



**Furnal
Equinox**

Dealer Information Package 2020

Revision: February 22, 2020

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

Our goal is to make the sign-up process as straightforward as possible. We look forward to working with you and hope to provide you with all the help and advice you might need to plan your weekend as well as 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 is in this Dealer Information Package. Please note that this information is subject to change, and we recommend checking for updates regularly. We will highlight sections that are changed. Any questions relating to dealers should be sent to the Dealer Den team at dealers@furnalequinox.com.

We will occupy the Metropolitan East & Centre Ballroom on the second floor of the Convention Centre at the Westin Harbour Castle. Artist Alley will have its own separate room in Wellington, and is still administered by the Dealer Den Ops table.

How to Apply

Application dates and availability will be provided on the website and via social media. Fill out the form on our website (<https://registration.furnalequinox.com/dealer>). Please complete all sections. Once your application has been submitted, your application will be placed on a waitlist where it has to be approved by the Dealer Den staff. Approval will happen after the application window is closed and generally takes several weeks to process. While preference is given to dealers in order of application, a number of factors, including number of applicants of a given type, relevance to furry fandom, and allowing both new and returning vendors, are considered. When approvals are announced, the remaining dealers that are not approved will be notified and remain on the waiting list in case of cancellations or more available tables.

Once approved, we will confirm that we may run your card on file from your application. You may change the card information at that time if necessary, and we will warn you of the date we intend to process payment. Your table is **not confirmed** until payment is received. Dealers approved in the initial assigning process will have 30 days from the date of notification to provide full payment. Assignments after the initial wave will generally require payment within 48 hours of notification, unless other arrangements have been discussed. 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

Please note that applying does not guarantee you will receive a Dealer Den space – tables are limited,



and we reserve the right to approve or decline applications at our discretion.

After your application has been confirmed, our Dealer Den Coordinator will contact you to obtain further information as required and to keep you informed of any changes relating to the Dealer Den. We expect to be able to post approved dealers onto our website shortly after confirmation, including information about your dealership, if provided, so attendees can plan ahead for the upcoming convention.

Prices and Payment

Prices are for a three-day table rental and include one attendee-level admission convention registration. Your assistant(s) must register and pay for their registrations separately. To conveniently have your assistants' badges available for pick up at the Dealer Den Ops table, please provide the name and registration ID or email address to dealers@furnalequinox.com by **February 28, 2020**.

Space Size	Fee (CAD)	Admissions included
Half Table	\$90	1
1 table (6 feet)	\$150	1
2 tables (12 feet)	\$250	1
Booths	\$500	2

You may also register separately from your Dealer Den application for increased perk levels (see our [Registration page](#) for further details). We accept all major credit cards. Registration accepts cash onsite to upgrade your attendance level, when available.

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 application, or contact us as soon as possible at dealers@furnalequinox.com. We have an accessibility department, available via accessibility@furnalequinox.com



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Electricity

Electricity will be provided to all dealers who requested it on their applications at no additional cost. Laptops, sewing machines, and other low-power equipment are allowed; lighting or heating equipment may not exceed power supply limitations and safety guidelines. High draw items will not be allowed. All electrical equipment must be CSA and/or UL approved in order to operate within convention space.

We cannot guarantee that we will be able to accommodate power requests made onsite. Dealers are asked to bring a grounded three-prong extension cord or grounded power bar, in order to ensure that our limited supply of these is not exhausted and to minimize the chance of blowing a circuit breaker.

Waiting List

All dealers that applied in the open application period who were not approved will be automatically placed on the waiting list. If we are able to place all waitlisted dealers, we may reopen applications. If tables become available, you will be contacted prior to the convention. Vacancies will be filled in the order that applications were received. If you are contacted regarding an available table, please respond promptly (**ideally within 48 hours**) or we will offer the space to the next person on our waiting list. The notifications are sent via email, so please select an email address you check regularly, or you may miss out on an opportunity.

If there are tables available on the day of the convention, we will allow for onsite table bookings. To see if one is available and purchase it, check with a member of the Dealer Den staff. You will pay the same price as pre-purchased table space. We occasionally have tables that become available during the event due to a dealer leaving early or selling out, so check back with Dealer Den staff daily if you are still seeking to get a table. Payment arrangements will be settled on a case by case basis under these circumstances.

Cancellations

If you cannot attend the convention and would like to receive a refund, please let us know by one month before the start of the convention (**February 20, 2020**). There will be no refunds after this date except by the Dealer Den Coordinator's discretion. (Generally, if we are able to place a waitlist dealer at the space, we can refund the table.)



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Dealer Areas

The Dealer Den will be located in the Metropolitan Ballroom East & Centre of 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 the involved parties submit seating requests on their respective applications, or by email to dealers@furnalequinox.com

You may bring your own table covering and displays, provided they do not interfere with walkways and other vendors' spaces. Please refrain from blocking aisles and exit ways. All doors and pathways must remain clear of objects and accessible at all times due to fire code and hotel requirements. The only entry and exit point for dealers, artists, staff, and attendees will be at the doors labeled "In" and "Out" as labeled on the map.

Available Dealer Den spaces that back onto walls will be prioritized to dealers that will benefit most from that space. Items such as shelving or other merchandise displays, peg boards, large storage bins, etc. that rest on the ground are best suited to tables with extra space. 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 assigned at random. Please note that this year we 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.



Timetable

Day	Dealer Setup	Open for Early Access	Open to Public	Closed To Public Dealers Only	Closed To All
Thursday	6 PM – 10 PM	N/A	N/A	N/A	10 PM
Friday	10 AM – 12 PM	12 PM	1 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

Dealers 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 in a quiet environment or to mingle with other dealers. Security and staff will be present during this time.

The Dealer Den will be monitored and patrolled by Security each night. After the Dealer Den is closed, the doors should not be opened for anyone until the following morning, with only emergency exceptions directly monitored by convention leadership.

The Dealer Den will open after Opening Ceremonies on Friday, and will close one hour prior to the start of Closing Ceremonies on Sunday. Staff will be present in the room during these times to supervise the room so you can attend either event. You will be able to tear down your table until 8:00 pm on Sunday. It is not possible to extend this time, so please plan accordingly.

Dealers will be able to load and unload during scheduled times as above, using the semi-circle driveway located on the East side of the Convention Centre, just outside the Frontenac Ballroom. Dealers will be able to use the elevator to the left inside that entrance to get their wares to the second floor. A map will be provided to make this easier for dealers.

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. Please contact the front desk at your hotel for more information on this option.



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Dealer Assistants

Dealer assistants must be registered separately. 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. No more than two persons should sit behind each table. Half tables should only have one person.

Dealer 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 their information after they register. We will require their Registration ID, Legal Name, and e-mail address so we can verify the registration. The latest we can update their status is the end of pre-registration.

Internet Access

Wi-Fi will be provided for each dealer at no additional cost. For Furnal Equinox 2020, we are investing to improve our wireless infrastructure in order to mitigate poor connectivity issues. You will be provided with a **single code per dealership** to connect a single device. You will not be able to connect multiple devices with the code, and you will not be able to change devices once you connect with an initial device. Our bandwidth and capacity are limited, so the provided Wi-Fi will restrict access to YouTube, Netflix, or other high bandwidth sites to help ensure equal access to all dealers.

Shipping and Storage

The hotel will accept shipped, 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 and pricing is available here:

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

Dealers are responsible for all fees incurred by using this service.



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Food and Drink

Due to the sheer size of the Den and our relationship with the Westin Convention Centre, we will not be able to provide dedicated food runs. Please ask a Dealer Den staff member for any assistance we can provide. Keep in mind that availability and options will be very limited. Recommended establishments for quick meals and beverages include the Tim Hortons, The Kitchen Table grocery store, and My Roti Place, all located directly beside the convention centre.

Coffee, tea, hot chocolate, and hot water will be available to all dealers at the Dealer Den Ops table. A donation to our charity in exchange is strongly encouraged but not required.

Security

The Dealer Den will be monitored at all times, from the beginning of load-in on Thursday to the end of tear-down on Sunday. Dealer Den staff will be available during Dealer Den hours and quiet times to field concerns. The Dealer Den will be closed to the general public at 6:00 pm Friday and Saturday and 5:00 pm on Sunday. Dealers, their assistants, and staff will still be permitted in the room to tidy up and pack away for one additional hour. You may leave your stock overnight on Thursday, Friday, and Saturday in the Dealer Den. Once the Dealer Den is closed to vendors and staff, there will be additional security to monitor the room and prohibit entry to unauthorized persons. Please note that the convention is not responsible for loss or damage to any of your property.

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. International dealers 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 foreign vendors wishing to sell in Canada for the convention weekend. To request a letter of business, please provide your first and last legal name, your zip code, and your business email address to dealers@furnalequinox.com Furnal Equinox staff cannot provide advice to dealers regarding specific tax laws, and we recommend that you seek advice from a legal representative, small business advisor, or tax professional. We will provide a short list of basic tax law information to all vendors.



For American and 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 (e.g. an airport or 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. Note that if you choose to apply at a port of entry the process will take time, so plan accordingly.

It is also important to know that as a dealer in the Dealer Den, you are **not working for the convention**. Saying so is incorrect and will result in the Canada Border Services Agency preventing you from entering Canada, as a work permit does not cover working for an entity like Furnal Equinox. **Remember: you are travelling to Canada to sell at the convention, not for the convention.**

Rules for Dealer Space

- Please be tidy! Keep your stock underneath or behind your table, and throw away any trash at the end of each day. If trash cans are full, please place things neatly next to the cans until the hotel is able to pick up and empty them.
- Dealers may not use wall space for hanging posters or other items.
- Your display must not interfere with other dealers' space, or with any aisles through the Dealer Den, due to both fire code and accessibility needs. All displays should be secured and must not pose a trip or falling hazard.
- Please stay behind your table when you are working or vending, and make sure your customers do not obstruct aisles. Booths have greater latitude about the use of their space. Help keep the aisles clear by managing traffic in front of your table(s), particularly if crowds begin to form.
- Please respect other dealers' stock. Any loss or damages must be paid for.
- If you are selling adult products, please keep them discreet. Any uncensored adult-oriented material must be kept in a separate 18+ binder that is closed or kept out of sight when not being viewed. It is up to **you** as a dealer to check the badges of those who are viewing your work at any and all tables, including the second or third if applicable.. Minors will be clearly identifiable by their badges; in all cases, to ensure minors are not exposed to any adult content, please take an extra moment to assess, and please do not hesitate to request ID to protect yourself from liability. Adult-oriented material may include, but is not limited to, exposed genitalia, female nipples or exposed breasts, suggestive or overtly sexual acts (even if the subject(s) are clothed), and explicit nudity. Determinations will be made on a case-by-case basis for displayed items which have received a



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complaint or have been noted by Staff as potentially adult-oriented.

- All material sale/resale rights must be owned by the dealer or approved for sale by the owner. No copyright infringing or “bootleg” merchandise is permitted.
- Compilations of art must have the approval of any and all contributing artists.
- All products offered must be strictly 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.

Please Respect Others!

Above all, be professional! Any attendee, which includes dealers, being intentionally disruptive will be removed from the room or ejected from the convention if necessary. The Dealer Den Coordinator and Dealer Room staff reserve the right to deny service and ban individuals from participation in the Dealer Den if rules are violated.

Please remember that our staff are volunteers who have chosen to work so you can enjoy the convention. Please show a little extra kindness and patience. Abuse of staff and volunteers is looked on very poorly by the Dealer Den Coordinator. Final decisions related to the Dealer Den and tables fall to the Dealer Coordinator. All disputes may be taken up with the convention Board of Directors for further review if deemed necessary.