

FURFRIGHT Dealer Packet

DEALERS' DUNGEON HOURS:

Setup and teardown times:

Thursday	8:30pm - midnight
Friday	9am – noon, 6pm – 7pm
Saturday	9am – 10am, 6pm – 7pm
Sunday	9am – 10am, 4pm – 6pm

Open to the public

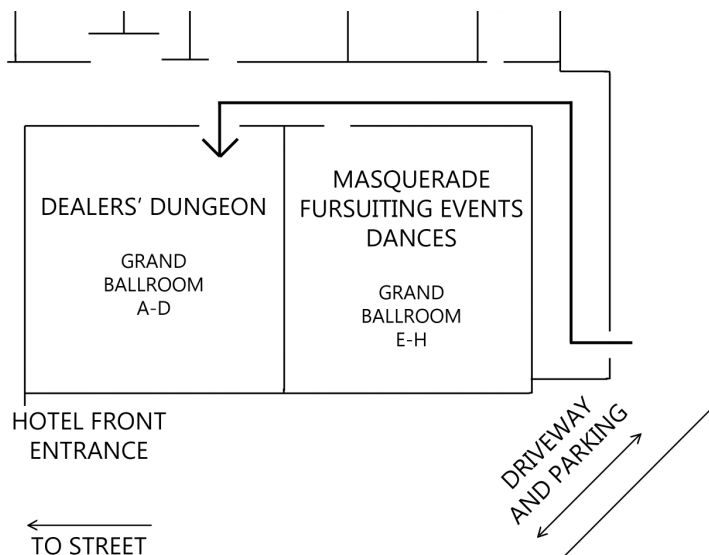
Friday	noon – 6pm
Saturday	10am – 6pm
Sunday	10am – 4pm

CHECK-IN PROCEDURES:

We will have a staff member at the entrance to the Dealers' Dungeon who will direct you to your table. Go to your table to pick up your dealer packet. Each dealer packet will contain a Dealer Registration sheet (one for every person associated with your table) and your receipt book(s) (if you are using the Dealer Cashier). Please have each person sign their own Dealer Registration sheet and take it to the Dealer Cashier so they may pick up their badge and any sponsorship goodies. All forms must be signed by the person listed on the sheet. Any dealers or assistants arriving late will pick up their badges when they arrive. 1) This prevents someone else from taking your badge, and 2) I get to match faces with names. *smiles*

MINORS AS ASSISTANTS:

For those of you who are bringing your children who are under the age of 18 as of the first day of the convention, you will also find a Parental Consent form in your Dealer Packet. We need you to fill out this form and give it to us when you are picking up your badge and your child's badge.



LOADING AND UNLOADING:

Our hotel has a ground-level "loading dock" directly outside the Grand Ballroom. **NOTE: This "loading dock" will only be available for dealer use during Setup and Teardown on Thursday and Sunday.** Use the main hotel entrance at all other times.

To get to the "loading dock", pull into the Crowne Plaza driveway and continue straight. Just past the main entrance to the hotel lobby, the driveway jogs to the left. At this jog is the loading dock (it is surrounded by short pillars).

Once inside the double doors, follow the hallway all the way around to the entrance to the Durham room.

If you don't have a lot of wares to tote in, use the main hotel entrance instead. If you have rolling totes, take the left-hand set of doors and wend your way through the main lobby (in front of the Front Desk) and behind the elevators to avoid any stairs.

SETUP AND TEARDOWN:

Only dealers and their assistants will be allowed into the Dealers' Dungeon during Setup and Teardown. Any other persons will be asked to leave to maintain the security of your fellow dealers' wares. Dealers and Assistants must wear their badges at all times to be allowed into the Dealers' Dungeon, particularly during Setup and Teardown hours.

Each table should have about 3' of space behind it. Tables in the center of the room will have 3' of personal space and a foot of walking space (creating a 2' wide aisle for everyone) which **MUST** be kept clear so yourself and other artists can leave the row. I highly recommend storing as much stuff under your table as possible. Of course this isn't possible for everything you bring, but empty boxes and totes can be tucked under the table (if you don't take them back to your room). Please work in a friendly manner with your neighbors to keep the walking space behind the tables free so no one has to crawl out under their tables.

IDENTIFYING MINORS:

Attendees under the age of 18 will have their badges marked with a **pink highlighter**. The text of the badge will also note them as being a minor.

DEALER CASHIER – RECEIPT BOOKS AND RE-PAYMENT AND 3% FEE

A reminder to those of you using the Dealer Cashier, we subtract a 3% fee from all transactions we handle for you. This equates to 3 cents for every dollar or 30 cents for every \$10 your customers spend. We take this fee out from the base price of the items purchased (i.e. before we added sales tax to their totals.)

If you run out of receipts in your receipt book, please go to the Dealer Cashier for a replacement. If you're getting low, come to me ahead of time so you don't run out in the middle of the day and have to leave your table.

The receipt book has three copies of each form—white, yellow, and pink.

You must write your name or dealer name at the top of every white receipt you hand out.

NOTE: The convention will not be responsible for receipts which are incorrectly or incompletely filled out by the dealer. Please make sure your name is clearly written at the top of the white sheet so you can be properly reimbursed by the convention for all the goods you sell.

Please put the cardboard insert (attached to the back of each receipt book) in between each set of three receipts--one white, one yellow, one pink--before you begin to fill them out. This will prevent bleeding between the sets of receipts.

At the top, it gives fields for the customer's name, address, etc. You only have to fill those out if you want to. The Dealer Cashier does not need that information. We only require that your business name be either at the top or bottom of the receipt so we know to whom to credit the sale.

How to use the receipt books:

1. The customer will select the items they wish to purchase from you. Store these items behind your table. **NEVER** give the customer their items until they have actually paid for them!!
 2. Give the customer **two** copies (white and yellow) of a receipt listing the items they wish to purchase and the items' cost. If purchasing multiples of the same item (i.e. 3 prints at \$7 each), please make the cost clear. Either write the price per item AND how many they are buying (i.e. 3 prints @ \$7 each), or do write the total (i.e. 3 prints \$21).
 3. The customer will then take these receipts to the Dealer Cashier (located nearby). The Cashier will validate both copies of the receipt with a special rubber ink stamp and return one copy to the customer.
 4. After returning to you WITH the validated receipt, you give the customer the items they have purchased.
- If you have ANY questions about this process, please come see the Dealer Cashier BEFORE you start selling. (You can come ask questions at ANY time, but it's best to have a look at the receipt books and get your questions answered ahead of time before you have a line of people at your table. *smiles*)

Repayment:

You will be given the option of being paid every night or every morning or at the end of the con. We only pay for cash receipts at the con. All credit/debit receipts are paid after the con is over and the funds have been deposited in our checking account.

If you are leaving the con early or need to make a flight, PLEASE let me know ahead of time so I can have your cash-out ready to go on Sunday (or whatever day you need to leave).

REGISTERING FOR NEXT YEAR:

We will be accepting the first round of pre-registration forms for the next year's event on **Sunday only** from 9am until closing (or until I fill up all of the available slots). We will only be offering a limited number of tables at that time. After that, I will be closing dealer pre-registration until 11:59pm EST on March 31st. To pre-register at the convention, join the queue at the Dealer Cashier Sunday morning and tell me how much tablespace you need. If I still have space available, I will give you a set of Dealer Registration forms. These forms must be filled out and returned to me with payment by closing/teardown on Sunday.

You may pay for your Dealer space with cash, check, credit/debit card, or your credit with the Dealer Cashier (see next paragraph). **Tablespace MUST be paid for by the end of Sunday or it will be forfeited.**

For those of you using the Dealer Cashier, you may pay for your tablespace using the income from your sales during the weekend. For example, Dealer A wants a half-table for next year's event and has \$145 in receipts which have been turned in to the Dealer Cashier by her customers. She applies \$45 from those receipts towards her table registration and receives \$100 from the Dealer Cashier during her payout at the end of the day. To use your credit, please let the Dealer Cashier know when you pick up your forms. If you do not have enough credit to cover your registration fees, the remainder MUST be paid when the forms are turned in.

DEALERS' DUNGEON RULES

1. All wares and displays must be kept behind your table and within the space designated by the con as "yours". Any dealers who encroach upon other dealers' tablespace will be asked to move their wares and displays back into their own space.
2. Lighted displays or displays involving loud or obnoxious music or sound are prohibited. Dealers must also keep their voices to moderate levels to as to not disturb the dealers and attendees around them. Shouting across the room or to gain attention to your table is **NOT** allowed.
3. Displays, banners, wares, decorations, or other items which are hung from the walls or ceiling must NOT damage the walls or ceiling in any way. You may only use masking tape to fix items to the walls or windows. Please clean up your space before you leave, especially if you use tape.
4. Keep all aisles open. Artists and their assistants must remain seated behind the table. All customers must also remain standing when in the aisles. Any dealer, assistant, or customer blocking the aisles will be asked to move.
5. **Adult Material:** All adult materials need to be kept covered and in special notebooks marked "For Adults Only" or something similar. Please also use stickers or Post-its to cover genitalia and female nipples. Any dealer allowing minors to view or purchase their adult artwork will be given a first warning. Any subsequent charges will result in the dealer being asked to leave.
6. Any dealers using the Dealer Cashier who are found selling items without using the Dealer Cashier will be given a first warning. Further infractions will result in expulsion from the con for that year and the dealer will be put on probation for future conventions.
7. Dealers are to sell only their own goods or official releases of any DVDs, CDs, CD-ROMs. No pirated material will be allowed. No weapons or illegal substances will be allowed for sale at the convention.
8. **Setting Up Your Table and Security:** Dealers will be responsible for all materials (extension cords, etc.) needed for setting up their space. If you need to leave your table unattended during the convention, have a trusted friend watch your wares. It is recommended that you remove your wares from the tabletop if your table will be unattended to dissuade thieves. Another recommended alternative is to drape the table with a sheet (your own, not the hotel's). FurFright, the Crowne Plaza Cromwell, and the surrounding dealers will NOT be held accountable for any items stolen or damaged accidentally during the convention (without viable proof of theft).
9. The Dealers' Dungeon staff reserve the right to deny service to anyone. Any dealers, assistants, or customers instigating fights, being disruptive, harassing other persons (other dealers, assistants, customers, convention staff, hotel staff, or hotel guests), or otherwise disturbing the peace of the Dealers' Dungeon who do not respond to requests to peaceably correct their behavior will have corrective actions taken against them. Serious infractions can result in expulsion from the con and/or the hotel and may also result in the authorities being called.
10. All dealers must abide by and are subject to FurFright's Code Of Conduct while attending the convention.