
BFGcon Event Facilitator 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 Facilitator Policy (“EFP”) is the guide for Event Facilitators (“Facilitator”) who want to lend a hand at BFGcon, and facilitate certain areas of the event.

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 offer to be a Facilitator for BFGcon via our [Facilitator Application Form](#), you agree to abide by the terms of this agreement and any policies issued by BFGcon.

1. **Relationship.** Being a Facilitator at BFGcon does not make Facilitator an employee, volunteer, or contractor of OfA.
2. **Email.** OfA will need to contact Facilitator to coordinate efforts and may add Facilitator to a mailing list for updates. Facilitator should keep OfA updated if their email changes.
3. **Code of Conduct.** Facilitator will comply with the [BFGcon Code of Conduct](#) and report any violations of this to the event organizers immediately.
4. **Terminology.** You understand that terms, phrases, and definitions used in the EFP, as they apply to BFGcon, may differ from the way you use them.
5. **Security.** Facilitator will not hold OfA liable for any physical, mental or other type injury, damage or loss incurred as a result in whole or part of Facilitator’s presence at BFGcon.
6. **Facility Policies.** BFGcon, OfA, and Facilitator are guests of the Facility. Facilitator shall abide by all Facility safety and use policies.
7. **Violations of Policy.** Facilitators who fail to adhere to any part of the EFP may be removed from BFGcon at OfA discretion without any refund.
8. **Indemnification.** Facilitator shall indemnify OfA against any claim brought by or loss suffered by any third party, including the Facility, attendees, government agencies resulting from Facilitator’s actions, negligence, or violations of this agreement.

Complementary Badges / Compensation

Facilitators who offer to cover at least **three (3)** shifts during BFGcon will be eligible to receive a complementary 3-day badge to the event. This assumes a typical shift assisting operation of an area for around 4-5 hours long.

The BFGcon logistics director will provide 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 to be a Facilitator.

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.

Facilitators will be listed as Supporters of BFGcon on the website & in the site booklet along with other Sponsors in recognition of efforts. Facilitator will be asked what name to be listed (personal, company, or other) and if they wish it linked to a website.

Application Process

To offer assistance Facilitator must use the online [Facilitator Application Form](#) provided on the BFGcon website.

You should hear back within a week, if not contact us at bfgcon@oneforall.events. Not all offers may be accepted due to space and staff requirements.

Cancellation

If there is a need to cancel or change your assistance for any reason the Facilitator must immediately contact the Logistics Director or email bfgcon@oneforall.events as soon as possible. During the convention they can also report to registration.

Canceling may cause your complementary badge to be revoked as well as any other compensation. This may require you to purchase a badge if you still wish to attend.

Because last minute cancellations in Facilitators can impact BFGcon, attendees, and other Facilitators very negatively, it may also affect your future involvement.

Expectations

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

1. You are expected to show up on time to any scheduled shift, and be able to stay through the scheduled end.
2. 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.
3. BFGcon is a family-friendly event and during a shift profanity and vocal volume should be kept to a minimum, and sexually explicit imagery is forbidden.
4. You will be provided training on the areas you will be assisting with either in person or online. You must attend this training or may be removed as a Facilitator. This will include revocation of any compensation offered.
5. You will be allowed to help with the execution of BFGcon, but have no authority to make any decisions on behalf of BFGcon or OfA.
6. 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 Facilitator agree to hold each other legally blameless for failure to deliver the agreed-upon terms in the instance of such events.

Procedures

The actual assistance provided will vary widely based upon the area in which Facilitator is helping. This will be covered in communication and training in advance.

In all cases, Facilitator should arrive at the venue at least 45 minutes before any shift to get their badge and check in with the logistics director. Show up at the location for any scheduled shift at least 15 minutes ahead of time to get prepared and transition with any Facilitators leaving a shift before you.

If Facilitator has a scheduled shift that is ending and no replacement has shown up to relieve them, contact the logistics director via channels that will be made available to you during the event.