



**Furnal
Equinox**

Art Show Exhibitor Package

Thank you for your interest in participating in the **Furnal Equinox 2019 Art Show!**

Before you apply, please read the following overview and rules carefully, even if you've exhibited work in the Art Show at Furnal Equinox in the past!

If you can't find the answers to your questions here, or you have concerns about any of the rules, please contact the Art Show Coordinator at artshow@furnalequinox.com.

What is the Furnal Equinox Art Show?

We're pleased to provide the Art Show as an opportunity for exhibitors to sell and promote their work.

Our Art Show follows a similar structure to other events, in that:

- Exhibitors' work is displayed on panels or tables in a secure, staffed area. Attendees may view the pieces and place bids on them.
- Attendees bid on an item by writing their offer along with their name and badge number on the item's attached bid sheet. Bids increase starting from the minimum bid set by the seller. There is no limit on the number of bids per item.
- Exhibitors may set a "Buy Now" price, allowing the bidder to claim the piece immediately.
- At the end of the Art Show, the piece is sold to the highest bidder. The buyer pays for their purchase and claims the item.
- Exhibitors are paid the proceeds from sales of their art, less a commission amount set by the show, after the show closes. If a piece received no bids or the bidder fails to pick up the item, it is returned to the exhibitor.



Obtaining Art Show Space

To reserve a spot in the Art Show, please fill out the application form on the Furnal Equinox website prior to the convention. The link will be available on the [Art Show page](#) when applications are open.

Specify the number of display panels you would like to reserve, up to a maximum of 3 per exhibitor. The Art Show Coordinator will review the applications and contact you with the number of panels that you have been allocated. Please indicate if you will need table space for heavy items or items that cannot be hung. Table space is limited, and will only be assigned by Art Show staff at their discretion.

Fees and Payment

While there is no charge for the space allotted to display your art, a commission of **10%** will be taken from any artwork sold in the show. **Please note that your convention admission is not discounted for exhibiting works in the Art Show.**

Waiting List

If you would like space in the Art Show and we are fully booked, your application will be placed on a waiting list. If space becomes available at event, we will contact those on the waiting list. You will need to respond **within one hour** once notified, or the space will be offered to another person on the waiting list.

At-Con Signup and Extra Space

If space in the Art Show is available during the convention, the Art Show staff may either assign this space to new exhibitors or increase the allocated space for current exhibitors. Please see Art Show staff at the convention to learn more about what options may be available.

Agents

If you cannot be present at the convention, you must designate an agent to act on your behalf prior to the convention. Your agent must be a registered attendee at the convention, and you must inform us of the name of your agent on your application.



Art Show Logistics

Shipping and Handling of Items

Due to liability considerations, **we will not handle any mail-in items**. Exhibitors and their agents are solely responsible for delivering and hanging their items, and removing unsold items at the conclusion of the Art Show. Furnal Equinox assumes no liability for damage or loss of items not removed at the end of the convention.

Packages can be shipped to and from the hotel. Further information about the costs and policies of the hotel's inbound and outbound shipping processes can be found [here](#).

The address is as follows:

Westin Harbour Castle

Anthropomorphic Events of Ontario – Thursday, March 14, 2019

Hold For Guest: (Guest Name) (Guest Cell Number)

1 Harbour Square

Toronto, ON M5J 1A6

Canada

Neither Furnal Equinox nor the hotel assumes any liability for shipments. International shipments may be held by Canadian customs, so exhibitors may want to ship to a friend or agent who can intervene if needed.

Marking Items

Please ensure that each piece of artwork brought to the convention is labelled in some way with the name of the piece as well as the artist/exhibitor's name. This will prevent confusion or loss should the piece be moved, shifted, or otherwise separated from its bid sheet.



Filling Out Bid Sheets

When you arrive at the Art Show and are assigned your space, you will need to fill out a bid sheet for each item for sale. You may display items that are not for sale, but they should be clearly marked as such. Art Show staff must check and approve each completed bid sheet, and will assist you if required.

Please be prepared with the following information for each item:

- The name of the piece and a brief description of the item. Be sure to state if the item is a reproduction or original, its medium, etc.
- Minimum starting bid. An item with a reasonable minimum starting bid is more likely to get the interest of bidders.
- (Optional) A “Buy Now” price, which is the amount a bidder must pay to claim the item immediately. Please note that setting a “Buy Now” price effectively sets a ceiling for bids.

Once a bid sheet is approved, the artwork is officially entered in the Art Show, and may not be withdrawn.

Hanging Artwork

Exhibitors and agents are responsible for securing their artwork properly. Art Show staff may be able to assist if requested and as time allows.

Artwork is hung on specifically designed art display panels, for which Art Show will provide a limited supply of hooks and picture hangers. We do not assume liability for any damage caused to items by improper hanging.

The new dimensions of a panel is two 37.3” x 33.3” ‘squares’ directly above one another. Please let us know if you would like a single unblocked panel or a panel with a table in front of it. Either case is considered one panel in our form. The 18” deep tables are ideal for pieces that are heavy or three-dimensional. Supply of tables is limited.

Exhibitors are encouraged to bring signs to attach to their panels for identification. The Art Show will supply name plates to any exhibitor that registers before the convention, and to others at their discretion.

Bid sheets should be attached by transparent tape or other supplied means to the panel or table. Tape should only be used at the top of the bid sheet.



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Pickup and Payment to Exhibitors

At the end of the Art Show, exhibitors and agents **must** pick up any unsold pieces from their panels.

All proceeds from items sold at the Art Show, less the 10% commission, will be paid to the exhibitor or their agent at the conclusion of the convention by cheque. Each sold item will be documented by the bid sheet and a receipt for payment. Items bid on but not picked up will be returned to the exhibitor. The convention will assist the exhibitor in contacting the purchaser to arrange delivery and payment if requested. All payments will be in Canadian dollars only.

If the exhibitor fails to pick up their cheque at the convention, Furnal Equinox will make contact after the convention to send proceeds from the show.

Furnal Equinox accepts debit and credit cards for payments from buyers. There are no additional fees to the exhibitor for this service.



Timetable

The times shown below are subject to change until the event schedule is finalized. Please check the Furnal Equinox website prior to the convention for any updates.

Day	Time	Open To	Description
Friday	9:00 am – 12:00 pm	Exhibitors and agents only	Setup, sign-up, and assignment of panels
	12:00 pm – 6:00 pm	All attendees	Viewing and bidding by attendees
	7:00 pm – 9:00 pm	Exhibitors	Exhibitors’ meet and greet with snacks
	9:00 pm – 9:00 am	CLOSED	Room closed and secured
Saturday	9:00 am – 10:00 am	Exhibitors and agents only	Setup
	10:00 am – 6:50 pm	All attendees	Viewing and bidding by attendees
	6:50 pm – 7:10 pm	All attendees	Art show closing: final bids submitted and winners determined.
	7:10 pm – 10:00 am	CLOSED	Room closed and secured
Sunday	10:00 am – 1:30 pm	Winning Bidders	Payment and art pickup by winning bidders
	2:00 pm – 5:00 pm	Exhibitors and agents only	Pickup of unsold or unclaimed items by exhibitors Disbursement of cheques and receipts from sales
	5:00 pm and onwards	CLOSED	Locked for teardown

NOTES:

New artwork may be hung while the Art Show is open with approval from Art Show staff.

Please note that the Art Show Coordinator and particular staff may not be present in Art Show during Opening Ceremonies, Closing Ceremonies, or the Charity Auction.



Art Show Rules

Artwork Rules

As the artist, you must be the creator of all artwork entered in the Art Show and own the copyright to it. Collaborative works may be entered in the Art Show, as long as permission has been obtained from all contributing artists.

Prints and reproductions must be clearly labelled as such on the bid sheet. Reproductions of commissioned works may not be sold without the consent of the commissioner.

Artwork that violates Canadian law may not be displayed.

Art Show staff reserve the right to exclude artwork from the show at their discretion. The Art Show Coordinator has final say in accepting artwork for exhibition.

Conduct of Exhibitors and Agents

Exhibitors and agents are expected to follow the Furnal Equinox Code of Conduct at all times, and act in a professional manner when dealing with Art Show staff and attendees.

Exhibitors may not bid on their own artwork (“shill bidding”). Exhibitors are more than welcome to bid on others’ artwork.

Photography in the Art Show is forbidden. Exhibitors must inform Art Show staff if they plan to take pictures of their own display.

No food or drink will be allowed into the Art Show.

Security and Access

General photography in the Art Show is strictly forbidden. Art Show staff or Security will ask anyone taking pictures with any device to erase the data and leave the room.

The Art Show will be open for setup and teardown as shown in the timetable. Only exhibitors, agents, and staff will be allowed in the room at these times. Please be prepared to show the appropriate credentials when entering at these times.

After hours, the Art Show will be locked, secured, and monitored.

Minors and NSFW (Adult) Material

Access to the art show is restricted to attendees 18 years of age or older.

Adult material may be openly displayed, but the Art Show Coordinator may choose to designate certain areas as “safe” or “adult” only, or require that some means be used to identify adult material.



Buyer Bidding, Sales, and Pickup

(Auction procedures are subject to change prior to the convention.)

All bidding will start at the “Minimum Bid” price specified by the exhibitor. Bids must be whole dollar values above the previous bid.

Bidding will continue on the provided bid sheets until the conclusion of bidding on Saturday. At that time, winning bids will be marked on each item in turn. Bidders may be present to “defend” their bids in person by immediately countering any new bids. If two or more bidders on an item are present at closing, the Art Show Coordinator may choose to hold a voice auction between the interested parties.

If a “Buy Now” price is specified, the successful bidder must alert Art Show staff who will confirm the bid.

All sold items will be available for pickup on Sunday.

After bids are closed, buyers can check to see if they have won the items they had entered bids for. The item will be removed and brought to the cashier along with the bid sheet. Purchasers will pay Art Show staff for items, and staff will keep records of each sale.

Legal Items

Transactions

All sales from the Art Show are to be considered “on consignment”. The exhibitor or their agent retains ownership of their items until paid for and picked up by the winning bidder. If a buyer purchases an item and fails to pay by the conclusion of the Art Show, it shall be the exhibitor’s responsibility to pursue payment. Furnal Equinox may enforce sanctions against the buyer for non-payment at its discretion.

Furnal Equinox will not collect or remit the HST (Harmonized Sales Tax) on Art Show sales. It is the responsibility of Art Show exhibitors to calculate and remit any applicable tax on sales.

Insurance, Damage and Loss

Exhibitors are responsible for obtaining their own insurance coverage for their work and retain full title and responsibility until final sale and pickup by the buyer. While Furnal Equinox will make all reasonable efforts to ensure the security of artwork, insurance coverage will not be provided by us. **Furnal Equinox, Anthropomorphic Events of Ontario, and its staff and volunteers assume no responsibility for any damage or loss.**