



**Furnal
Equinox**

Dealers Information Package 2019

Revision: January 9, 2019

Thank you for your interest in being a dealer at Furnal Equinox 2019!

We look forward to working with you, and hope to provide you with all the help and advice you need to plan your weekend. Our goal is to make the sign-up process as straightforward as possible. We hope to provide you with a pleasant and profitable environment for working behind your tables, and hopefully a bit of time for fun as well!

The most important information you need should be found within this dealer's information package. Please note that this information is subject to change, and we recommend to check back occasionally. We will highlight sections that are edited as we head into Furnal Equinox 2019! Your registration online will be automatically added to our database, and you should get an email after a successful application is received. Any questions relating to the Dealers Den should be sent to the Dealers Den team at dealers@furnalequinox.com.

Den Layout

For 2019 we are doubling the available Dealer's Den space! We are going to be occupying the Metropolitan Centre and West rooms of the Westin Harbour Castle. More walking space and expanded table options will be available for everyone! The room layout for our Dealers Den is currently being finalized - dealers will be e-mailed a layout map once we have one approved. This package will also be updated as necessary. Artist's Alley and Charity Auction will remain incorporated into the Dealers Den space as per the previous years, however the Art Show will be moving to its own location. All doors and pathways must remain clear of objects and accessible at all times due to fire code and hotel requirements. The only in/out for dealers, artists, staff, and attendees will be at the door(s) labeled "Entrance", which will be clearly marked with signage.



Timetable

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

Day	Dealers Setup	Open To Supersponsors	Open to Public	Closed To Public / Start of: -Quiet Time (Fri & Sat) -Teardown (Sun)	Closed To All
Thursday	6 PM – 10 PM	N/A	N/A	N/A	10 PM
Friday	10 AM – 12 PM	12 PM	12:30 PM	6 PM	7 PM
Saturday	9 AM – 10 AM	N/A	10 AM	6 PM	7 PM
Sunday	9 AM – 10 AM	N/A	10 AM	5 PM	8 PM

New for 2019, Dealer's are invited to remain in the Den for up to an hour after closing to the general public on Friday and Saturday nights to use their space as they would like in a quiet environment, or to mingle with other dealers! Security or staff will be present during this time.

The Dealers Den will be access restricted / patrolled by Security each night. After the Dealers Den is closed, the doors should not be opened for anyone until the following morning, with minor exceptions monitored by Security staff.

The Dealers Den will open after Opening Ceremonies completes on Friday (OC at 11 AM, Den at 12 PM), and will close prior to the start of Closing Ceremonies Sunday (CC at 6 PM, Den at 5 PM). Staff will be present in the room during these times to supervise your wares if you wish to attend either of these events. You will be able to tear down your table until 8 pm on Sunday.

The Dealers Den is on the second floor of the convention area. Dealers will be able to load/unload during scheduled times in the semi-circle driveway located just outside the Frontenac Ballroom, using the doors across from the Ballroom as an entrance / exit point to the convention center. Dealers will be able to use an elevator near that entrance to get their wares to the second floor, near where the Dealer's Den is located. A map will be provided to make this easier for Dealers.

If any assistance is needed for moving large or heavy items, Dealers are encourage to ask Den staff. We are more than happy to help you with the setup and teardown of your booths.



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Hotel check-in is at 3 pm and check-out is at noon. Please note we cannot guarantee secure storage space, although the hotel front desk may have some storage available for you before and after checkout.

Dealer Areas

The Dealers Den will be located in the Metropolitan Ballroom East & Center at the Westin Harbour Castle. An approximate number of tables will be listed once a floor plan has been finalized. Each table is 6 feet long by 30 inches wide, and there are two chairs behind each table, for you and your assistant(s) (See Assistant section below). If you purchase multiple spaces, we will ensure that your tables are adjacent to each other. We can also accommodate seating requests (within reason) to seat you near specific fellow artists! Please have all applicable parties submit seating requests on their respective applications, or by email at dealers@furnalequinox.com

You may bring your own table covering and displays if you wish, provided it does not interfere with walkways and other vendors' spaces. Please refrain from blocking aisles and exit ways.

Available Dealer's spaces that back onto walls will be prioritized to dealer's that will benefit from that space. Items such as shelving or other merchandise displays, peg boards, Large storage bins and etc. that rest on the ground. When submitting an application, **please request a wall spot if you believe you would benefit from one.** Being awarded a wall spot is not guaranteed. If required we will contact you to clarify your layout. Remaining wall spaces will be handed out at random if applicable. Please note that this year we will have a LOT of extra space to use, so dealers that are not against a wall will have a generous amount of room behind them to utilize.



Prices and Payment

NOTE: Prices listed are in Canadian Dollars. Prices are for a three-day table rental and include one attendee level admission convention registration. Your assistant(s) must register and pay for the con separately. For convenience, please indicate the name and registration ID of your assistants on your registration, if known. Booth prices are determined on a case by case basis.

Space Size	Fee (CAD)	Admissions included
Half Table	\$90	1
1 table (6 feet)	\$150	1
2 tables (12 feet)	\$250	1
Booths	\$450	2

You may also upgrade to the Sponsor or Supersponsor level for an additional fee. (see our [Registration page](#) for further details). We accept all major credit cards, though we will also accept certified cheques and money orders. Please contact us for further details.



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How to Apply for a Dealer Space

Dealer's applications open on August 11th, 2018 at 11am. Hotel reservations opens on August 18th, 2018 at 11am.

Applications will be viewed on a first come first serve basis, so we recommend you **submit your dealer's application as quickly as possible** when applications open. Remember, applications come with convention registration for all three days! You do not need to register separately for the convention. Once hotel reservations open, we recommend **immediately reserving a room with the Westin**. There is a deposit fee required for the hotel, but note the deposit is entirely refundable up to three days before your stay date.

Note on booths: We are looking into the possibility of offering booths for Furnal Equinox 2019. If you are interested in a booth, please select the **two table** option with your desired level of attendance (Attendee, Sponsor, Supersponsor) and indicate your interest in the notes section of the application, or send an email to dealers@furnalequinox.com. While we are currently unsure about how the booths will be offered this year, (Size, pricing, etc.) the Dealer will be kept in contact with in the very near future after the application is submitted. should an applicant not be interested in a booth for any reason in the future, any other table option will be made available to them, as long as the application is submitted.

To apply for dealer space, fill out the form on our website.

(<https://registration.furnalequinox.com/dealer>) Please complete all sections. Once your application has been submitted, it has to be approved by the Dealer's Den staff. Approval will take a couple of weeks to process. We will go through your application in first-come-first-serve order. Once approved, we will provide you with a link through email to pay for your registration and table. Your table is **not confirmed** until payment is received, but your spot is reserved until the deadline (See Deadlines for Booking below) or until the application is cancelled. If there are any additions or corrections that need to be made to your application, please contact us as soon as possible at dealers@furnalequinox.com



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Please note that applying does not guarantee you will receive dealer space – tables are limited, and we reserve the right to approve or reject applications at our discretion.

After your application has been confirmed, our Dealers Den coordinator will contact you to obtain further information as required, and to keep you informed of any changes relating to the Dealers Den and other convention events. We expect to be able to post approved dealers onto our website shortly after confirming. Information will include dealers' websites, if provided, so attendees can plan ahead for the upcoming convention. The sooner payment is confirmed, the sooner we can list your website and business information for all con-goers!

Deadlines for Booking

The deadline for reserving a table is the end of October (**October 31st, 2018**), with a final deadline of the end of November (**November 30th, 2018**) for payments.

If you cannot attend the convention and would like to receive a refund or wish to assign your table to another dealer, please let us know by 1 month before the start of the convention (**February 15, 2019**). There will be no refunds after this date. Please note that the hotel deposit is refundable up to three days before your stay date.

Waiting List

If you would like a table but we are fully booked, we will place your name on a waiting list. If tables become available, you will be contacted prior to the convention. Vacancies will be filled in the order that applications were received. However, please respond promptly or we will offer the space to the next person on our waiting list.

If there are tables available on the day of the convention, we will allow for last minute table



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bookings. To obtain these, check with a member of the Dealers Den staff. 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 provided to all Dealers who require it at no additional cost. Laptops, sewing machines and other low-power equipment will be allowed; lighting or heating equipment may not be supported due to power supply limitations and safety concerns. All electrical equipment must be CSA and/or UL approved in order to be operated in the convention space.

In order to free up electrical sockets and ease the load on the electrical network, battery packs may be loaned out from the Dealer's Administration table. 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 ask that Dealers bring an extension cord and power bar, in order to ensure that our limited supply of these is not exhausted.

Internet Access

Wi-Fi will be provided for each dealer at no additional cost. For Furnal Equinox 2019 we are investing to improve our wireless infrastructure in order to mitigate poor connectivity issues. Details about how the system will operate is in the works. Dealers will receive an email before the start of the convention informing them of how to access the internet. Our internet bandwidth and capacity is limited, so please note that Wi-Fi will be limited to restrict access to YouTube, Netflix, or other similar video streaming sites. This will help ensure equal access to all Dealers.

We ask Dealers to please refrain from using their cellphones or other devices to set up personal wireless networks when at all possible. This crowds the wireless spectrum and interferes with other Dealers and Convention Operations. We recommend using a physical tether with a USB connection. A USB connection also helps power your device so you'll need less plugs!



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Dealer Assistants

Dealers are limited to one assistant per chair (2 chairs per 6ft table), who must be separately registered. When you apply, please include the badge name(s) of your assistant(s). When you and your assistant(s) sit together, please refrain from blocking aisles and exit spaces between table groups. Dealers assistants should be registered as early as possible. If you don't have your assistant's name at the time you register, please contact dealers@furnalequinox.com to provide us with their information after they register. We will require their Registration ID, Badge Name, Legal Name, and contact information (e-mail address) so we can verify the registration.

Security

The Dealers Den will be monitored by Security 24/7. Dealers staff will be available at all Den hours to field concerns. The Dealers Den will be closed to the general public at 6:00 pm Friday & Saturday, and 5:00 pm on Sunday. 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. Please note that the convention is not responsible for loss or damage to any of your property.



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Permits and Taxes

Dealers selling under \$30,000 in 4 quarters are not required to obtain any permits or sales tax licenses in order 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. A letter of business can be provided to any American vendors wishing to sell in Canada for the convention weekend. Furnal Equinox is not in a position to advise dealers with regard to specific personal tax laws, and we therefore recommend that you seek advice from a legal representative, small business advisor, or tax professional. We will, however, be providing a short list of basic tax law information for all vendors.

For International Dealers:

To personally sell goods and take money in Canada, you must have a valid work permit. A typical work permit costs \$150 CAD and is valid for around 6 months. You can acquire a work permit either at a port of entry into Canada (airport, US border crossing) or at your nearest Canadian Consulate. You must have photo ID and proof of citizenship when you apply; your passport is best for both. If applying at a port of entry, simply notify the primary officer that you wish to apply for a work permit and they will direct you to immigration. Know that if you choose to apply at a port of entry the process will take time, so plan accordingly.



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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. Please note that for packages over 1 lb, a receiving fee will apply. Packages may be mailed to:

**The Westin Harbour Castle - Fedex Office Business Centre
c/o Anthropomorphic Events of Ontario
1 Harbour Square
Toronto, ON M5J 1A6
Canada**

Detailed information is available here:

http://assets.westinharbourcastletoronto.com/lps/assets/u/5575_ShippingInstruction-Pricing.pdf

Food and Drink

Due to the sheer size of the Den and our relationship with the Westin Convention Center, we will not be able to provide dedicated food runs as per our previous years. However, should we have the manpower, we can send an available volunteer to get food for those that are unable to leave their tables, or we can provide support to watch over your table should a dealer wish to leave for a meal. Please ask a Dealers Den staff member for any assistance we can provide! However please keep in mind that availability will be very limited. Recommended establishments for quick meals and beverages include the Tim Hortons (directly beside the convention centre) and the Waterfront Deli, beside the Tim Hortons.

Coffee, tea, hot chocolate and hot water will be available to all Dealers! A donation to our charity is highly encouraged.



Medical or disability requirements

We will do our best to accommodate any medical or disability requirements that you may have, however we may not be able to fulfill all requests. To best assist you, please indicate any requirements that you have in your Dealer's application, or contact us as soon as possible at dealers@furnalequinox.com

Rules for Dealer Space

- Please be tidy! Keep your stock under your table and throw away your trash at the end of each day.
- 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.
- Your display cannot interfere with other dealers' space or aisles for traffic through the Dealers Den. All displays should be secured and must not pose a trip or collapse hazard.
- Keep behind your table when you are working or selling, and make sure your customers do not obstruct aisles. Help keep the aisles clear by managing traffic in front of your table(s).
- Please respect other dealers' stock. Any loss or damages must be paid for.
- If you are selling adult products, please keep them discreet. "Naughty bits" **must be censored**, and any uncensored adult related material must be kept in a separate 18+ 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. "Naughty bits" may include, but are not limited to, genitals, nipples, sensual/sexual acts (even clothed), artistic nudes, and sexual poses. Determinations will be made on a case-by case basis for display items which have received a complaint or have been noticed by Staff to be potentially non-PG13.
- All material sale / resale rights must be owned by the dealer or approved for sale by the owner – no pirated material.
- Compilations of art must have the approval of the contributing artists.
- All products offered must be in compliance with Canadian law.
- The venue's rules must also be followed. We will inform all dealers of applicable provisions, with reminders in advance of the convention.



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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 Dealers Room staff reserve the right to deny service and ban individuals from participation in the Dealers Den if rules are violated.

Final decisions related to the Dealer Den and tables fall to the Dealers and Artists Coordinator. All disputes may be taken up with the convention Board of Directors for further review if deemed necessary.