



Furnal Equinox Art Show Exhibitor Package

Thank you for your interest in participating in the **Furnal Equinox 2018 Art Show!**

We're pleased to provide the Art Show as an opportunity for artists and exhibitors to sell and promote their work. Before you apply, please read the following overview and rules carefully, especially if you haven't participated in an art show before.

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

What is an Art Show?

Many conventions have art shows, where artists hang their artwork to be admired or sold. Formats and rules vary by convention, but here are a few of the high points:

- Artists' / 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 purchase the piece immediately.
- At the end of the Art Show, the piece is sold to the highest bidder. They then pay for their purchase and walk away with the item.
- Exhibitors are paid the proceeds from sales of their art 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.



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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.

Specify the number of display panels you would like to reserve (maximum limit of 3 panels). The Art Show Coordinator will review the applications and contact you with the number of panels that you have been allocated. There may be more panels available at the convention (see At-Con Signup and Extra Space, below).

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 once Art Show staff confirms that your items actually require it.

Fees and Payment

Panels will be offered free of charge to any attendee that has reserved a space in the show through the Art Show Director. A commission of **10%** will be taken from any artwork sold in the show. **Your convention admission is not included.**

Waiting List

If you would like space in the Art Show but we are fully booked, your application will be placed on a waiting list. If space becomes available, we will contact those on the waiting list in order of submission. You will need to respond **immediately** once notified, or the space will be offered to the next person on the list.

At-Con Signup and Extra Space

Some panel space may be available at the convention. This will be made available to new exhibitors and to those who wish to expand their space. Panels will be allocated on a first-come first-served basis, or at the discretion of the Art Show coordinator. Contact the Art Show staff on-site to see what is available to you.

Agents

If you cannot be present at the convention, you must designate an “agent” prior to the convention. You may inform us of the name of your agent on your application, or by e-mail before the convention. Your agent must be a registered attendee at the convention, and must agree to carry out the duties listed in the next section.



Art Show Logistics

Shipping and Handling of Items

Due to liability considerations, **we will not handle any mail-in items**. All items must be brought in, hung, and, in the case of unsold items, taken away by the exhibitor or their agent. Furnal Equinox assumes no liability for damage or loss of items not removed at the end of the convention. It will be your responsibility to arrange for their return, and you will have to pay any associated shipping costs.

Packages can be shipped to the hotel for pickup by you or your agent. The address is as follows:

Westin Harbour Castle

Anthropomorphic Events of Ontario – Thursday, March 15, 2018

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

1 Harbour Square

Toronto, ON M5J 1A6

Canada

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

Neither Furnal Equinox nor the hotel assumes any liability for shipments. International shipments may be held by Canadian customs, so we recommend shipping 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 (on the back is fine) 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.



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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 this 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. Keep this reasonable or you may not get any bids!
- (Optional) A “Buy Now” price, which is the amount a bidder must pay to walk out with the item immediately. Be warned that setting a Buy Now price effectively sets a ceiling for bids. (*“Buy Now” rules are subject to change prior to the convention.*)

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 will assist if requested and with what time is available.

Artwork is hung on standard pegboard. We will provide small pegboard hooks and binder clips for hanging flat pieces, but exhibitors will need to bring any larger pegboard hangers they need. Transparent tape and page protector pouches are also acceptable. We do not assume liability for any damage caused to items by improper hanging.

If you have pieces that are heavy or three-dimensional, you may ask for a panel that has table space attached (tables are approximately 24” deep and are immediately under the panel). The 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 may 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 (see timetable), exhibitors and agents can pick up any unsold pieces from their panels, and collect proceeds from Art Show staff.

All proceeds from the art show, less the 10% commission, will be paid to exhibitors/agents 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 along with the bid sheet, so the exhibitor can contact the purchaser to arrange delivery and payment. 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 may offer debit and credit card services on sales at its discretion. Any fees for such transactions are included in the commission.



Furnal Equinox Art Show Exhibitor Package

Timetable

The times shown below are subject to change without notice—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. |
| | 6:00 pm – 9:00 am | CLOSED | Room closed and secured. |
| Saturday | 9:00 am – 10:00 am | Exhibitors and agents only | Setup. |
| | 10:00 am – 5:30pm | All attendees | Viewing and bidding by attendees. |
| | 5:30 pm – 6:00pm | All attendees | Art show closing: final bids submitted and winners determined. |
| | 6:00 pm – 10:00 am | CLOSED | Room closed and secured. |
| Sunday | 10:00 am – 1:30 pm | Winning bidders | Payment and art pickup, sales of items with no bids. |
| | 2:00 pm – 5:00 pm | Exhibitors and agents only | Pickup of unsold or unclaimed items by exhibitors. Disbursement of cash and receipts from sales. |
| | 5:00 pm and onwards | CLOSED | Locked for teardown. |

NOTES:

New artwork may be hung at any time the Art Show is open.

Note some staff and the Art Show Coordinator may not be present during Opening and Closing Ceremonies, or the Charity Voice 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. This includes, but is not limited to, artwork depicting sexual acts involving characters who are (or appear to be) underage.

Art Show staff reserve the right to exclude artwork from the show at their discretion. Exhibitors have the right to appeal this decision.

Conduct of Exhibitors and Agents

Exhibitors and agents are expected to conduct themselves in a professional manner at all times. You must refrain from being abusive or coercive towards buyers or Art Show staff in any way, and must otherwise be in compliance with the Furnal Equinox Code of Conduct.

You may not bid on your own artwork (“shill bidding”). You are more than welcome to examine or bid on others’ artwork.

As photography in the Art Show is forbidden, you must inform Art Show staff if you plan to take pictures of your own display.

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

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.

When closed overnight, the room will be locked and secured, and occasionally checked by Security.



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Minors and NSFW (Adult) Material

Access to the art show is restricted to attendees 18 years of age or older. This does not mean that the show is exclusively for adult artwork; it recognizes the fact that minors cannot enter into a binding contract (such as placing a bid).

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 in whole dollar amounts, and be higher than the previous bid by at least \$1.

Bidding will continue on the provided bid sheets until the conclusion of bidding at 6:00 pm 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 bid 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. Failure to pick up items paid for at the convention may result in additional fees to deliver the item to the recipient.

Legal Items

Transactions

All sales from the art show are to be considered “on consignment”. The exhibitor (in person or represented by 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 convention, 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.



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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**

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