



Dealer Room & Artist Alley Guide

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Pleased to meet you!

Hi! And welcome to the Abunai! 2020 Dealer Room & Artist Alley Guide. We're pleased to meet you! We hope you're pleased to meet us as well.

In this package you will find all you need to know about Abunai!: the services we render to our dealers and artists, the rules and policies we have, and the changes that have been made compared to the previous editions.

If you have any questions after reading through the DIP, please feel free to send them to our email: dealers@abunaicon.nl. We try to answer all emails within five working days, but sometimes we need some additional time to find all the correct answers.

We hope you will enjoy your stay at Abunai! as we will try to make it as pleasant as possible for you. If there is anything we can do to improve your stay, or if there is a problem during the convention, don't hesitate to approach one of our Staff. We will try to resolve the matter as soon as possible.

We would like to urge you to also read the Bootleg Policy and our Convention policies. If you are staying at the NH Koningshof, you should read their house rules as well.

If you have any tips, ideas or advice on how to improve our services to you and your fellow dealers, please let us know. We are constantly working on improving the services we render.

Kind regards,
The Dealer Room team

Changes in Effect Starting Abunai! 2020

Please read them all, even if you come every year.

Registrations

The registration window is open from February 5, 20:15 until February 29, 23:59 (Amsterdam Time). After the registration period is over Dealers and Artists will be notified if a position in the Dealer Room or Artist Alley has been assigned to them.

This year all the information will be sent by email and will also be available on our website. From 2021 onwards this will be done solely on the website. The registration forms will be done via Google Forms this year.

Table Prices

Table prices will be as follows;

- Dealer Room: €125
- Artist Alley: €100

NOTE: Artists/Craft Dealers may apply for a spot in the Dealer Room instead of the Artist Alley, however the price for tables in the Dealer Room will always be €125 and the availability for Artists/Crafts Dealers in the Dealer Room will be limited.

See Page 8 for further details.

The Contract

Contracts will be sent out and have to be signed by both parties prior to the event. Contracts can not be finished while the event has already started.

Dealer Information Point

In previous years the Dealer Information Point was manned during the opening hours of the Dealer Room. This year the Dealer Information point will work with opening hours, there will be people present during the starting and closing hours every day. If you need any help when there is nobody present there will be a cellphone number available to call. You can also ask the Stewards to contact us.

Rules

Please read them all, even if you come every year.

No Access After Closing

To protect your merchandise the Dealer Room and Artist Alley will be closed off from the public after closing. Please know that you will therefore not be able to access the Dealer Room or Artist Alley after closing hours. Make sure to take all necessities from behind your stand with you before we lock up (e.g. medication, toiletries, extra pillows, cosplay outfits to wear in the evening, keys, etc.).

Breakdown 17:01 to 20:00

We would like to stress the necessity of being self-reliant during breakdown on Sunday evening and to make sure you are not understaffed. We ask that you have everything broken down and out of the Dealer Room and Artist Alley space by 8PM as we work with volunteers that can help, but also need to be given the opportunity to still have dinner before the hotel buffet restaurant closes.

Parking

As of Abunai! 2018, NH Koningshof introduced payment for on-site parking at the convention grounds. You will be able to buy a weekend-long parking ticket at a discount, from the hotel. We recommend everybody to do this on Friday morning, before the hotel is bustling with convention guests. The weekend pass will allow you to leave and re-enter the grounds, so you don't have to stay at the hotel.

Grab/Mystery Bags

We allow the sale of grab/mystery bags at Abunai! under the following four conditions:

1. Any bag can be opened upon request by the customer or by Abunai! staff to check its content.
2. You allow a buyer to return the bag (just as you would any other item), if they feel unsatisfied with the contents.
3. You will provide our Dealer Team with a written overview of the exact content of the bags that you sell.
4. Bag contents should always have a bigger total value than the individual price of its contents.

These conditions are a protective measure for our visitors. This ensures visitors get the value they deserve for their purchase.

If you do not abide by these rules a first warning will be given. A second warning means you have to pack your belongings and leave the Dealer Room or Artist Alley. You will not be able to get a refund.

Dealer Registration

Any party wishing to book a table in the Abunai! Dealer Room or Artist Alley should fill in the required registration form (Google Form) completely. After the registration period is over all applications will be reviewed. If you got a spot in the Dealer Room or Artist Alley a mail will be sent to the specified email address with a quotation. After accepting the quote we will make you a proper invoice for payment. At this time we will also send you your contract for Abunai!.

When filling out the forms, please make sure everything we ask in there has been filled out, otherwise this will slow down the application process. We want to help you as quickly as possible.

If you think one of our forms is missing something, please email us at dealers@abunaicon.nl. We'll do our best to change it as soon as possible.

Request For Medical History

We ask that you supply relevant medical information when filling out the Dealer Room Crew Form. Examples are an allergy, a pacemaker or an illness which might be wise to inform us about. In case of calamity this might be useful.

With this additional information, medical staff can quickly decide if an ambulance is needed. Rest assured, this information will only be available to: our First Aid team, the Dealer Room manager and if needed, the emergency personnel.

Hotel Rooms

Below is an overview of the hotel room prices. All prices include VAT and are excluding city tax. Please be sure to mention eligibility for hotel room VAT relay.

Room Type	2 nights	3 nights
Standard Single	€175	€262,5
Standard Double	€202	€303
Standard Twin	€202	€303

Note: When filling out the Google Form, please tell us which crew members will be sharing a room together in the 'hotel room match-up' section at the end of the Crew Form.

All hotel rooms are subject to availability!

We could run out of hotel rooms to accommodate your order as more registrations come in, so keep in mind that you might need to find alternative sleeping arrangements.

Twins and Doubles are preferences.

Please understand that there are only so many rooms available per type. When for example there are no Twin rooms left it is possible that your preferred Twin room will become a Double.

Additionally: Hotel room prices may be subject to change. Please check back with us with any questions when you receive your quotation from us.

Breakfast serving time

Breakfast is included with your stay at the NH Koningshof.

Breakfast serving will be at Restaurant Binnenhof near the hotel front desk:

Monday - Friday:	07:00 - 09:30
Saturday:	07:00 - 10:30
Sunday:	07:00 - 12:00

NOTE: These times are subject to change. Please check the opening times during your stay.

Hotel Check-Out time

Please note that the Hotel Check-Out time is set at 12:00 (subject to change). Be sure to take all your belongings out of the hotel room before you check-out.

Tables

All prices listed are per table for the entire weekend. Included in the price of one (1) table is one (1) weekend ticket for a crew member.

Additional tickets for crew members can be ordered at the default weekend ticket price.

Backing tables (130x65x80cm) can be added to your order and cost €30,- inc. VAT, each.

Table Dimensions

The dimensions of our tables are the following:

- L x W x H: 130 x 65 x 80 CM

Table Prices

Dealer Room

This price group is for vendors in the Dealer Room. The sales of bootleg, fresh food and fresh drinks are forbidden.

Costs per table: € 125,- incl. VAT Max. tables: 8

Artist Alley

This price group is for vendors in the Artists Alley.

This price is applicable if you are a craftsperson, a costumière, in a doujin circle etc.

All products should be self-assembled and uniquely produced. You are not allowed to sell other products which do not belong in this category. For example, mass produced cosplay outfits do not belong in this group, while self-produced one-of-a-kind costumes do.

Costs per table: € 100,- incl. VAT Max. tables: 4

Replacing tables

If you wish to replace a table with a display that is more suited for your merchandise, this is allowed.

Please note that you still need to conform to the assigned dimensions of your spot. I.e., you may remove a table to set up a clothing rack or a display case.

Your booth may not stick out into the walkway for safety reasons (escape routes, visitor flow, etc.). You are allowed to sacrifice your own space *behind* the stand to make your display deeper, as long as you do not impede your fellow dealers in your island. We trust that you will be able to resolve any issues between yourselves. If disputes arise between you and your neighbors, they will be resolved by the dealer room staff. There is no additional charge for replacing the table we provide.

Note that you will have to bring your own shelving units, racks or displays. Abunai! cannot provide any. We do ask that you make a note of these plans when filling out our order forms, to ensure we can do our very best your assigned spot suits your specific needs.

Bootleg Product Policy

Bootleg Products

Selling bootleg products on the Abunai! convention site is strictly forbidden. If you sell bootleg products during an Abunai! convention, we will give you one warning as a courtesy. You will have to remove all offending counterfeit products from your stand and we will keep a strict eye on you. Continuing to sell bootleg products e.g. the following day or the next year will get you banned from ever selling at an Abunai! convention again. Note that if we catch you selling bootleg products during the convention after being given a warning, we will ask you to leave and you will not be refunded for your tables, tickets or hotel rooms.

Scheduled/Unscheduled Bootleg Product Checks

Scheduled and unscheduled bootleg product checks will be held throughout the convention. The schedule of these planned checks will be available during the convention.

Additional Information

Setup Times

Friday (Artist Alley)	10:00 – 16:00
Friday (Dealer Room)	10:00 – 17:30
Saturday (Both)	10:00 – 11:00
Sunday (Both)	10:00 – 11:00

Opening & closing hours

Friday (Artist Alley)	16:00 – 22:00
Friday (Dealer Room)	18:00 – 22:00
Saturday (Both)	11:00 – 19:00
Sunday (Both)	11:00 – 17:00

Breakdown

Sunday (Both):	17:01 - 20:00
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We would like to stress the necessity of being self-reliant during the breakdown and make sure you are not understaffed. We ask that you have everything broken down and out of the Dealer Room space by 8PM as we work with volunteers that can help, but also need to be given the opportunity to still have dinner before the hotel restaurant closes.

Food and Drinks

You are not allowed to sell non-Japanese imported food and drinks to visitors within the Dealer Room. This is due to regulations of the NH Koningshof. As a vendor, you are allowed to eat and drink behind your stand. However, for visitors eating and drinking in the Dealer Room and Artist Alley is not allowed.

No Free *Plastic* Bags

Due to Dutch regulations it is not permitted to give out free plastic bags to customers. This legislation has been implemented on January 1st of 2016 and applies to all retailers. The law requires you to charge your customers an extra fee for any plastic bags that you supply, should they want one. Please note this applies to plastic bags only. You are allowed to supply a free paper or cotton bag under these rules.