

Vendor Policies & Agreements

Vendor policies and agreements are subject to change at any point as per Scissortail Fandoms, INC. Directors and Managers.
Last update: 6/22/24

Contact Information

For questions regarding the convention: info@anthroexpo.com

For general vendor hall questions or concerns: vendors@anthroexpo.com

Vendor Services Director: leaf@scissortailfandoms.org

Dealers Den Manager: shelby.davis@scissortailfandoms.org

Artist Alley Manager: trisiray@scissortailfandoms.org

Night Market Manager: kayleb.theriot@scissortailfandoms.org

General policies and agreements

All vendors who sell within our halls must comply with all rules and agreements. Vendors who break any of our stated rules may receive warnings, asked for content to be removed, or escorted and banned from future events in extreme circumstances. The vendor services director and their manager(s) have the final say and authority in any decisions and reserve the right to revoke vendor's status at AnthroExpo and access into the venue's vendor hall(s) or other applicable areas at any point.

- All primary vendors must be at least 18 years old by the time of the convention. Currently, we do not allow parents/caregivers/etc. to apply for a minor who is the primary vendor/creator/artist.
- Vendors are expected and required to follow the AnthroExpo code of conduct which can be found on our website.
- Music/speakers must be kept at a low volume and not be excessively loud to table neighbors or attendees. It's recommended to keep them off.
- Flashing/bright lights for displays in the Bazaar are **prohibited**.
- Physical sales of any kind outside of the designated vendor halls are strictly prohibited.
- AnthroExpo is not responsible for any missing, stolen, or damaged items (including personal belongings, displays, merchandise, etc.); vendors must be responsible for their own belongings.
- The vendor halls are high traffic locations that do not have direct access to doors that lead outside of the convention hall. We do not recommend that vendors or attendees bring their pets as this can be stressful for the animal. Scissortail Fandoms, INC will abide by state and federal ADA laws and regulations in regards to service animals. If you are intending on bringing a service animal, please reach out to vendors@anthroexpo.com so that we can try to accommodate you in a location with ample space.

- Photography and videography of other vendors, staff, and congoers is not permitted within the con space unless given explicit permission.

Plot rules and Damages

Vendors who sell at AnthroExpo are allowed to set up their booth as they please so long as they abide by the rules listed below.

- Vendors may not tape, glue, adhesive-stick, hang, or pin any personal belongings to the walls, floors, or ceiling of the vendor hall. If any damage occurs, the vendor will be responsible for any charges.
- Vendors can rearrange, omit, or substitute table(s) if everything remains in the allowed plot.
- Vendors may not extend their booth, tables, or displays beyond the plot space given, especially towards the walkway.
- Vendors may combine table spaces if both vendors give consent- this is between the vendors and not the convention.
- **Only one business per table/plot.**
 - Exceptions to this is if a vendor owns two (or more) businesses under one primary entity. But this MUST be specified in the vendor application.
- Dealers Den and Night Market (excluding Mini-Market) vendors are permitted to bring their own table(s) but must communicate this on their vendor application. Artist Alley must use tables provided by AnthroExpo.

Acceptance and Invoicing

After applications close on **August 23rd**, Vendors will be notified of their acceptance, waitlisting, or declined status via email and/or ConCat by **September 13th** and must respond and/or pay for their table by **September 27th**.

If the deadline to pay for the invoice is not met, this vendor will be placed on waitlisted status.

Load In & Arrival

Due to a contractual conflict, **load in and setup in the Bazaar does not happen until Friday morning of the convention**. Although we try and provide ample time before the Bazaar opens for setup, we do want to urge vendors to have a load in and setup plan in place.

Registration Compensations

Currently, AnthroExpo gives registration compensations to ALL vendors excluding our Night Market's "Mini-Market" tables (this is primarily due to how many of our pre-approved vendors "double-dip" in this hall).

Vendor Assistants also receive full registration compensation. The number of Vendor Assistants per vendor/business depends on the table size/plot; this will be stated on the description of specific table types and the application.

Registration compensations are **not transferrable** and are specific to a vendor's identification. Vendors may designate any registered individual to run their booth during the convention, however vouchers may not exceed the amount offered during the vendor application. (Vendors will only need to give a Dealer Assistant's information on the vendor application if they are receiving a voucher.) Simply put: **Vendor Assistants may not swap badges with any registered/un-registered individual.**

Accommodations

For any of our vendors that are disabled, handicapped, or need assistance in general, we can offer accommodations within the best of our abilities. Vendors who need end tables for easier access, placed closer to the exit, or additional clearance are to communicate their needs with vendor services during the application process. Please make sure to list these needs in the vendor application or notify vendors@anthroexpo.com.

Any other questions regarding our accommodations services provided throughout the convention may be sent to info@anthroexpo.com.

Merchandise

The vendor services staff have the right to ask any vendor to remove or conceal any merchandise that may violate our policies. Questions on permitted merchandise may be sent to vendors@anthroexpo.com.

- AnthroExpo does not allow re-sellers. If the product was not created, altered, or transferred direct ownership to you as the business owner, it is not permitted in any vendor hall.
- Vendors may not sell or re-sell any Scissortail Fandoms, INC or AnthroExpo merchandise. This includes merchandise sold at the convention store and on the AnthroExpo website.
- Vendors may not sell or re-sell any merchandise with the AnthroExpo mascots or logos unless given explicit permission by the active Vendor Services and Creative directors.
- All merchandise displayed within the Bazaar must be safe for work/all ages. NSFW artwork is only permitted to be displayed within the Night Market.

- NSFW may be sold in the Bazaar but must be concealed properly. Please read more information on this in the “**Not Safe For Work (NSFW) Merchandise**” section.
- Giveaways are not permitted within any vendor hall.
- Prohibited merchandise includes (but is not limited to):
 - Food and drinks
 - Weapons
 - Any substances or items that are illegal to own in the state of Oklahoma, including those that require permits or licensure to own.

Cancellations

Once approved for a vendor hall and the invoice has been paid, vendors have until **NOVEMBER 10th** to cancel with a full refund. The vendor services staff understands that life happens, and conflicts can occur at any point, and depending on the situation, roll-overs may be applicable but are not guaranteed.

- Dealers Den & Night Market:
 - If a refund is requested after the cutoff date of **NOVEMBER 10th**, they may request a refund equal to one basic registration at AnthroExpo that year. The registration may instead be rolled-over to the following year if the vendor chooses.
 - If a vendor cancels, their Vendor Assistant(s)'s roles will be revoked and will no longer be registered for the convention.
- Artist Alley:
 - If an Artist Alley vendor requests a refund after the cutoff date of **NOVEMBER 10th**, they may request a refund equal to one basic registration at AnthroExpo that year. The registration may instead be rolled-over to the following year if the vendor chooses.
- If a vendor fails to appear at the event by Friday afternoon and has not communicated with the vendor services staff on their arrival, this vendor will be labeled as a “no-show” and their table will be removed, given to a waitlisted vendor, or sold to a neighboring vendor. Their table will no longer be eligible for a refund or roll-over.
 - A “no-show” vendor is likely to be unable to vend with us in future years. Please communicate with us if there are ANY issues!

Taxes

Due to our Special Events Permit, **it is NOT required for a vendor to have an Oklahoma Tax ID!** However, if an Oklahoma Tax ID is not owned by a vendor, AnthroExpo will be collecting either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN). Our vendor application gives the option to enter your FEIN, which is preferred but not required; if an FEIN is not provided, however, the Vendor Services Director will coordinate with our organization's active president to attain SSN's via email, Discord, Telegram, or even a phone call (whichever makes you most comfortable). All SSNs are kept internally and only shared with the active Vendor Services Director, the Scissortail Fandoms, INC President, and the OK Tax Commission.

- Vendors will be sent a tax form via the Oklahoma Tax Commission at least 2 weeks before the convention.
- **If you hold an Oklahoma Sales Tax Permit:** You are responsible for reporting your own taxes as required by the law to the OKTAPS website using your OKTAPS login credentials. Your vendor information will be shared with the State of Oklahoma that you are vending under our special events permit.
- **If you do not hold an Oklahoma Sales Tax Permit:** We will use your information provided to us on your original vendor application.
- The effective Norman County sales tax rate is **8.76%**. If you are not sure how to calculate and retain tax for your sales, please contact an accountant or a tax professional. Our staff is unable to assist you in your calculation of tax or how much you must pay the state for your sales.
- The Oklahoma Tax Commission will provide a "vendor letter" to you explaining how to log in to the OKTAPS system to file your taxes after our event is concluded under our special events permit. Your information will be shared with the Oklahoma Tax Commission. You will be contacted by them if you do not file within a timely manner after the conclusion of the event.
- AnthroExpo and Scissortail Fandoms, Inc. are not responsible for any communication between you and the Oklahoma Tax Commission once our event concludes. You must contact them directly at (405) 521-3160 for any issues that arise after the convention, our staff will not be able to assist you with any tax related issues.
- We are required by law to collect your business details to report to the Oklahoma Tax Commission. Failure to report may inhibit your ability to sell in Oklahoma in future years and may prevent you from vending with AnthroExpo in the future. Please pay special attention to any tax documentation or information you receive. Consult a tax professional if you have any questions.

Waitlisting

Applicants who are accepted but not placed in a vendor hall will be placed on a waitlist which is kept internally. Vendor services staff will contact the waitlisted vendors within 24 hours of a cancellation and will have 48 hours to respond.

- If the contacted waitlisted vendor does not respond in 48 hours, they will be removed fully off the waitlist and vendor services staff will move on to the next waitlisted vendor.
- If the waitlisted vendor responds within the allotted time, they will then have another 48 hours to pay the invoice sent.
- If a waitlisted vendor has paid their invoice but decides to cancel their table, they will have 14 days to do so and receive a refund.
 - *The 14 day cancelation period is only applicable until 2 months before the convention.

Due to our Special Events Permit (please see above section), some waitlisted vendors may be contacted to provide an FEIN or SSN so their business information can be provided to the Oklahoma Tax Commission in the event that a table opens at the last-minute. If you are one of these waitlisted vendors and you are *NOT* called to claim a table last-minute, your name will be removed from our event vendor information with the Oklahoma Tax Commission at no cost and your sensitive information will be purged from our system.

Not Safe For Work (NSFW) Merchandise

NSFW Merchandise is permissible in our Bazaar, but if this is your primary content for your store, please consider the Night Market!

Vendors who wish to sell NSFW material and merchandise are allowed to do so in any of our halls, however, **must be completely concealed** unless vending in the Night Market. Vendors located in the Dealers Den or Artist Alley must have completely concealed and hidden NSFW material and *must* require clients to show a valid ID showing they are 18+ years of age. Signage advertising there is NSFW material is allowed but it must not show any of the material included; brief descriptions are permissible if they are not graphic (example; "NSFW Commissions," "pinups," "kink friendly").

Acceptable NSFW display examples in the Bazaar: A binder/portfolio of NSFW art that clients may ask to see, text signage advertising "NSFW Commissions," a curtained off area for NSFW work/products.

Unacceptable NSFW display examples in the Bazaar: Sticky notes, tape, or stickers covering adult 'bits' on artwork that is displayed *publicly*, signage describing work in explicit detail, entirely 18+/NSFW stock.

Some substances are allowed to be displayed within reason. Marijuana is legal (medicinally) in the state of Oklahoma, therefore art/merchandise depicting or referencing this substance is allowed within reason. Artwork depicting alcoholic substances are also allowed within moderation. Once again, please use your best judgement.

Load Out & Clean Up

Vendors must load out and clean their areas within the time specified in the vendor packet. Plots must appear the same way they received it in. If the vendor used any of the provided table(s), that table must be set up the same way it was provided. Vendors who leave garbage of any kind may incur a \$100+ cleaning fee.

THE BAZAAR

Welcome to the Bazaar, where Dealers Den and Artist Alley vendors alike share a single room to sell their wares! Dealers Den vendors will be found around the perimeter of the Bazaar, while Artist Alley are in the center, therefore encouraging a circular flow with amazing artists all around you. Attendees entering the Bazaar must show valid proof of registration for the active year and are expected to abide by the AnthroExpo Code of Conduct. Prepare to make your wallet cry from the epicness of our vendors.

Accommodation concerns:

- The Bazaar shares a wall with Main Events – although there are agreed upon quiet hours while it is open, there may be exceptions during the day when loud music is played for a while. Earplugs are provided upon request.
- There is only one main entrance/exit to the Bazaar at the North end of the Bazaar – vendors who need to be close to the exit *must* notify the Vendor Services team well in advance so we can place you accordingly.

Dealers Den Rules

AnthroExpo's Dealers Den tables are designed for businesses who sell large amount of bulk merchandise such as t-shirts and other apparel, fursuits and fursuit parts, pins, stickers, plushies, and more. Our vendors in the Dealers Den are given larger spaces and have the option of purchasing multiple tables.

Plot and dimensions

All Dealers Den tables will be placed around the perimeter of the room in the Bazaar, so please keep this in mind for your displays!

Dealers Den Tables

Single:

- One 6'x30" table
- Plot size: 7.5'x5.5'
- Height limit: ~6' from the top of the table
- Dealers Assistants: 1

Double:

- Two 6'x30" tables
- Plot size: 15'x5.5'
- Height limit: ~6' from the top of the table
- Dealers Assistants: 2

Triple:

- Three 6'x30" tables
- Plot size: 18'x5.5', or optional corner spot
- Height limit: ~6' from the top of the table
- Dealers Assistants: 3

Displays

- Displays, banners, or any belongings may not extend into the walkway of the hall. This space is to be kept clear for foot traffic.
- Personal items or displays may not be stored within the aisles of tables or anywhere else in the hall(s). These areas are required to keep clear. Personal items may be stored under or behind tables.
- Vendors are prohibited from taping, gluing, pinning, or other destructive methods on the walls or floor of the venue. Fines may occur, please review the *Plot Rules and Damages* section for more information.

Merchandise

All merchandise must be pre-approved by the vendor relations staff during the application process. Merchandise that has not been approved and violates any of our merchandise agreements may be subject to removal.

NSFW must be concealed and may not be displayed even with parts being censored (please view section on *NSFW merchandise* for more details). Vendors may still sell NSFW content, but you must require attendees to show valid ID and proof of being 18 years or older. Please use your best judgement with NSFW material. NSFW Merchandise (artwork, apparel, etc.) must be concealed in opaque packaging by the vendor upon delivery to the customer.

Electricity & Internet

Electricity is not included and must be purchased separately. This can be done during the vendor application.

WiFi is provided by the conference center and does not incur an additional fee. WiFi password(s) will be granted within the vendor packet(s).

Artist Alley Rules

The Artist Alley is a space dedicated to vendors who sell unique merchandise and commissions that are taken at the convention. These vendors are in the center of the Bazaar in a circular pattern; no Artist Alley vendor may request spots near a wall as those spaces are reserved for Dealers Den.

Plot and Dimensions

Currently, we only offer one type of plot within our Artist Alley. Each Artist Alley vendor will operate within a 4'x30" table space (sharing a full 8'x30" table with one other vendor) located in the center of our Bazaar. Please note that because of the smaller nature of the Artist Alley, **we only provide one chair per business**; therefore, there are no Vendor Assistants vouchers given. However, Artist Alley vendors may appoint any *registered* individual to proxy/cover for them if/when needed. This is to be communicated with the vendor and their assistant(s), not the convention.

- Table Space: 4'x30"
- Height limit: ~3' from the top of the table
- Assistants: 0

Display

- Banners and background displays are permitted if they do not invade the space of the vendors surrounding.
- Personal items or displays may not be stored within the aisles of tables or anywhere else in the hall(s). These areas are required to keep clear, otherwise it is a safety hazard. Personal items may be stored under or behind tables so long as there is still walkable space.
- Vendors are prohibited from taping, gluing, pinning, or other destructive methods on the walls and floor of the venue. Fines may occur, please review the *Plot Rules and Damages* section for more information.

Merchandise

Merchandise in the Artist Alley will need to fit comfortably within the space given. The space is shared, and vendors must be able to keep belongings and setup to their side of the table. If you have larger items (multiple fursuit heads, large quantities of apparel, multiple large plushes), we recommend applying for our Dealers Den.

All merchandise must be approved by the vendor services staff during the application process. Merchandise that has not been approved and violates any of our merchandise agreements may be subject to removal.

NSFW must be concealed and may not be displayed even with parts being censored. Vendors may still sell NSFW content, but you must require attendees to show valid ID and proof of being 18 years or older. Please use your best judgement with NSFW material.

Electricity & Internet

Electricity is not included and must be purchased separately. This can be done during the vendor application.

WiFi is provided by the conference center and does not incur an additional fee. WiFi password(s) will be granted within the vendor packet(s).

THE NIGHT MARKET

This event is only on Friday and Saturday nights of the convention! Vendors within the Night Market may sell adult toys, apparel, artwork, stickers, and much more without any censorship/covers -- there is graphic, adult material in this hall! Attendees are encouraged to wear their best After Dark attire for this event. Attendees entering the Night Market must show valid proof of registration for the active year and are expected to abide by the AnthroExpo Code of Conduct.

Accommodation concerns:

- The overhead lights in the Night Market are dimmed intentionally to fit the mood. Although not necessary, we encourage vendors to bring a personalized light source.
 - For attendees in fursuits, please bring a handler if possible to guide you.
- Although the Night Market does not share a direct wall with Main Events, the sound may still be present. If you are sensitive to these noises, earplugs will be available.

Night market rules

The Night Market is a unique market specified for artists, creators, or vendors who primarily sell 18+/NSFW merchandise. This merchandise can range from artwork to toys to accessories!

Plot & Dimensions

Due to the nature of the Night Market, vendors may propose unique, interactive booths but must remain inside of their plot purchased. Please ensure that your booths are safe and secure if they are interactive with proper fasteners or otherwise.

For our 2025 convention, our Night Market will offer single or multi-table booths as well as "mini-market" spaces, which you can view similarly to an artist alley. Our Night Market vendors operating within a booth will receive full table(s) while our "mini-market" vendors will operate from a half table.

Single:

- One 6'x30" table
- Plot: 7.5'x5.5'
- Height limit: ~6' from the top of the table
- Dealers Assistants: 1

Double:

- Two 6'x30" Tables
- Plot: 15'x5.5'
- Height limit: ~6' from the top of the table
- Dealers Assistants: 2

Triple:

- Three 6'x30" Tables
- Plot: 18'x5.5', or optional corner spot, or optional "U" shaped pattern in the center of the room.
- Height limit: ~6' from the top of the table
- Dealers Assistants: 3

"Mini-Market"

- Table Space: 3'x30" (half of a 6'x30" table)
- Height limit: ~3' from the top of the table
- Dealers Assistants: 0

Display

- Displays, banners, or any belongings may not extend into the walkway of the hall. This space is to be kept clear for foot traffic.
- Personal items or displays may not be stored within the aisles of tables or anywhere else in the hall(s). These areas are required to keep clear. Personal items may be stored under or behind tables.
- Vendors are prohibited from taping, gluing, pinning, or other destructive methods on the walls and floors of the venue. Fines may occur, please review the *Plot Rules and Damages* section for more information.
- Interactive, educational displays and demonstrations are permitted within reason. Please ask for consent from customers before a demo -- vendors are expected to adhere to convention's code of conduct while in shared con spaces.

Merchandise

All merchandise must be approved by the vendor relations staff during the application process. Merchandise that has not been approved and violates any of our merchandise agreements may be subject to removal.

NSFW contents can be displayed without censorship, but vendors are asked to use their best judgement. Vendor services staff reserves the right to request removal of any content. NSFW Merchandise (artwork, apparel, etc.) must be concealed in opaque/concealed packaging by the vendor upon delivery to the customer.

Some substances are allowed to be displayed within reason. Marijuana is legal (medicinally) in the state of Oklahoma, therefore art/merchandise depicting this substance is allowed within reason. Artwork depicting alcoholic substances are also allowed within moderation. Once again, please use your best judgement.

Electricity & Internet

Electricity is not included and must be purchased separately. This can be done during the vendor application.

WiFi is provided by the conference center and does not incur an additional fee. WiFi password(s) will be granted within the vendor packet(s).