



DEALERS' TABLE INFORMATION LETTER

2002 OCTOBER 15

Dear Prospective Torcon 3 Dealer:

The 2003 World Science Fiction Convention is being held in Toronto, Ontario, Canada from August 28th to September 1st. Accompanying this letter is a blank Torcon 3 Dealers' Table Application Form. If you are interested in being considered as a dealer at Torcon 3, please complete the form and return it to us as soon as possible, along with your check in payment of your **deposit** fees. Do NOT return this letter; keep it in your Torcon 3 file. Please note that Torcon 3 is not accepting credit card payments for Dealers' Table fees.

Please Note: The Dealers' Room at Torcon 3 will be a juried room, as were those at all recent WorldCons. This means that a jury will make the final decision about which Dealers are allowed into the room and where they will be located. Those decisions are **final** and are binding on all Dealers who apply to the room. If you cannot abide by this rule, please do not apply. We will have input to the jury, but we will not have the final say. Filing your application in a timely manner is important, as always, but it does NOT guarantee you a place in the room. ALL applications received by 2002 November 30th will be placed into a pool and treated as having the same receipt date. Notification of initial acceptances or placement on the waiting list should be sent out no later than 2003 April 30th.

Also Note: We do not yet know if the City of Toronto, the Metro Toronto Convention Centre, or the Torcon 3 Committee will have specific exclusionary rules regarding certain classes of merchandise. Past WorldCon restrictions have included (but **not** been limited to): weapons of any sort, live flames, anything generating a perceptible odor (incense, perfume, oils and essences), anything generating loud noises or causing crowds to gather in the aisles (audible audio or video presentations) and displays which are too tall (eight feet above the floor is the maximum allowed on the perimeter of the room, and seven feet is the maximum for island locations) or which block access by any other dealer to his or her space, the common backspace, or the aisles. Also be aware that it is very likely that the provision of 'personal services' (anything involving direct person-to-person contact such as massage, tattooing, face-painting, the fitting of false fangs and the like) will be prohibited.

We suggest that you assume that most of the usual WorldCon rules will apply to Torcon 3; we'll keep you informed about all of these. In addition, dealers may have to have a valid, current Canadian Business License on file with us before opening for business on Thursday 28 August; the necessary application information will be posted on the Torcon 3 web site at <www.Torcon3.on.ca>. Torcon 3 has appointed Schenker of Canada Limited as our broker/freight forwarder; they can provide you with a door-to-door customized written quotation for both customs brokerage and transportation. For more info, see <www.schenker.ca> or call 1 (800) 461 3686; our agent is Gerrit Watson on extension 5263.

Room Location: The Dealers' Room as well as the Art Show will be in the Metro Toronto Convention Centre (MTCC). Wall table availability will be *very* limited due to the hall configuration.

Table Size: Standard eight feet by two and one-half feet (96 by 30 inches). We will provide two chairs per table; for now, assume that you will have to bring your own table covers, drapes and carpeting.

Table Price: A **deposit** of CDN 160.00 or USD 100.00 per table requested is required to hold space. The final table price will not be set until early 2003, but we think it reasonable to assume a final price of **at least** CDN 360.00 or USD 225.00 per table at this time. The final price includes your deposit, of course.

Sales Hours: We currently plan to use the same hours as Chicon 2000, MilPhil and ConJosé: opening at 11 AM Thursday to Monday and closing at 6 PM Thursday through Sunday and at 3 PM on Monday.

Other: Consumption of food and drink in the room is restricted to dealers only. The Dealers' Room is non-smoking (as is the entire MTCC). Autograph sessions should take place somewhere in the MTCC.

We Do Not Yet Know the answers to the following:

1. Rules on moving stock and on unloading and loading vehicles.
2. Hours of access to the Hall beyond normal sales hours.
3. Licensing rules, if any. The necessity for a Canadian Business License is still being researched.
4. Final data on collecting Ontario Provincial Sales Tax in addition to the Canadian Goods and Services Tax.
5. Whether boxes and/or reserve stock can be located in your space.
6. What sort of additional lighting will be permitted.
7. If there will be special restrictions imposed by the Toronto Fire Department.

Attending Memberships will absolutely be **required** for all dealers and their staff members. You need to get membership data directly from Torcon 3 (we do **not** handle memberships here, but memberships are available on-line via <torcon3.on.ca>) and keep us informed of the membership numbers assigned to you and your people. Dealers without confirmed memberships will not be permitted to unload stock or to occupy their space at Torcon 3. We will, however, accept memberships in the name of your business, for use by your staff on a rotating *locum tenens* basis, so long as the total number of warm bodies on site does not exceed the number of paid memberships for a given dealer.

As is stated on the application, we will eventually acknowledge receipt of e-mail and even try to answer simple questions there. However, an e-mail is **not** a formal writing. Anything which we designate as 'must be mailed' means just that -- sent to us via the postal system to the address given below. *Please do not send certified mail, express mail or anything else we have to sign for.* We are often away at conventions and it is a four-mile trip to the post office to sign for your letter. This does not make us happy.... If you want us to acknowledge receipt of your Application, enclose an SASE or a prepaid postcard (with the correct US postage on it; letters to Canada cost \$0.60 and cards are about \$0.35) with it. If you have specific questions feel free to e-mail Assistant Managers Art or Becky Henderson at hndrsnsbks@aol.com. They will respond more promptly and keep us informed of urgent concerns (but be certain to **also** send copies to lsmith1@ix.netcom.com and sallykobee@hotmail.com).

Keep a copy of everything you send us. We make photocopies of all applications and attachments for our files, but these do you no good. **If you move, YOU must tell us about it.** We expect to have more than 100 dealers to keep track of and we assume you got your mail unless it is returned to us by the postal system.

A final note about your deposit checks, final payment checks, refund requests and anything else financial. All dealer paperwork will come to us; we send checks and copies to the Torcon 3 office in Toronto. Processing will be done by the Torcon 3 Finance Division, so only they will know when your check or refund is actually processed. If you wish to query them, the e-address is <treasurer@torcon3.on.ca>.

Sincerely,

Laurence C. Smith
Torcon 3 Dealers' Room Manager

Sally A. Kobee
Torcon 3 Dealers' Room Co-Manager

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