



Dealers Room Policies

Selling at RMFC

All dealers must have signed up for their table using the rockymountainfurcon.org website prior to arrival at the convention. When you arrive to claim your table and receive your convention badge, you will be asked to sign a document indicating you have read and understand all of the policies below. If you do not agree to comply with all of the policies stated, you may decide to change to an "attendee only" badge and forfeit your table space.

Once all tables have been sold, a waiting list is formed for dealers who were unable to confirm a table prior to the Friday beginning of the convention. If any confirmed dealer fails to claim their table and has not made prior arrangements, their table and table fee is forfeit. If you are unable to claim your table and make arrangements at least ONE WEEK prior to the first Friday of the convention, you may have your funds held over until the next convention year. A refund will NOT be issued for a table which has already been purchased.

Any unclaimed tables on the Friday of the convention (unless that dealer plans to arrive on Saturday for the first time, and has beforehand communicated this to the Dealers Director), will go first to the waiting list of dealers, and second to any dealer who wishes to expand their table space of an existing dealership (for a fee of \$25 per half table). Space will NOT be available to any dealer who has not signed up on the RMFC website, and asked to be on the waiting list. If you plan to sell, get your web form submitted beforehand, and get your Special Event Licenses as well.

In order to sell any items at Rocky Mountain Fur Con, you must meet the following requirements:

1. Have signed up for and received a dealers table space
2. Have applied for and received a state of Colorado Vendor Special Event License (cost is \$12)
3. Have applied for and received a City of Denver Special Event License (cost is \$5)
4. Sell only in the dealers room

Any sales outside of the dealers room, on the convention hotel property, are strictly forbidden. These sales are not taxed and are therefore a violation of local and state law. Violators will be asked to turn in their badge and leave the hotel premises. Individuals who wish to exchange cash for goods or services, and are not dealers in the dealers room, are asked to conduct their sales off the premises of the convention hotel, where it is no longer a liability for the convention.

Rocky Mountain Fur Con is an Anthropomorphic Animal Convention with the primary goal of strengthening the bonds within the Furry Community in the western Rocky Mountain States. This convention is open to all individuals and age groups. As changes in our society or requirements of law necessitate new policy, we will place the up to date version on the RMFC website.

Merchandise Awareness:

1. Try to keep it Furry (or Scaly). While it is certainly OK to have a variety of items for sale or view, preference is given to sellers and services which cater to the specific tastes of furry buyers. Anthropomorphic animal art and themed items are preferred, with accessories and items for costumers a good second. Plush toys and realistic animal items are also just fine. But don't bother bringing model train sets, gardening tools, or other completely random items, it's just not appropriate to the audience.
2. All printed adult materials need to be kept covered and in special notebooks marked "For Adults Only" or something similar. Use stickers or Post-it notes to cover exposed buttocks, genitalia and female areola if your book will ever be open and laying on your table. The sticker requirement is not applicable if the book/notebook will only be directly in a customer's hands. Adult merchandise is permitted so long as it is not in violation of any federal, state, or local laws. Some goods may be required to be concealed and only shown to consenting adult customers who request to see them. Any dealer allowing minors to view or purchase their adult items will be given a single warning. Any subsequent infractions will result in the dealer being asked to leave. If you are not sure about whether an item is acceptable, please ask the Dealers Director. Minors will have special indicators on their convention badges, and it is the responsibility of the dealer to check the adult status of any customer viewing adult items.
3. Dealer displays must not interfere with the flow of traffic through the room, nor may they annoy any other dealers or patrons. Use of unusual or flashing light or sound in your display is not recommended, and we ask that you respect others peace of mind at all times. Overly tall or rickety displays are similarly not

recommended. Please use good judgment in your setup, so you and the other dealers can enjoy a safe and trouble free dealing experience. Affixing posters or items to the walls is not permitted, except with the use of command strips, blue painters tape, or similarly non-damaging-fully-removable adhesives. When possible, use a leaning stand rather than adhesive for your on-wall items. The Dealers Director may request that you modify your display to comply with this policy, and you must respect this decision as final.

4. No pirated materials are allowed in the Dealers Room, no exceptions. Reproductions of commercial media such as Pokémon, Disney, Warner Brothers, or any other materials that violate copyright laws will not be allowed. Parody is exempt, within USA copyright law. All materials must be either owned by the dealer or approved for sale by the owner. Collaborative works of art must have the approval of the originating artists. If the printed materials have an ISBN, that's ideal, but not required.
5. The selling of any edible items, candy, food or drink, is not permitted. It's complicated for taxes and permits, plus the hotel does not like it when we compete with their trade.
6. The selling of firearms or weapons of any kind is NOT permitted. Selling of dangerous materials, which violate any hotel policy, AND/OR federal, state, or local laws are also NOT permitted.

Behavior in the Dealers Room:

1. Sharing a table IS allowed in the Rocky Mountain Fur Con Dealers Room. There is a maximum of one dealer or assistant behind each 3 feet of table. Each dealer and all assistants who sell items at Rocky Mountain Fur Con MUST sign a copy of this agreement individually. If you share a financial arrangement with your table partner (related parties or business partners), you may sell under shared Colorado Vendor Special Event License and Denver Special Event Licenses. Please indicate on your form what Vendor Special Event License numbers you will be utilizing. In the event that tax code enforcement officers choose to visit our Dealers Room, we must have quick access to this vital information – which is why we ask for it up front.
2. All dealers must wear their RMFC registration badges at all times while in the Dealers Room. ONLY those persons with a dealers badge or a Dealers Assistant Tag may be seated behind a dealer's table. Assistants are NOT required to have convention memberships, however, all assistants must have signed the compliance agreement of the Dealers Room Policies. Attendees with badges but no dealer or assistant designation will be asked ONE time not to sit behind a dealers table, nor sell any items. A repeat infraction will result in that attendee being asked to turn in their badge and leave the convention.
3. Please act professionally. Dress neatly. Profanity, explicit postures and mannerisms are unacceptable, as is horseplay or harassment of anybody. No fighting. Physical altercations will result in immediate expulsion from the convention by security. If necessary, hotel security or local law enforcement will be called in as needed. If you are expelled, no refunds will be given.
4. Keep pathways clear. No materials are allowed beyond the front edge of any table. You should remain behind your table when interacting with customers. If you must have a display that allows you to be standing next to a customer, feel free to remove your table completely or place it against the wall during setup. If you plan to make a "booth" out of your space, please ask ahead of time, so that you may be assigned an appropriate space.
5. Food and beverages are permitted for dealers and assistants, but only behind the table. Please keep these items discretely out of the way, and if you make a mess, clean it up. Do not leave open food or beverages in the room overnight. Attendees are not permitted to carry open food or beverage containers within the dealers room.
6. The Dealers Room Director and assistants reserve the right to deny service to anyone. If anyone is disruptive, flaunting the rules, harassing customers, dealers, staff, or the attendees, and is not amenable to correction, action will occur. Complaints will be taken seriously. Severe infractions will result in expulsion. Please be considerate to others.
7. The State of Colorado prohibits smoking inside or near entrances to all public facilities. Ask a staff member about the location of approved outdoor smoking areas.

Power & Internet

Dealers using power in the room are required to pay a fee. If you have not paid the fee at signup, please ask to see if it is possible to add this option to your table. If you have paid for power, you will have three grounded outlets at your

table base. Sharing power is not permitted, so be sure you have paid if you plug. If any device you will be using does not have a cord long enough to reach the floor at the foot of your table, please check with the Dealers Director to discuss your needs. Denver fire code dictates that all devices need to be powered directly from a single wall outlet or power strip with a breaker and switch. Daisy chaining an extension cord or power tap is forbidden.

Internet will be wireless, will cost you \$10 for 3-days of access, and is provided by the hotel. It probably won't be fast, but will allow you to connect your laptop or smart phone for transaction processing, email, and basic web browsing. Please limit your use of internet to necessary connections only, as the more users pulling bandwidth there are, the slower the shared connection becomes. If your smart phone is able to connect directly to the internet using mobile phone towers, you do not need to purchase internet for your table, unless you plan to connect additional devices using the hotel wifi.

Dealers with children (minors)

Children must be supervised at all times. Parents will be responsible for any damages their children cause to other dealers and their merchandise. Dealers do not need to have their child's Minor Consent form notarized since they, as parents, will be physically present at the convention.

Dealers Room Hours

Setup will begin Friday morning at 8am, and the room will open to buyers at noon. On Saturday and Sunday, the room will open for dealer setup at 9am. Tear down will begin Sunday at 5pm and end at 7pm. Please have everything out of the room (and deposit trash appropriately) by 7pm Sunday, as we need to return the room to the hotel at that time to avoid extra charges. On Friday and Saturday, the room will be locked at 6:30pm by hotel staff, and no one will be permitted entry until the following morning at 9am. You will be able to leave your materials and displays with a reasonable expectation of safety. The convention and its staff are not responsible for loss or theft, however, so we recommend you take all cash and valuable items with you when you leave for the night. Please check your area carefully for necessary items when you leave, because after the room is locked, only a 911 style emergency will have us opening it for anyone.

Dealers Room Hours for attendees:

Friday 12 noon to 6pm

Saturday 10am to 6pm

Sunday 10am to 5pm

No Refund Policy

All table sales are final. You may NOT sell or otherwise transfer your table to another dealer. This is to maintain priority based upon time of signup, and prevent anyone from "squatting" on a dealer space. If you notify the Dealers Director early enough that you cannot claim your table, you may be permitted to apply your table purchase to the next year's convention.

Prices for the 2012 Dealers Room are:

1/2 Table - \$25 (not including membership)
Full Table - \$65 (not including membership)
Double Table - \$140 (not including membership)

Sales Tax

Colorado and Denver in particular, have fairly complicated licensing and sales tax collection policies for special event vendors and established businesses. All Dealers must be selling under a current Vendor Special Event License from the state of Colorado, as well as a Denver Special Event License. There will be absolutely NO exceptions to this rule. You will be required to provide these numbers prior to selling any merchandise, including personal commissions, at Rocky Mountain Fur Con. If you don't have these licenses, you will not be able to sell and there will be no refunds. It is your responsibility to take care of this yourself.

If you already have a state of Colorado Sales Tax License, you still need a separate Vendor Special Event License (VSEL). The VSEL fee is waived if you already have a Colorado Sales Tax License. Those who will only be selling items at this convention, do not need to obtain a Colorado Sales Tax License.

The cost for this VSEL is higher this year, because they are a 2 year license starting in January of each even numbered year. For the date of the convention, it's the second quarter of that period. You will pay \$12. Paying this fee for 2012 means the state filing will not cost you anything for our 2013 convention. Filing may be handled by mail or in person. You may call the Colorado Department of Revenue at (303) 238-7378, however, the office generally will have a call queue, and you may not get through.

Apply for a **Vendor Special Event License**, which is form #DR 0589. That form can be found on the Colorado DOR

website, at: <http://www.colorado.gov/cms/forms/dor-tax/dr0589.pdf> - Or you can use this PDF which already has our convention information filled in: <http://www.rockymountainfurcon.org/documents/Colorado-VSE-License.pdf>

If you have not had time to obtain your Vendor Special Event License before the convention, you may apply and receive it on the same visit. Bring identification, your checkbook, or a money order, plus a few quarters for the parking meter. They don't take credit/debit cards or cash!. Visit the following location:

COLORADO DEPARTMENT OF REVENUE
1375 SHERMAN STREET
DENVER CO 80261-0013
Phone: (303) 238-SERV (7378)

The Dealers Director will be verifying the validity of all Colorado Sales Tax Licenses using the following website:
<https://www.taxview.state.co.us/LicenseExemption.aspx?selected=2>

As of January, 2012, the Colorado state sales tax rate (for the home rule city of Denver) is 4.1%

The city of Denver collects sales tax for the location where the convention hotel sits. You must also obtain a City of Denver Special Event License to sell at RMFC. Download and file this form:

<http://www.rockymountainfurcon.org/documents/Denver-SE-License.pdf> - Filing instructions are contained within the PDF document.

Denver Special Event Tax Information

If you will be participating in a special event in Denver, and will be making retail sales, a Denver Special Event Sales Tax License is required. The Special Event License fee is \$5.00. If you are already a regularly licensed Denver vendor with a current Denver sales tax license, no additional license or fee is required. Please include any sales made at the special event in your regular sales tax return for that period.

Denver as a "Home Rule City," collects and administers its own taxes. Effective January 1, 2007, Denver's sales tax rate is 3.62% for non-food items and 4% for food and beverages sold at retail. Additionally, the State of Colorado imposes a 4.1% sales tax.

The sponsors/organizers for most well-established special events have already made arrangements with this department for sales tax licensing and distribution of forms. Please check with your event organizer for this information instead of using the general forms.

Complete the application/registration form and submit it, along with the required \$5.00 license fee, as far in advance of the event as possible. Once your application/registration is received, an account number will be assigned and a special event sales tax return will be sent to you. Use the return to report and remit the sales tax collected.

Any person making taxable retail sales in Denver is required to be licensed to collect and remit sales tax. Sales tax returns are required to be filed with remittance on or before the 20th day of the month following the close of the taxable period. Sales tax license applications may be obtained from www.denvergov.org/treasury or by contacting the Taxpayer Service Unit of the Treasury Division at (720) 913-9400.

You may file the form by mail, or visit the **Webb Municipal Building, 201 W. Colfax Ave., Denver, CO, 80201**. If visiting in person, bring identification, your checkbook, debit/credit card, or cash, plus a few quarters for the parking meter. The building is on the corner of 14th Street and West Colfax Avenue, just north of the large park that sits to the west of the capitol dome.

Currently, the Denver local sales tax rate is 3.62%

Currently, the total sales tax you must collect and pay is 7.72%

Thank you for your compliance. It would be nice if the tax licensing was simpler in Colorado, but at least you will be able to track and manage your own transactions, and not be required to use a central cashier. We hope you have a fun and profitable experience.

Lagarto
Rocky Mountain Fur Con Dealers Director
dealers@rockymountainfurcon.org
<http://www.rockymountainfurcon.org>

Document Last Updated: 2012-01-30