

Thank you for your interest in being a dealer at Furnal Equinox 2012!

We aim to provide a fulfilling and profitable experience to all dealers and artists attending Furnal Equinox. We look forward to working with you and hope to provide you with all the help and advice you need to plan your weekend, and to make the sign-up process as straightforward as possible. We hope to provide you with a pleasant and profitable weekend for working behind your tables all day, and hopefully a bit of time for fun as well!

We hope that all the information you require can be found written below or elsewhere within this dealer package. All registrations and questions relating to the Dealers Den should be sent to the Dealers and Artists Coordinator (Silvax) at dealers@furnalequinox.com.

Timetable

The timetable for the Dealers Den is as follows (subject to change):

Day	Dealer Setup	Open To Public	Closed To Public	Closed To All
Friday	11:00 am	6:30 pm	9:30 pm	10:00 pm
Saturday	9:00 am	10:00 am	6:00 pm	7:00 pm
Sunday	9:00 am	10:00 am	6:00 pm	8:00 pm

The Dealers Den will be locked and secured each night starting 1 hour after closing time. After the Dealers Den is locked, the doors will not be opened for anyone until the following morning.

Dealer setup time on Friday ends with the opening ceremonies from 6:00 to 6:30 pm, after which the Dealers Den is open for business. This will give you a chance to attend the opening ceremonies. Similarly, the dealer's room will close at 6:00 pm on Sunday and closing ceremonies will start at 6:30 pm. You will have time to pack up after closing ceremonies should you wish to attend them. Security will be present in the room during these periods to supervise your wares.

Hotel check-in is at 3 pm (although times as early as 1 pm are possible) and check-out is at noon. Please note we have little or no storage space, although the hotel front desk does have some storage space available for you before and after checkout.

Dealer Areas

As in 2011, the Dealers Den will be located in International C (see attached floor plan).

There are a total of 44 dealer spaces available (subject to change). Each "space" will be provided with one chair, and tables will be covered in a white table cloth provided by the hotel. You may bring your own table covering if you wish but only for your allocated table space.

Each space is 4' by 30", or half of an 8 foot table. If you are renting a 4 foot space, be prepared to share your table with someone else and respect each other's table boundaries. We will ensure that if you rent two spaces that they will be contiguous, but we cannot guarantee that they will not bridge two tables (although we will try our best to avoid this).

How to Apply for a Dealer Space

To apply for a dealer space, fill out the form on our website (<http://www.furnalequinox.com/Dealers>). Please complete all sections. Once your application has been approved, we will provide you with a link to pay for your registration and table. Your table is not confirmed until payment is received. Please note that applying does not guarantee you a dealers table, as spaces are limited and we reserve the right to approve or reject applications at our discretion.

After your registration and table rental have been confirmed, our Dealers Den coordinator will contact you to obtain further information from you as required and to keep you updated and informed of any changes relating to the Dealers Den and other convention events.

Prices and Payment

NOTE: Prices are for a three-day rental and include one convention registration for you. Your assistants must register and pay for the con separately.

Space Size	Cost (includes single admission)
4' x 30"	\$70
8' x 30"	\$100
8' x 30" (corner)	\$125

An online registration and payment link will be provided when your request is approved. Payment by PayPal (or major credit cards) is preferred. We will accept money orders if no other method is available: please contact us for further information and details on sending us a money order.

Deadlines for Booking

The deadline for reserving a table is four weeks prior to the convention (February 17, 2012). We may have some spaces available after the deadline and will contact you if you are on the waiting list. If you cannot attend the convention or wish to change the name of the dealer registered to your slot, please let us know at least two weeks before the convention (March 2, 2012). There will be no refunds after this time.

Waiting List

If you would like a table but we are fully booked, we will place your name on a waiting list. If table space becomes available you will be contacted prior to the convention. Vacancies will be filled in the order that we receive waiting list applications, but we will NOT have time to wait to allocate spaces, and if you don't respond promptly we will simply move on to the next person on our list.

If there are still unbooked spaces available on the day of the convention, we will allow for last minute table bookings. However you must immediately contact a member of the staff (at the registration table or Con Ops) who will put you in touch with the Dealers Coordinator or an assistant. You will still have to pay the same prices as other dealers for a table space even if you arrive late.

Electricity

Electricity will be limited. Laptops and sewing machines will be allowed, however lighting or heating equipment cannot be supported due to power limitations and safety concerns. If you need electricity for your table, let us know when you apply and we will do our best to organize the room to accommodate you and other dealers. We may ask that dealers bring a 20' extension cord and power bar, in order to ensure that our limited supply of these is not exhausted. We will contact you if we cannot supply you with electricity before the event.

Dealer Assistants

Dealers are limited to one assistant, who must also be a paying member of the convention. When you apply, please include the badge name of your assistant. Only one chair will be allowed per table space so this means that you and your assistant will not be able to sit together unless you rent an 8 foot table. Please also refrain from blocking aisles and exits.

Security

The Dealers Den will be securely locked when not in use. We will also have security walk through regularly during the day as well as having the Dealer Room Assistants ready at hand. At 9:30 pm on Friday, and 6 pm on Saturday and Sunday, the Dealers Den will be closed to the general public, however dealers, their assistants and staff will still be permitted in the room to tidy up and pack away. You can leave your stock overnight in the Dealers Den. We will lock this securely, however the convention cannot be held responsible for loss or damage.

Permits and Taxes

Dealers are not obligated to obtain any permits or sales tax licenses to sell at the convention. However, dealers assume ALL responsibility for ensuring that they are in compliance with federal and provincial tax laws. Dealers from outside of Canada should also make sure that they are in compliance with the requirements to sell their wares in Canada. Furnal Equinox is not in a position to advise dealers with regards to this, and we therefore recommend that you seek advice from a legal representative or tax professional.

Food and Drink

At Furnal Equinox, we care about our dealers! We will have volunteers available to pick up food for you from nearby restaurants. This will allow you to man your table during the Friday evening session, as well as all day Saturday and Sunday. We will also have some drinks and plenty of water available.

Shipping and Storage

The hotel will accept shipped and clearly labelled packages containing displays and other items before the event, but you must take all items with you when you leave. See the "Exhibitor's Rules" document included with the application package for more information.

Rules for Dealer Space

- Be tidy! Keep your stock under your table and throw away your trash.
- Dealers cannot use wall space for hanging posters or other artwork. All artwork or advertisements must be put up by convention staff only to prevent damage.
- Displays must not block either aisles or exit routes. It is preferred that everything be displayed on top of your table.
- Keep behind your table when you are working or selling, and make sure your customers do not obstruct passageways.
- Please respect other dealers' stock. Any breakages must be paid for.
- If you are selling adult products, please keep them discreet. "Naughty bits" must be censored, or adult related material must be kept in a separate binder that is closed or out of sight. It is up to YOU as a dealer to check the badges of those who are viewing your work (including the second and third rows of people at your table). Minors will be clearly identifiable by their badges.
- No pirated material. All material must be owned by the dealer or approved for sale by the owner.
- Compilations of art must have the approval of the originating artist.
- All products must be in accordance with Canadian law.

General hotel rules must also be followed. The hotel's "Exhibitor's Rules" will be included in your dealers package.

Please Respect Others!

Above all, be professional! Anyone being intentionally disruptive will be removed from the room, or even ejected from the convention. This goes for the dealers as well. The Dealers and Artists Coordinator and Dealer Room Assistants reserve the right to deny service and ban individuals from the convention if rules are violated.

Final decisions related to the dealer room and tables fall to the Dealers and Artists Coordinator. You may appeal to the co-chairs if there is any dispute.