

2019 World Fantasy Convention Party Information

So, you are considering a party or event at World Fantasy 2019.

Well, you've taken the first step in requesting information from the Party Coordinator. This year that happens to be me, **Genny Dazzo**. A lot of information is included in this document, but even though one does try to be thorough, things do get missed. If you are not able to find the information you are looking for or are uncertain of the information provided, please do not hesitate to contact me directly at parties@wfc2019.org

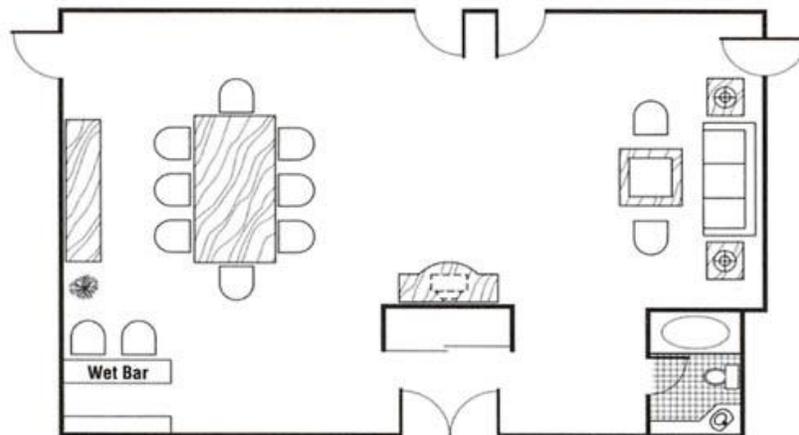
Why the delay?

We thank you for your patience. The Marriott has been undergoing major renovations and we had a few false starts along the way. The good news is that we are now ready to provide you with the information you need to make your party a success.

Suites Overview

Anaheim and Newport Suites

The suites we will be using this year are located on the first floor of the Marriott and very near each other and the pool. Each suite has a central room and two connectors (both double/double sleeping rooms). All three rooms can be utilized during your event.



*Central room only shown, there are two sleeping rooms attached that will also be used for the party/event

Suite Availability

We have morning, afternoon and evening times available for both suites. Your event will be allocated a certain number of hours; you do not have to use all of them. However, taking longer must be approved in advance, and your room must be cleaned prior to your departure. We ask that if you are planning on only an hour or two, consider a morning event.

PLEASE NOTE: THESE ARE NOT FINAL TIMES BUT EXAMPLES

Party start and stop times will be staggered to encourage continuous activities. The times listed below are examples only and start times may be adjusted to accommodate other events. Once the full schedule is set you may be able to set up earlier or have more time overall. We just don't know yet.

Morning

A perfect way to start the day! Whether it is bagels and lox, fresh fruit, or breakfast Mimosas, Morning events are a great way to start everyone's day!

Available Friday, Saturday and Sunday. You would take possession of the suite during set up.

8:00 to 9:00am	Event set up
9:00 to 11:00am	Your Event
11:00 to 12:00 noon	Event cleanup

Afternoon

Time for tea or a special lunch. What a wonderful way to introduce your latest author or just have a friendly social meet and greet. Fresh tea and cookies or a sandwich bar. Afternoons offer several creative possibilities.

Available Friday and Saturday only. You would take possession during event set up.

12:00 to 1:00pm	Event set up	11:00 to 12:00 noon	Event set up
1:00 to 4:00pm	Your Event	12:00 to 3:00pm	Your Event
4:00 to 5:00pm	Event cleanup	3:00 to 4:00pm	Event cleanup

Early Evening

Wrap up the day in style with cocktails and hors d'oeuvres or let your imagination run wild. An evening event is a great way to end a perfect day.

Available Thursday, Friday and Saturday only. You would take possession during event set up.

5:00 to 6:00pm	Event set up	4:00 to 5:00pm	Event set up
6:00 to 9:00pm	Your Event	5:00 to 8:00pm	Your Event
9:00 to 10:00pm	Event cleanup	8:00 to 9:00pm	Event cleanup

Late Evening

Wrap up the day in style with cocktails and hors d'oeuvres or let your imagination run wild. An evening event is a great way to end a perfect day.

Available Thursday, Friday and Saturday only. You would take possession during event set up.

7:00 to 8:00pm	Event set up	9:00 to 10:00pm	Event set up
8:00 to 11:00pm	Your Event	10:00 to 1:00am	Your Event
11:00 to Midnight	Event clean up	1:00 to 2:00am	Event clean up

Suite Pricing

Pricing is the same for both suites and varies by the time of day. Suite rental payments will be made directly to the convention. An Invoice will be provided upon agreement of time and date. Payments must be received by October 20th. Payments will be accepted via Square Invoice.

	<u>Suite Pricing</u>
Morning	\$75.00
Afternoon	\$125.00
Evenings	\$175.00

Food and Beverage Information

Please Note: there is **absolutely no cooking allowed in any suites or rooms at the Marriott.**

We have full corkage in both suites. But be discreet, the hotel will respond if there is a complaint (usually noise). Since both suites open to the pool area, we ask that you close those doors after dark. The noise does carry, and complaints can come from much higher levels.

Alcohol

Should you wish to have alcohol at your party, please remember that you are responsible for your attendees and you must obey the law. Drinking age in California is 21. Please make sure you are not serving alcohol to anyone under the legal drinking age. If someone appears to be overly intoxicated, please take responsibility for that individual and see them safely to their room.

Non-Alcoholic Beverages

There are no restrictions on non-alcoholic beverages. These may be brought in from the outside. We suggest individual cans or bottles. Less muss and fuss overall.

If you are bringing in large quantities of beverages, *WE RECOMMEND DISCRETION ON BRINGING THEM INTO THE HOTEL.*

Food

Outside food can be served in the party suites within reason, but please be discreet upon entering the Marriott. Rip and tear items are always easier to clean, but also consider other items that will make your party a success. Cheese platters, fresh fruit and pastries are all good options.

Information on what may be purchased from the hotel can be forwarded to you upon request. Please note that this can be an expensive way to cater your party, but a great option if you're looking for a special supplement. Contact parties@wfc219.org if interested.

... again, USE DISCRETION ON BRINGING ANY FOOD INTO THE HOTEL.

Ice

Though you may purchase ice through the Marriott, we suggest you find an alternative. There are a limited number of ice machines located in the hotel but counting on them to have enough ice for your party is iffy with a large group in the house. We suggest that you purchase your ice from an outside location such as a convenience store or supermarket and bring it in via a cooler.

If you have any questions regarding food and beverage, please contact me directly at parties@wfc2019.org.

Signage

The Marriott LAX requires all signage to look professional. Please, no handwritten signs; they will be removed. Signs may be posted on the Convention level only, and you are required to use BLUE TAPE. The Marriott has just completed a multimillion-dollar renovation of their facilities. Please do not be the first one to damage it by not following the rules.

Shopping

There are several places to get supplies in and around the area. If you need assistance in locating specific items, please ask! We are here to assist parties@wfc2019.org.

All parties held in the Anaheim and Newport Suites must be open to all attendees. If you are interested in a private party, please contact housing@wfc219.org for private suite availability.

Finally

Who are your guests?

Now it's our turn to be a bit nosy. It is VERY important that you provide us with a list of those individuals you expect to participate in your event.

We want to make sure that we do not Program these people against your event. There is nothing worse than throwing a party for your newest author and they are on a program panel somewhere else! So, when you are ready to reserve, having these names handy is very important.

The following questions are to help us better meet your needs. Please fill in your information, save the file and email us a copy at parties@wfc2019.org.

Event Name:

Preferred Length of event (do not include set up or teardown):

For the following, please use the terms: "Morning", "Afternoon", "Early Evening" and "Late Evening". Provide us the day of the week and give us the time you actually want your party to start. (Example: Early Evening Thursday 6:30pm).

We will work with each of you to accommodate your preferences.

First Choice of Weekday and Time Frame:

Second Choice of Weekday and Time Frame:

Third Choice of Weekday and Time Frame:

Are you open to other options? Yes No

Names of guests who you need at your event (so we don't program against your function):

Pre- Convention Contact Name:

Contact Email:

At-Convention Contact Name:

Phone Number for At-Convention Contact (to be used on-site):