
BFGcon Event Host Policy

One for All Events LLC (“OfA”) is the promotor and event management company for BFGcon, a tabletop gaming & geek culture convention, taking place March 13-15, 2020 at the Clarion Inn & Event Center, Frederick MD (“Facility”).

This Event Host Policy (“EHP”) is the guide for Event Hosts (“Host”) who wish to submit, run, organize and management events at BFGcon. If you have any additional questions, email us at bfgcon@oneforall.events and we will be happy to answer them.

Terms & Agreement

By choosing to submit proposals for BFGcon via our [Event Host Proposal System](#), you agree to abide by the terms of this agreement and any policies issued by BFGcon.

1. **Relationship.** Running an event at BFGcon does not make Host an employee, volunteer, or contractor of OfA.
2. **Email.** OfA will need to contact Host to discuss the proposal and may add Host to a mailing list for updates. Host must keep OfA updated if their email changes.
3. **Code of Conduct.** Host will comply with the [BFGcon Code of Conduct](#) and report any violations of this at their event to the event organizers immediately.
4. **Terminology.** You understand that terms, phrases, and definitions used in the EHP, as they apply to events run at BFGcon, may differ from the way you use them.
5. **Permission.** Host states that they own or have obtained all rights and permissions needed to run the event, and for all music, images and materials used during it. Host will have researched all appropriate statutes in the State of Maryland as they might apply and will ensure their event is in compliance.
6. **Security.** BFGcon does not provide security for Hosts and disclaims all liability for lost, stolen, or damaged equipment brought by Host.
7. **Facility Policies.** BFGcon, OfA, and Host are guests of the Facility. Host shall abide by all Facility safety and use policies.
8. **Violations of Policy.** Hosts who fail to adhere to any part of the EHP may be removed from BFGcon at OfA discretion without any refund.
9. **Indemnification.** Host shall indemnify OfA against any claim brought by or loss suffered by any third party, including the Facility, attendees, government agencies resulting from Host’s actions, negligence, or violations of this agreement.

Complementary Badges / Compensation

Hosts who run at least **three (3)** events during BFGcon will be eligible to receive a complementary 3-day badge to the event. This assumes a typical event which would be expected to last around 4 hours and provide seats for at least 5 attendees. Exceptions to this policy may be made based upon the length & scope of the event.

The appropriate director who approves your events will get you a special weblink and/ or coupon code to allow you to process your ticket. Please do not purchase your ticket in advance if you are submitting events as a Host.

If you for some reason have purchased a ticket, and later are granted a complementary one. Do not process the free ticket. Instead reach out to bfgcon@oneforall.events to have your original ticket purchase refunded to you. Refunds may take weeks to process.

No other compensation will be offered to any Host without prior written agreement.

Proposal Process

To propose an event, Host must use the online [Event Host Proposal Form](#) provided on the BFGcon website.

It is the Host's responsibility to mention any requirements needed for success of their event. BFGcon will not provide any additional resources not agreed to in advance.

Because there is limited space available at BFGcon, submitting a proposal gives no guarantee of it being accepted.

Events will be accepted and scheduled on a rolling basis. If Host has not heard back about their proposal within a week, they may contact us at bfgcon@oneforall.events

Specific time or location requests can be made; however, BFGcon will make all final decisions on when & where an event is scheduled.

BFGcon reserves the right to change any and all details for an event, at its sole discretion.

Expectations

All of our Hosts must agree to abide by the following:

1. You are expected to show up on time to your scheduled activity, and be able to stay through the scheduled end.
2. You are expected to bring all the materials that you need and to have communicated to us well in advance any additional requirements that you had.
3. You will be an extension of our eyes and ears during your time on shift. You will ensure that everyone participating has a valid attendee badge, and promptly report any issues to us via channels that will be made available to you.
4. Unless approved as a dedicated 18+ event, all activities at BFGcon are to be kept at a family-friendly level. Profanity and vocal volume should be kept to a minimum, and sexually explicit imagery is forbidden.
5. You will keep to the accepted proposal and not substantially change its nature.
6. We expect a high level of attention to be put towards a quality attendee experience. Those who receive poor reviews from our attendees, or who show up unprepared, will not be invited back again in the future.
7. All events must be listed on the BFGcon website. You may not use your own ticketing system or accept payment for your event directly without written approval from OfA.
8. You must agree that signups for your event are first-come, first-served, with no spaces being held for friends. The BFGcon website will be the only method used for claiming reservations.
9. We understand that issues happen. We expect you to make a good faith effort to uphold your side of this agreement, and to contact us as early as possible if you are concerned so that we can work towards an amicable solution. In recognition of the possibility of catastrophic events (fire, death, etc.) OfA and our Hosts agree to hold each other legally blameless for failure to deliver the agreed-upon terms in the instance of such events.

Procedures

Before the Event

Arrive at the venue at least 45 minutes before your event to get your badge at registration in case of lines.

Arrive at the event's assigned area at least 15 minutes before the scheduled start time to prepare. If there are any problems, contact the closest Event HQ or Registration.

If your event has limited signups, collect the signup sheet from the appropriate Event HQ in that area.

Starting the Event

For events with limited signups, check that attendees present match the signup sheet. Do not give away waiting list spaces until 5 minutes past the scheduled start time. Mark on the sheet anyone who was absent, and anyone added.

Ensure that all players (as well as yourself) are wearing the an appropriate event badge.

Do not rearrange any tables, nor switch tables your event is taking place at, without approval from BFGcon staff.

Running the Event

Your event should start and end on time as listed in the BFGcon event schedule. Events that run over time may be shut down abruptly.

If you have any problems, please contact the nearest Event HQ, or any staff member.

After the Event

Clean up your area and put back in the original state it began (or better).

If you had a limited signup sheet, ensure it makes it back to the nearest Event HQ for filing.

Monetary Transactions

No monetary transactions of any kind are allowed at BFGcon outside of approved Vendors, without a written exception by OfA. You may not charge attendees to your event a fee, or sell product to them.

Approved Panelists and Performers will be automatically granted permission to sell a moderate amount of product such as CDs, photographs, signatures, or books during their event and shortly before & after.

Cancelling Events

If there is a need to cancel or change an event for any reason the Host must immediately notify BFGcon.

Before the convention, email the BFGcon Director you've been working with in planning the event, or bfgcon@oneforall.events with this information.

During the convention, notify the closest Event HQ or Registration as soon as possible.

Excessive event cancellations or changes may affect your future involvement.

Canceling your event may cause your complementary event badge to be revoked. This may require you to then purchase a badge if you still wish to attend.