche Drive, Columbus, Ohio 43229.

BOSKONE 7 (Boston Science Fiction Conference)

March 27 - 29, Statler-Hilton Hotel, Boston, Mass. Registration \$3.00. Estimated attendance: 300-350. For information: NESFA, P.O.Box G, MIT Branch P.O., Cambridge, Mass. 02139.

SFCON 70 (San Francisco Convention)

March 27 - 29, Hilton Hotel, San Francisco. Registration \$4.00. Estimated attendance: 50-150. For information: Quinn Simson, 977 Kains Street, Albany, Calif. 94706.

SCI-CON 70 (British National Science Fiction Convention)

March 27 - 30, Royal Hotel, London, England. Registration: 25/-. Estimated Attendance: 200-350. For information: Sci-Con 70 c/o Dark They Were & Golden-Eyed, 28 Bedfordbury, London WC2, England.

MINICON 3 (Minneapolis Science Fiction Conference)

April 2 - 4, Dyckman Hotel, Minneapolis, Minn. Registration \$2.00. Estimated attendance: 50-100. For information: Jim Young, 1948 Ulysses Street, NE, Minneapolis, Minnesota 55418.

LUNACON/EASTERCON (New York Science Fiction Conference)

April 10 - 12, Hotel McAlpin, New York, NY. Registration: \$2.00. Estimated attendance: 600-700. For information: Devra Langsam, 250 Crown Street, Brooklyn, NY 11225.

FANCON 70 (Swedish Science Fiction Convention)

April 30 - May 3, Stockholm, Sweden. For information: John-Henri Holmberg, Norrskogsvägen 8, 112 64 Stockholm, Sweden.

DISCLAVE (District of Columbia Science Fiction Conclave)

May 15 - 17, Skyline Inn, Washington, D.C. Registration: \$2.00. Estimated attendance: 150-250. For information: Jack Haldeman, 1244 Woodbourne Ave., Baltimore, Md. 21212.

BOUCHERCON (Anthony Boucher Memorial Mystery Convention)

May 29 - 31, Miramar Hotel, Santa Monica, California. Registration: \$4.00. Estimated attendance: 300-400. For information: Bruce Pelz, Box 1, Santa Monica, California 90406.

NORWESTERCON (Northwestern Science Fiction Convention)

May 30 - 31, Portland, Oregon. For information: Mike Zaharakis, 1326 SE 14th, Portland, Oregon, 97214.

MULTICON 70 (Multiple Fandoms Convention)

June 18 - 21, Oklahoma City, Oklahoma. Registration: \$3.50. Estimated attendance: 50-150. For information: Oklahoma Alliance of Pandom, c/o David Smith, 133 Mercer Street, Ponca City, Oklahoma 74601.

MIDWESTCON (Midwest Science Fiction Conference)

June 26 - 28, Carrousel Inn, Cincinnati, Ohio. Registration \$2.00. Estimated attendance: 250-350. For information: Lou Tabakow, 3953 St. John's Terrace, Cincinnati Ohio 45236.

WESTERCON 23 (West Coast Science Fantasy Conference)

July 3 - 5, Francisco Torres, Santa Barbara, California. Registration: \$3.00. Estimated attendance: 300-500. For information: P.O.Box 4456, Downey California 90241.

ILLICON (Illinois Convention)

July 10 - 12, Sands Motel, Peoria, Illinois. Registration: \$2.00. Estimated attendance: 50-150. For information: Don Blyly, 825 West Russell, Peoria, Illinois 61606.

PgHLANGE II (Pittsburgh Science Fiction Conference)

July 17 - 19, Chatham Center Motor Inn, Pittsburgh, Penna. Registration: \$2.00. Estimated attendance: 100-200. For information: Linda Bushvager, 5620 Darlington Road, Pittsburgh, Pa. 15217.

AGACON (Atlanta Science Fiction Conference)

August 14 - 16, Regency-Hyatt House, Atlanta Georgia. Estimated attendance: 50-150. For information: Glen T. Brock, Box 10885, Atlanta, Georgia 30310.

HEICON 70 (1970 WORLD SCIENCE FICTION CONVENTION) [The Big One this year]

August 21 - 24, Heidelberg, Germany. Registration: 20DM (\$5.50) attending, 14DM (\$3.57) nonattending. Estimated attendance: 750-1500. For information: Heicon 70, D-6272 Niederhausen, Feldbergstr. 26A, West Germany.

MYTHCON I (Mythopoeic Society Conference [includes 1970 Tolkien Conference])

September 4 - 7, Claremont College, California. Registration: \$3.00. Estimated Attendance: 100-200. For information: David Ring, 1510 N. Euclid, Unland, Calif. 91768.

SECONDARY UNIVERSE CONFERENCE III (Academic-oriented science fiction conference)

October 16 - 18, Queensborough Community College, Queens, New York. For information: Virginia Carew, English Dept., Queensborough Community College, Bayside NY 11364.

SOME LAST MINUTE THOUGHTS

This issue was done in haste -- perhaps too much haste. We were up against a sudden deadline which required writing, editing and typing all material over a 4 day period. The next day was spent in running the issue off, and trying to get the cover printed in time. We've done this, and this issue unfortunately shows it. If there are things not to do when running a convention, there are things not to do when publishing a magazine, and we've done several of them.

We hope you'll excuse the numerous typographical errors; it's maddeningly hard to correct duplicator masters. And, too, we even left page numbers off 2 pages before we realized it, and hastily added numbers to the rest of the pages. This is also the first issue (of anything) typed on our new Selectric. We seem to have finally found the right pressure to use in typing, after much experimentation.

This issue goes out to better than 100 convention committees and suppliers; we hope you enjoy it. If you do, we'd certainly appreciate hearing from you.

-- Andrew Porter

THE COMPLEAT CON GUIDE PART ONE

PICKING A HOTEL

Most groups picking hotels know their city and the state of the hotel industry in it. We must assume that they have hotels capable of holding conventions of the size they hope to host, otherwise there is no need of the following article. There's simply not much point in looking for a hotel capable of holding a worldcon in some place where the largest hotel has 50 rooms and a ballroom capable of holding only 100 or so people.

Conventions today are bigger than ever, and frequently the cities have no kept pace with the growth of this industry. As a result, it has become necessary to find a hotel two, three or more years before the actual convention. Some large groups arrange for hotels in ten year groupings; there are now hotels which have bookings through the end of this century (and there are some hotels not even built yet which have the same arrangements!). Directories published by industry magazines, the Guides described in this issue, and that published by the Hotel Sales Management Association (55 East 43rd Street, New York, NY 10017) are good sources for figures on hotel size and facilities.

Of course, a major problem in picking a hotel is making sure you have one with the proper size function rooms; in the case of a worldcon you have to decide on the hotel long before the program is firmed up and all special interest groups have asked for rooms. So, naturally, the more choice of rooms that a hotel has the better off you are. To check the sizes of hotels write the sales managers of the hotels with full details of the convention -- attendance expected, function rooms needed, number of sleeping rooms needed, etc. You can also provide a questionnaire for hotels to fill in and return to you -- by making up a number of copies listing your needs you can hit several hotels at once instead of asking one hotel at a time for the information. Your best bet, however, is to work through your local convention bureau. They can provide the names of reliable suppliers of such things as buttons, name badges, and promotional flyers for the winning of the convention bid. They can also supply letters from Mayors and Governors and signs and banners to use with bidding campaigns.

The time of the convention is an important factor in choosing a hotel. Summer is not a very good time to look for a resort hotel for your convention. Likewise, October is bad for large city conventions (notice that there are none in October in the SF world?). The best time for conventions, for some reason, is the last half of June to the first half of September; also late November and all December. January to March is the worst time to look for an unoccupied convention hotel in major cities, as that is when major business conventions are usually held. During this time period poor weather is offset by the city services available to convention attendees.

Of course, you can get a better deal with the hotel if there is less pressure on them from competing conventions. But be sure to check hotel service on weekends, when a skeleton staff is often on duty. Many conventions have run afoul of large hotels which 'abandon ship' over the weekend, although providing good service the

rest of the week. If you really want to be sure that there will be adequate staff for your needs, get minimum commitments of hotel manpower written into your contract with the hotel. That's the only way to make sure that you'll have all the help needed to make the convention run smoothly.

Most large conventions start on Monday, and are over by Wednesday or Thursday. You can see that this is an advantage for SF conventions, because business conventions cater to workday schedules of businessmen, while our conventions are primarily fan oriented, and attended on off moments by both writers and fans. The best time to get confirmation of the convention is for Friday afternoon, not Saturday. Starting the convention on Friday means that the full staff of the hotel is on duty, and you can get the initial factors of beginning registration and setting of meeting and huckster room setups out of the way quickly (assuming, of course, that you have a situation where the hotel loses people over the weekend).

There are other problems with hotels. Sometimes the ideal hotel has poor travel and communication with the outside world (the Claremont, for example, was impossible for anyone without use of a car -- distant from the airport, bus & terminals, train stations). If your hotel is far from everything, you must give detailed plans of how to get there, and thorough details of what lines of travel and communication there exist between the hotel and the outside world. It may even be necessary to arrange your own fleet of passenger cars or buses to simplify travel arrangements, as was done at the BayCon.

There are five types of hotels that SF convention committees should be concerned with. They are: 1. Large Hotels; 2. Small Hotels; 3. Motor Inns; 4. Airport Hotels; and 5. Resort Hotels. Each type has advantages and disadvantages that you should consider before choosing it as the site of your convention.

The large hotel has the best selection of function rooms, services to the convention and guests, and largest choice of guest rooms and suites. In addition, it is generally in the center of the city, near everything important to the attendees (cheap restaurants, liquor stores, camera stores, etc.). The major disadvantage is that, being a large hotel it is likely to have several other groups in the hotel, possibly larger than your group and antagonistic towards it. After all, what self-respecting Sons Of The American Revolution Society wants to be in the same hotel with those weird Science Fiction people? Never mind that they're half your size and don't drink -- they're better than you are, by God, and they want everyone to realize that. Another disadvantage with the nearness of things is that this will syphon off people who want to go exploring, and you're apt to loose people -- and speakers -- to the wild excitements of downtown Elko, Nevada.

The small hotel means that you are the sole customer, taking over the entire hotel. The disadvantage is that there are fewer function rooms, generally of smaller sizes, too, and the services and staff available to you are not as widely experienced and diversified as at a larger hotel.

The motor Inn provides easy access to members of the convention coming by car. However, the same problems apply as that of the small hotel, coupled with the possibilities of hordes of tired motorists complaining about noise from fan parties, plus the bonus of 3 busloads of retired kindergarten teachers which have filled up the hotel because the management knew you couldn't possibly take as many rooms as you had said would be occupied by fans.

The Airport Hotel generally has good facilities, parking, and possibly resort-like recreation facilities as well. The disadvantage is the possibility of only a

small number of rooms being available because of airline delays or unexpected bad weather. Other disadvantages include the distance from the city center, where exploratory trips to places in the city will consume a whole day; unavailability of outside services such as cheap eateries, liquor stores (hotel liquor stores charge all that the traffic will bear, generally), food stores for people bent on saving their money, etc.

Resort Hotels have recreational facilities generally lacking in other types of hotels. They generally have good meeting facilities, and good out-of-season rates. However, because of their sports facilities people will tend to gravitate to the pool and shady glen, rather than the debate between New and Old Wave forces. Nothing is more disastrous than an audience of 14 in a hall seating 500. Because of this, time must be apportioned to poolside conviviality, which can cut into a program something fierce. Another disadvantage is the lack of services, even more extreme than at other hotels, even airport hotels. A resort, far from everything, is a bad place to be if you're hungry at 2 am, which a great deal of fmas seem to be.

Personal inspection of hotel facilities is the best way to find out how good the hotel really is. This doesn't mean being shown around by the sales manager, and being wined and dined at his expense in the most fancy restaurant in the hotel. It means reserving a room several days in advance, checking in (and noting how your reservation was handled), eating in the coffee shop, local sumptuous eating place, etc. Also seeing when the maid comes to clean your room, how the towel situation is, whether adequate soap and changes of linen are supplied. It also means talking to bellhops and service people about what they think of conventions in general. If there is one in the hotel while you're there, bitch about it to the assistant manager -- then see what he says about conventions in general. Finally, check room sizes against what is shown in hotel portfolios. Frequently, the sizes may be exaggerated to make rooms seem spacious, when actually they are 8' x 10' cubbyholes. And, too, while that other convention is on, talk to the people in charge and ask them how things are going. If they have problems, they'll be more than willing to tell you about them -- and then you can bring these things up when you negotiate -- or your committee decides that this hotel is not really interested in hosting your convention.

PART TWO

NEGOTIATING WITH THE HOTEL

The following questions are ones that you should ask the hotel -- or your committee when it's about to begin dealing with hotels. For simplicity the questions (and suggestions) are arranged one to a paragraph, and numbered.

1. Get a commitment from the hotel on how many singles and doubles they will reserve for your convention. The hotel may have other groups or non-convention rooms booked already.
2. Find out who has control of room assignments. The members of the committee, GoH, and other people should have specific areas of the hotel where they should be located. For instance, the convention committee should not be in rooms far from elevators and the center of things.
3. Find out how much pressure the sales manager can bring to bear on union employees and other people concerned with your convention. If he promises you everything

but has no status with unions or the banquet department, his promises are meaningless.

4. Find out if the hotel will be refurbished, and what changes are being made in the arrangements of electrical outlets and rooms, etc., so as to plan functions. Obviously it makes sense to hold an Art show in a room that will be equipped with moveable spots and adequate light sources. Nor should movies be shown in a room that is scheduled to become fitted with a low-hanging chandelier.

5. Check to find out if anyone will be assigned especially to handle your convention while it is in operation. Make sure how much of his time you have, and whether he is in charge of other functions at the same time. Also find out how much authority he has to make decisions and influence hotel staff.

6. Make sure all rooms are air-conditioned.

7. Make sure all room rates are guaranteed for the rates specified on the reservation cards. If room rates are going up between the time you reach an agreement and the time of the convention, make sure you know exactly how much. This will help you in dealing with bidding politics as well.

8. Determine which unions are in control in the hotel. Play it softly -- if you enrage unions, you may very well cause the whole hotel to walk out on strike.

9. Check to see which other events (weddings, dinner parties, etc.) are booked in with your convention. Make sure other groups are not diametrically opposed to you. It would hardly do to have a flying saucer convention in the same hotel -- or Sigma Alpha Rho.

10. Try to hold a meeting with the principal members of the hotel staff before the convention. Find out who is responsible for what -- and they should find out who is in charge before the con starts. Also try to get a copy of the memo regarding your meeting. If there are any misinformations in it, correct them before things start to go wrong.

11. Find out if the hotel manager is easily reached, and where -- also how experienced he is. Same for the sales manager, banquet manager, etc.

12. Get in touch with the security office. Arrange details about Art Show, Hucksters Room, meeting rooms before the convention begins. Make sure that the Art Show will not be left standing open after cleaning staff does its job. Or, make sure cleaning staff skips key rooms during the convention, leaving them alone. Also arrange for discussion with the house dick and rent-a-fuzz before things start to go wrong. If you get to them at the beginning, they will follow your instructions -- not leap to conclusions about how they should do things.

13. Get a list of phone numbers where key hotel people may be reached. Likewise, give numbers of key people on your committee to the hotel. And keep a list of who is on duty when, and in what part of the convention.

14. Find out about projection screens, projectors, charges for equipment, PA, etc. equipment before the con begins so you can determine exactly what equipment you want to use, and how much it will cost. Determine union rules for projectionists; where you can rent additional equipment; who is in charge of extra tables, chairs, AV equipment. And, find out who is in charge and where controls for air conditioning are. Nothing like a hot, smoke filled room to drive the audience away from sessions.

15. How soundproof are the walls of the meeting rooms? If there are sessions going on with other conventions nextdoor (remember Sigma Alpha Rho in '63?) make sure that they can't hear you, nor you them. Is there a bar with live music next to the ballroom? Will sounds from the artshow filter into a meeting room? Also determine the amount of lighting available to function rooms. Are there lots of lights for the artshow and huckster rooms? Can you turn the lights out in the Ballroom and run a movie? Or are the lights on the same circuit as the projector, as they were at a past Lunacon (the result was that all the lights in the room were unscrewed from their sockets while the movie was run; hardly acceptable in a ballroom).

16. Can the telephone in the back of the meetingroom in use be silenced? There's not much sense to having an absorbing speaker constantly interrupted by the ringing of the house phone.

17. What is the total number of meeting rooms available? Make sure you're covered for special interest groups that didn't bother to tell you they wanted a room until the convention began. Make sure you have floor plans of the entire hotel and the individual meeting rooms so you can show people in charge of individual rooms exactly where they are, how to get to them and how they should be set up. And make sure that the advertised capacities are the real capacities. Hotels may tell you a room holds 100 people -- but that's only if everyone is standing up...

18. Make sure elevators, escalators and stairways are located for smooth traffic flow. Is there just one elevator going to an important room such as the Art Show? Where are stairs to the ground floor? Where are elevators to the guest rooms? How many elevators are in use at one time? Do elevators cut back to just one or two at night when "other" conventions don't need them -- but your does?

19. Make sure what rules apply to putting banners and posters on walls. This is especially important if there is con bidding going on. Some hotels firmly refuse to allow it -- others permit use of masking tape, but not pins and stapels. Make sure that function rooms can be identified by placing signs or plaques where they won't be taken down every night by the hotel cleaning staff.

20. Make arrangements for registration equipment with the hotel. What equipment is available for you use -- desks, typewriters, filing equipment? Where should registration take place? The hotel knows the best place for efficient traffic flow; but make sure that there's enough light for people to see what they're doing. If there isn't, move the registration area or make sure that temporary lighting can be added during registration.

21. Arrangements for handling of reservations should be made with the hotel before you send out reservation cards. Some committees handle it directly, keeping their own count of registrants. Others let the hotel do it for them. Make sure the hotel supplies registration cards, and make sure they get the right room rates on them. Establish an official policy with the hotel on late arrivals and late check-out time -- especially important if the last function of the convention takes place after the official checkout time. Check hotel policy on complementary rooms -- most hotels supply such rooms in relationship to the number of guestrooms reserved or size of the group coming in.

22. Check state and local liquor laws; can liquor be served on Sundays? How about availability of the booze? State or retail stores; what are their hours? What's the best way to pay for liquor at parties? Do you need a bartender? Union or no? If so, how much will it cost? How about room service -- liquor allowed? What are the hours for room service -- and find out how much it costs. Also, is free ice available?

23. Will the con committee have rooms available as an office/storage space? The committee needs space to store auction materials, Hugos, etc. See what will be furnished, whether it will be storage space or a complete office. Most hotels make office space available as a matter of course. Make sure that it is lockable, of course.

24. You should know how far the hotel is from the airport, bus terminal, train station. How long does it take by car from these places to the hotel? What is the route for people coming by car? Is parking available? If so, how much does it cost? Will there be parking in conjunction with the hotel, at special rates? Is limousine service available between the hotel and the airport? How much does it cost and when does it run? Are there airline offices and car rental units in or near the hotel?

25. What is the final deadline for banquet ticket reservations? When must you choose a banquet menu? Is there a choice of entrees? What guarantees are required by the hotel? Make sure you acquaint yourself with gratuities and taxes applicable to the banquet fare; frequently it will raise the cost of the banquet by as much as 25%. What are the public dining rooms? Coffee shops, drug store, fancy restaurant, etc? All may be selling points for the convention -- or detracting points, if they are of poor quality.

26. Is there swimming or other sports facilities at the hotel? Does the hotel have brochures suitable for distribution as propaganda for your bid? Can you send out material with reservation cards as a further inducement to join and attend the con?

27. What is the hotel policy re: signs and banners in the public areas of the hotel? Some permit it -- others are strictly against it. Find out who is in charge of the bulletin board -- make sure you are listed as the "1970 Flacon" rather than as "World Science Fiction Association meeting" if you wish.

28. Find out details of unloading for the huckster room -- what are practices for bellhops, hours of the package room, freight elevator locations and time of operation. Can con attendees set up displays and art show themselves or must the union do it? Who is in charge of incoming display, huckster and other equipment? What is the outside location of the freight elevator? What street is it on, and what are parking regulations at that point near the hotel?

These questions are all basic to providing a good convention for attendees, no matter what the size. There are other questions you can ask the hotel, but these are the basic ones. And remember the most important point in your dealing with the hotel -- *GET IT IN WRITING*. If you have written guarantees of verbal promises, you can't go wrong.

[[Next issue: Procedures for registration -- Part 3 of *The Compleat Con Guide*.]]

PHILCON REPORT

[Continued From Page 4]

Instead of asking that room parties quiet down, Philadelphia police were called in by the hotel to close down parties. Prostitutes in the lobby harassed one convention member. The list can go on, but it is simply obvious that this was a clear example of how not to run a convention.

PhilCons have almost traditionally been poorly managed. If each year's convention committee cannot learn from last year's mistake, then perhaps there ought not be a PhilCon.

CONFERENCE AND CONVENTION SERVICES AVAILABLE FREE

The services, books, pamphlets, and organizations listed below are all advertisers in the various trade magazines of the convention and meeting field. In most cases, services are available free. This listing should be also; but we advise you write for details before jumping in completely.

THE SCILENLEY GUIDE TO PROFESSIONAL HOSTING is the name of a pocket-sized pamphlet available free of charge from the Convention Sales Dept., Affiliated Distillers Brands Corp., 1290 Avenue of the Americas, New York, NY 10019. Although aimed at company hospitality, this booklet is applicable to SF parting as well -- offering advice on stocking and running of parties and the like.

THE OFFICIAL CONFERENCE GUIDE is available for \$24.50 from Conference Service Corporation, Dosoris Lane, Glen Cove, NY 11542. The Guide reviews over 1,000 meeting facilities on 247 sites throughout North America.

FREE LITERATURE ON THE BUYING AND SERVING OF LIQUOR is available from Mr. Gerard C. Mooney, Mgr., Convention Division, Hiram Walker, Inc., P.O.Box 3382, Detroit, Michigan 48214. Literature available indicates how much and what type of liquor to buy, and how to serve it in order to keep your party going full blast (presumably for as long as possible, too).

A MEETING PLANNERS SERVICE is available from Mr. L.J. Reid, Continental Airlines, International Airport, Los Angeles, Calif 90009. The service offers meeting planning, site and facility selection help, travel and accomodation help, and other services.

PLANNING GUIDE is available from Meeting Masters, Inc., 521 Fifth Avenue, New York NY 10017. A general guide to conducting meetings and conventions, it also offers a look at the services available from Meeting Masters, Inc.

HELP IN FIND A SITE is available from Mgr. Convention Sales, TWA, 605 Third Avenue, New York NY 10016. In addition hotel accomodation help, direct mail information and other services are available from this airline.

CANADIAN CONVENTION HELP is available from Chief, Convention Promotions, Canadian Government Travel Bureau, 150 Kent Street, Ottawa 4, Ontario.

CONVENTION SERVICE INFORMATION is available from Convention Sales Manager, National Airlines, Inc., P.O.Box 2055, Airport Mail Facility, Miami, Fla 33159. National now serves London direct from Miami, and is taking the occassion to promote their convention services.

COORDINATION OF FLIGHT SERVICES is offered by Robert B. Miller, Mgr. Convention Sales, Delta Air Lines, Atlanta Airport, Atlanta, Ga 30320. The airline offers a service that includes promotional flyers, fare advisories, and local assistance for convention delegates.

INTERNATIONAL HOTEL REPRESENTATIVES is the title for the Leonard Hicks organization. They offer free site selection for the properties they represent throughout the world. For information look them up in your local phone book -- they have offices in most

North American cities.

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AMERICAN AIRLINES OFFERS FREE HELP with the arrangement for transportation to your convention, as well as other services. The airline will make reservations for American or over 40 domestic and foreign airlines, plus keep reserves informed of flight arrangements by phone or letter; offer suggestions on meeting sites; arrange ground transportation at the meeting site; plus other things. For further information contact Mr. R. Pease, Manager Convention & Group Sales, American Airlines, Inc., 633 Third Avenue, New York, NY 10017.

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INCENTIVE GROUP TRAVEL ARRANGEMENTS can be made through Pan Am. The airline offers a 5-14 day fare to Lisbon and back of \$175. For details contact Pan Am, Dent. DC, Pan Am Building, New York, NY 10017.

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OFFICIAL HOTEL AND RESORT GUIDE gives complete descriptions of more than 22,000 hotels, motels and resorts in more than 190 countries. Completely updated throughout the year with revised sections mailed directly to the subscriber, the Guide is available at \$65.00 for the two volumes (Western Hemisphere and Overseas) from OHRG, 6338 Victoria Avenue, Montreal, Quebec, Canada.

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AIR CANADA helps you plan conventions, tells you about Canada, and helps you plan for after the convention. The airline can arrange tours, find hotels, and provide services for convention committees interested in Canadian conventions. Write Convention Advisor, Air Canada, P.O.Box 598, Montreal 101, Quebec, Canada.

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CHECKLIST AND BUDGET PLANNER is published by the Meeting Materials Division, American Binder Co. of California, 66 Berry Street, San Francisco Calif 94107. Aiming primarily at Northern California meeting planners, the American Binder Co. offers one-stop availability for registration supplies, signs, trophies, printed literature and other convention needs.

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EASTERN AIR LINES offers the same services most other airlines offer, although their current advertisement features a gold tournament, which seems to be a little out of SF's line of interest. But it wouldn't hurt to write Mr. William Allen, Manager, Charter & Convention Sales, Eastern Air Lines, Inc., 10 Rockefeller Plaza, New York NY 10020, to see what general services Eastern has available.

HEIDELBERG INFORMATION:

LODGING INFORMATION: Office, Main Railway Station, open weekdays 10 am - 8 pm; Sundays 2 pm - 8 pm.

TELEPHONE FOR TAXICABS IN HEIDELBERG: Tel. 2 22 22.

FOREIGN EXCHANGE: Exchange office open in the Main Station building, Tel. 2 78 72, open Monday through Saturday from 7 am - 8 pm, offering money change and exchange, and travelers cheques.

LODGING INFORMATION: Further information available from American Express, which will be making all arrangements for lodgings. CONVENTION has available, in addition, a "Guide To Hotels, Boarding Houses, Restaurants" available from the German Tourist Office, 500 Fifth Avenue, New York, NY 10036. We suggest you write, asking for copies and enclosing a stamped, self-addressed envelope.

OTHER INFORMATION: Further information on the HeiCon Air Charters, travel arrangements, and passport requirements is available from Don Lundry, RD 1 - Old York Estates, Hightstown, NJ 08520, publisher of THE HEICON FLYER.