



WELCOME TO THE DEN!

We pride ourselves on giving our Dealers prompt, friendly service throughout the convention. Below you'll find all the necessary information and rules for vending at our event.

If you have questions, need assistance, or have ideas on how we can improve your experience, please don't hesitate to ask our staff; We're happy to help! You can find us at **Dealer Ops**, the **Con Store**, or electronically through dealers@furpocalypse.org

Dealers Code of Conduct

We want to provide a *safe and enjoyable experience* for all Patrons and Dealers alike, so here are a few things to consider before you brave the depths of our Dealers' Den.

1. There are to be no unauthorized sales in or outside the Dealers room. All sales must be done so through our accepted vendors at their authorized locations.
2. Dealers are required to purchase both an attendee membership and table for their dealership status. All assistants are required to have a valid attendee membership to assist in sales.
3. All dealers must either have a **CT sales tax license** if they wish to process sales individually. If no sales tax license is present at the event, they are required to use our checkout system. Dealers accepting money directly while using the **Dealer Checkout Service** or without a **State of Connecticut Sales License** will be removed from the Den immediately and will be barred from applying for a space in the future.
4. Make sure your display fits within your designated table space and does not overlap into other vendors' areas. **No items or displays may block or obstruct the aisles in any way.**
5. Displays that involve distracting lights, music or loud sounds are prohibited in the Den. Shouting or loudly trying to attract attention to your table is prohibited.
6. Any displays, banners, decorations or items that you wish to attach to the walls **must not damage them in any way.** Only masking or painters tape can be used to attach items to hotel property. At the end of the convention, please make sure to clean up and remove all decorations before leaving.
7. Dealer Staff have final say on all matters, and all decisions made by the **Director of Dealers & Sales** are final. We reserve the right to revoke or alter services to dealers at any time for any reason, without refund.
8. By accepting your position as a dealer at Furpocalypse, you are to have read, understood, and agreed to abide by the terms and conditions stated in the **CODE OF CONDUCT** and **FURPOCALYPSE DEALER PACKET.**

Den Hours and Amenities

Thursday Oct 29th, 2020

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|----------------------|---|
| 12pm – 9pm | Dealer check-in |
| 12pm – 8:30pm | Dealers / DAs only, hand-carry and carts only |
| 3pm – 8pm | Dealers / DAs only, loading dock open for drop-off (BY APPOINTMENT ONLY) ***Loading dock is primarily used for box truck height vehicles only*** |
| 8:30PM onward | Dealers setup ends, no late setup or admittance |

Friday Oct 30th, 2020

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|-----------------------|--|
| 8AM – 11:45AM | Dealers / DAs only, loading dock open for drop-off (BY APPOINTMENT ONLY) |
| 8AM – 11:45AM | Dealer check-in |
| 11:45AM – 12PM | Super + Gold Sponsor early admittance |
| 12PM – 6PM | Den opens to all attendees |
| 6PM – 7PM | Dealers / DAs only, for closing and lockup |
| 7PM onward | Dealers den closed, no admittance |

Saturday Oct 31st, 2020

| | |
|----------------------|---|
| 9AM – 9:50AM | Dealers / DAs only, for opening tables |
| 9:50AM – 10AM | Super + Gold Sponsor early admittance |
| 10AM – 1PM | Den opens to all attendees |
| 1PM – 2PM | Dealers / DAs only, lunch break, den closed to the public |
| 2PM – 6PM | Den opens to all attendees |
| 6PM – 7PM | Dealers / DAs only, for closing and lockup. |
| 7PM onward | Dealers den closed, no admittance |

Sunday Nov 1st, 2020

| | |
|-----------------------|---|
| 9AM – 9:50AM | Dealers / DAs only, for opening tables |
| 9:50AM – 10:AM | Super + Gold Sponsor early admittance |
| 10AM – 1PM | Den opens to all attendees |
| 1PM – 2PM | Dealers / DAs only, lunch break, den closed to the public |
| 2PM – 4PM | Den opens to all attendees |
| 4PM – 8PM | Dealers / DAs only, loading dock available for move-out |

NOTE: There will be an **HOURLONG LUNCH BREAK** on Saturday and Sunday from **1PM – 2PM**. During this time, Furpocalypse will officially close the den off to all customer attendance. This provides our Dealers and Staff time to stretch their legs, get lunch, and run any necessary errands before sales continue. The Dealers Den will also provide catering and refreshments free-of-charge to Dealers and Dealer Assistants, with both vegan and vegetarian options available.

Our staff and den space will only be available for the allotted times stated above.

All setup and teardown times are final, under discretion of the **Director of Dealers & Sales**.

Table Pricing guide

| | | |
|--------------|---|-------|
| Half Table | 4' x 5.5' 'half-table,' to be shared with another dealer. | \$75 |
| One Table | 8' x 5.5' | \$150 |
| Two Tables | 16' x 5.5' | \$300 |
| Three Tables | 24' x 5.5' | \$500 |

Table prices do not include a standard attendee registration to Furpocalypse. That must be purchased separately. Electricity will be provided to all dealers, free-of-charge.

STEP I: Application

Dealer Applications will open on **March 29th** and close on **April 15nd**. To apply, follow the link on our dealers page at **furpocalypse.org** and fill out the form to completion. If you wish to add a participating Dealers Assistant, you can either fill in the information then and there or contact us at a later date. All Dealers for our event are selected through a curated system with a queue based on a few factors, but not limited to:

- Range of skill level. We want to provide space for both established and up-and-coming dealers.
- Relation to the fandom. If the content of your stock meshes with our target demographic.
- Professionality. Quality of the stock being sold and presentation of your business.
- Your provided product / service, and if it fills a niche that other dealers do not.

Applications for one table type may be offered alternative table types depending on circumstances. Dealers **must be 18+** by the start of the convention.

STEP II: ACCEPTANCE and payment

Once you have been selected after applying, you will be sent a notice via email, and an invoice will be sent to your PayPal for your requested table space shortly after. If we don't receive payment within a reasonable timeframe and you do not respond to contact attempts, your acceptance will be canceled.

If you need to cancel your table before the event, you must do so before **Sept. 15th**, otherwise you will not be refunded the cost of your deposit. Major requests for changes close to the event are subject to additional processing fees, up to \$50.

You may not transfer your unused table space to another dealer, effectively bypassing our waitlist. If we find you doing so, this may affect your future opportunities for dealing at Furpocalypse.

STEP III: Placement

After payment is sorted, you will then be seated based on your requests and the space we have available in our den. This process takes time and is subject to entire reworks based on location shifts and dealer cancelations. After placement, if you wish to change location, please be sure to let our staff know at your earliest convenience. This will make it more likely for us to accommodate your requests.

Those chosen to deal at our event will be offered one room in the main hotel as part of the dealers block before the hotel opens rooms up to the public. If you wish to secure more than one room, you will need permission from the **Director of Dealers & Sales**.

Waitlist and Cancelations

If you are not accepted initially for dealership, you will be placed on our waitlist. You will then be informed of your rejection status via email, but note that a significant amount of changes occur after the first round of vendors are selected for our event. If a dealer ends up forfeiting their placement in the den, we will then process and pick another dealer from our waitlist.

If you are picked, you will receive an email notifying you about your eligibility for the newly opened space. There will be a limited time, typically a week, in which you must accept the offer and make payment. If we do not receive a response, the spot will be offered to another dealer on the waitlist and you will be removed from our queue.

On-Site Sales / Upgrades

Occasionally, there are last-minute cancelations that can't be replaced by the time of Furpocalypse.

In these cases, we may offer these spaces on a first-come-first-serve basis to potential dealers and artists, whether they're to new applicants, waitlisters, or artists / dealers looking to upgrade their table space. Make sure to check in at **Dealer Ops** for potential upgrades on-site!

Before Dealers opens

Registration and Badges

*****As stated earlier, table costs do not cover your con registration fee. It is your responsibility to purchase an attendee registration for Furpocalypse 2020 either online or at-con*****

You and any assistant(s) will need to grab your attendee badge(s) from registration before you can proceed to the den for loading. Note that you may use the expedited line for processing at registration. Once you have received your badge(s), report to **Dealer Ops** any time during setup hours on **Thursday** or **Friday**. You can find us over at Dealers Den, and will be asked to produce an **attendee badge and valid form of I.D.** to check in.

Loading and Setup

During designated setup and teardown hours, only registered Dealers and Dealer Assistants will be permitted in the den. Space is limited, so you need to make sure your setup is strictly within your allotted space. There will be designated walkways between tables that you must always keep clear.

While den staffers and con security are responsible for monitoring the den over the course of the event, it is your responsibility to always keep your table tended to during open hours and secure your station and valuables properly before lockup every night. It is also your responsibility to clean up and remove all items from your station during teardown. Furpocalypse, Inc. and the Crowne Plaza Stamford hotel are not liable for any stolen, lost or damaged valuables during the event.

The loading dock will be available from **3PM to 8PM Thursday, Oct 29th**, and from **8AM to 11:45AM Friday, Oct 30th BY APPOINTMENT ONLY** to bring in their setup and supplies. Please email dealers@furpocalypse.org in advance to schedule a time.

Sales guide

Merchandise

1. Dealers may only sell their own goods or officially licensed material under their brand. No pirated content, weapons, or illegal materials will be allowed for sale.
2. Food & Drink sales / displays / giveaways are not permitted in the den without express permission.
3. Prohibited items are not permitted for display, giveaway, or delivery during or after the convention.
4. Artwork, clothing, and other items containing adult material must be delivered to customers in an opaque package capable of obscuring said material.
5. Depiction of real or fictional minors in adult situations is strictly prohibited.

18+ Display

1. Adult material must be placed in a covered binder and marked as such, separated from any non-adult material.
2. Please make sure all display items including genitals and / or female nipples are covered tastefully. This includes larger display items such as banners, dakis, and prints.
3. Items of a distinct sexual nature (insertables, wearables, penetrables) may not be sold, displayed, or given away outside of our marked **18+ section**.
4. It is the Dealer's responsibility to check if a potential customer is a minor. A minor's badge will be color coded to mark them as such. Any dealer caught allowing minors to view adult content and or / selling adult merchandise to minors will be removed from the den.

Should your display be found violating these rules, we will politely ask you to take down the items in question. Accepted material for display is entirely up to the **Director of Dealers & Sales**.

Post Den

Teardown will begin at **4pm Sunday afternoon** when the room officially closes to the public. The loading dock will be available for the entirety of teardown. All items must be removed from the den by **8PM Sunday night**.

- Furpocalypse is responsible for leaving Dealers Den in a clean and orderly condition, so please be considerate and make sure your space is reasonably clean (no garbage, empty boxes, etc.) before departing.
- The loading dock will only be available from **4PM to 7PM**, so please be sure not to pull in until you are ready for load-out.
- There will be no storage allowed over Sunday night. Everything must be removed from the den, otherwise it will be thrown out and you may be charged a **cleaning / removal fee** up to \$250.

Transactions and Checkout

There are two official methods for processing transactions at Furpocalypse:
Individual processing via permit and Dealer Checkout.

Individual processing

Dealers may process their own transactions if they are in possession of a **Connecticut Sales Tax License**, provided that a scanned copy of it is sent to the convention via email before Sept. 15th

This requires you to tally your total sales and send a check out to the tax percentage post-event. You must also have a certified copy of it on you at all times during the event.

[Click Here to Register](#) - There is a one-time fee of \$100 to the State of Connecticut.

Dealer Checkout Service

Furpocalypse offers a **Dealer Checkout Service (DCS)** for dealers without a proper **Connecticut Sales Tax License**.

Any sales processed through the **DCS** will be subject to a **5% fee** per transaction. This fee is assessed from the base price of each item purchased.

If you don't provide the con with an official tax license upon check-in, you will be given a receipt book linked to your dealer table. This booklet will be used to keep track of your sales.

RECEIPT BOOK GUIDE

In your booklet, you will find a stack of white and yellow receipts meant to be written out for every sale made at our event. You will also receive a packet of corresponding barcodes.

Make sure to only use the barcodes given to you, as they will be linked exclusively to your sales account.

1. Once the customer has made their order, fill out a white receipt slip with their name and badge number in pen, along with the list of items being sold. Make sure to mark the value of each item and tally the total value at the bottom of the slip.
2. Place a barcode sticker at the top of the white slip before removing it from your booklet.
3. Pass the white copy of the slip to your customer and instruct them to take it over to the con store for checkout. Make sure to keep the yellow copy of the receipt for your personal records.
4. After checkout, the customer will receive two copies of their receipt. One for their personal use and one for proof of purchase. Once they give you your copy, you may provide them with the agreed upon item / service.

After each day of operating hours, if you have used our Dealer Checkout service, your final sales for that day will be tallied and logged on our records. On Friday and Saturday, your tallied sales will be sent to you via PayPal, minus the 5% processing fee, while Sunday's sales will be sent to you within the next 7 days.

Credit payments made at our Dealers Cashier are processed via **Paypal Payflow**, with a backup system using Authorize.net. At the end of each day you will receive an email with the official breakdown of your total sales, fees removed, detailing the final amount owed to you.

CASH PAYOUTS WILL NOT BE MADE OUT TO ANY VENDORS AT THIS EVENT. NO EXCEPTIONS.