

Tiny Paws Con Expo Packet

THE EXPO 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 – noon, 12:30pm – 6pm

Sunday 10am – noon, 12:30pm – 4pm

Convention lunch break (for all departments/events)

Saturday and Sunday noon – 12:30pm

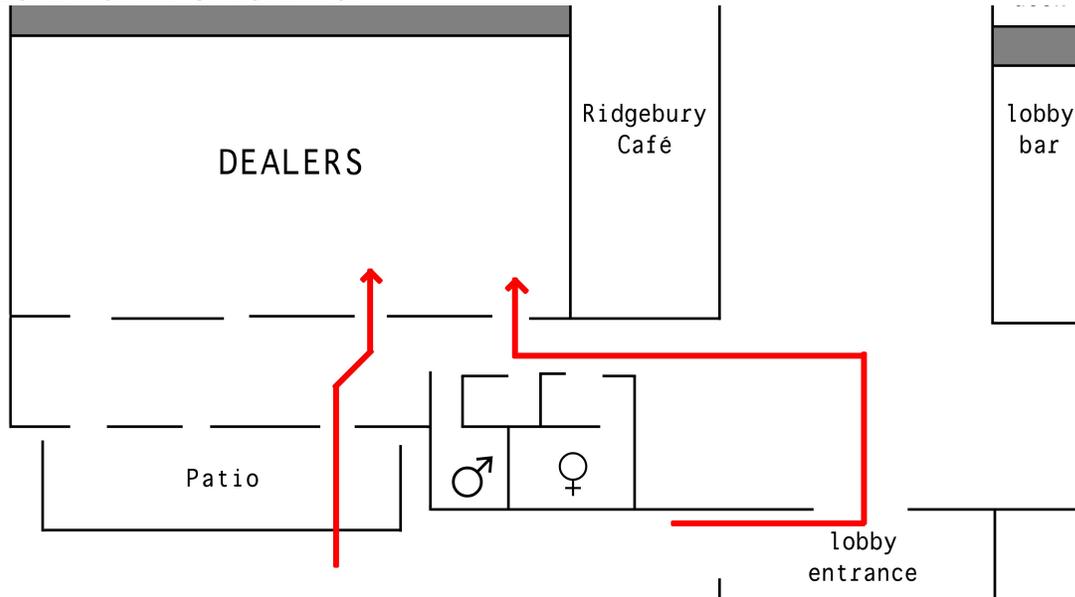
CHECK-IN PROCEDURES:

We will have a staff member at the entrance to The Expo 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 Expo Cashier). Please have each person sign their own Dealer Registration sheet and bring it to the Expo 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. ☺

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:



You may load in your merchandise through either the main lobby doors or up a ramp outside, across the Crowne Patio, through the Crowne foyer, and into The Expo. This second option is the shortest, but requires bringing your belongings up a slight incline. We will do our best to have the exterior door propped open.

SETUP AND TEARDOWN:

Only dealers and their assistants will be allowed into The Expo 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 Expo, 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 approximately 3' of personal space and a foot of walking space which **MUST** be kept clear so you 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 and the image will also note them as being a minor.

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

A reminder to those of you using the Expo 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 Expo 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 Expo 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 Expo 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 repaid for cash transactions at the end of the con. All credit receipts are paid after the con is over and the funds have been deposited in our checking account and then transferred to Paypal for online repayment.

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).

THE EXPO'S RULES

1. All wares and displays must be kept behind/under 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. Likewise, machinery or materials which are noisy or odorous may not be used in the Dealers' Dungeon. 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. 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. Tiny Paws Con does not allow the sale of items depicting minors in adult situations. Any dealer selling such goods will be asked to remove said item(s) from the dealer area or to leave the Dealers' Dungeon permanently.
6. Any dealers using the Expo Cashier who are found selling items without using the Expo 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, illegal substances, or physical items of a strictly sexual nature 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). Tiny Paws Con, the Crowne Plaza Danbury, 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 Expo 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 Expo 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 Tiny Paws Con's Code Of Conduct while attending the convention.