

Otafest Convention Policies

Approved Otafest Planning Committee, March 22, 2008

Definitions

1. In these policies,
 - (1) “Artist Alley” refers to the designated location for the sale of personal artwork. Artist Alley is also the location for sketch requests;
 - (2) “Cosplay” refers the special event known as Cosplay;
 - (3) “OPC” refers the Otafest Planning Committee, the governing entity of Otafest;
 - (4) “Otafest” refers the Otafest convention;
 - (5) “Vendor Room” refers the designated location for the sale of merchandise. Some events call this room the Merchant Hall, the Vendors’ Hall, or the Dealers’ room;
 - (6) “Viewing room” refers the designated viewing areas for video programming;
 - (7) “Weapon” is defined in Section 37 of these policies;
 - (8) “Wristband” refers the proof of admission used by Otafest.

General Policies

2. The following activities are not permitted during Otafest:
 - (1)Engaging in any activity prohibited by law;
 - (2)Any act which could result in substantial risk or harm to people or property;
 - (3) Engaging in disruptive and unsafe behavior that disturbs other patrons, staff, or the public;
 - (4)Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment;
 - (5)Physical or verbal harassment of the public or staff;

- (6) Loitering.
3. All patrons must abide by all University of Calgary procedures, policies, and bylaws, as well as all local, provincial, and federal laws and bylaws.
 4. Seating for events or in viewing rooms is first-come, first-served. Due to fire regulations, sitting in aisles and seating beyond the room's capacity are not allowed, and Otafest is bound by law to strictly enforce this.
 5. Alcohol or intoxication is not permitted at Otafest. Any incidences will be dealt with accordingly.
 6. Food and drinks are normally permitted during events and inside viewing rooms, but please clean up after yourself. Please use available garbage bins to dispose of waste. Patrons will be informed if food or drinks are prohibited.
 7. Talking out of turn during events or in viewing rooms is disruptive to other patrons. Please save your comments for outside the event or viewing room.
 8. Have fun, enjoy yourself, be courteous to fellow attendees, but please remember, the impression you make reflects on all of us.
 9. With respect to some Otafest events, such as Cosplay, Otafest Convention Policies may be temporarily overridden for participants of that event. The only persons that may authorize this override are:
 - (1)Chairman;
 - (2)Security Head;
 - (3)Assistant Security;
 - (4)Cosplay Director or delegate.

Wristbands and Admission

10. Wristbands must be worn and be visible at all times. Individuals without wristbands will not be granted access to the convention.
11. Any patron who has their wristband revoked will not receive reimbursement or refund of any part of their admission.
12. A fee will be charged for replacing a lost wristband. Replacement badges will be authorized by Registration.

13. Please return any wristbands found to Otafest staff immediately.

Attire and Costumes

14. All patrons are required to dress appropriately, in accordance with public decency laws, while at Otafest.
15. All patrons are required to wear footwear. Socks or bare feet are not acceptable.
16. OPC reserves the right to deem any attire or costume unacceptable and request the wearer to either change or make modifications as necessary.
17. Patron should be aware that they may be asked to remove all or part of any costume that is bulky, difficult to maneuver, or otherwise presents a possible safety issues for the wearer or other patrons.

Harassment and Assault

18. OPC has a zero tolerance for any type of harassment and/or assault.

Harassment is any behavior that annoys, alarms, or threatens another person. This includes any unwanted physical contact, following someone without a legitimate reason, or threatening to harm someone.

19. Sexual misconduct is unacceptable at Otafest, and will result in the revoke of the patron's wristband.
20. If an assault does occur, call Campus Security immediately at 220-5333. There are phones locate throughout the campus with a speed dial button for Campus Security.

Liability

21. Although we strive for the safest possible environment, Otafest, OPC, and its affiliates are not responsible for any loss, damage, theft, or injury while attending Otafest.
22. Patrons are responsible for their individual actions and any repercussion that may result.
23. Civil or medical emergencies are to be handled directly by the proper authorities.

Merchandise and Theft

24. All merchandise, from Otafest itself, the Vendor Room, or Artist Alley, must be paid for.

25. Any patron caught shoplifting or stealing will be handed over to the proper authorities, have their wristband revoked, and refused service into all future Otafest events. There will be no exceptions.

Photography and Video Recording

26. Photography of original artwork in Artist Alley is not allowed without permission of the artist.
27. Photography may be restricted to specific events. Patrons will be informed any event which photography or video recording is prohibited.
28. Photography of all other aspects of the convention is allowed, as long as it does not disrupt events or the flow of traffic, and the subject does not object to the photo.
29. Please be considerate and ask first before taking pictures of guests, other patrons, or the general public.
30. Please be advised that you may be video recorded by OPC during some events.
31. Posing with a weapon for a photograph is acceptable. However, the weapons may only be drawn for that picture, and no patrons in the immediate area must feel threatened.

Signage

32. Wearing any signs that offer products or services, for solicitation, financial gain, physical act, or otherwise, is prohibited at Otafest.
33. Signs with inappropriate content will be removed without warning, and may result in the patrons' expulsion from the convention.

Weapons

34. Otafest defines a weapon to be any item that:
 - (1) Is made from wood, metal, or dense plastic, of any length, and can be swung or lunged at someone, or can cause any physical harm.
 - (2) Resembles a thrown or missile weapon.
 - (3) Resembles a pistol, rifle, bow, or any other form of gun or projectile weapon.

35. Otafest applies the following policies to weapons:

- (1) Bladed weapons, weapons with a functional edge, or weapons that can fire a harmful projectile are prohibited from Otafest. Items like water pistols and cap guns are also prohibited from Otafest.
- (2) Weapons may not be drawn and/or swung.
- (3) Weapons may not be drawn, pointed, or used in any threatening manner.
 - a. Photography is an exception to this rule. (See Sec. 31)
- (4) Weapons purchased from the Vendor Room must remain in their original packaging. If a vendor does not package a weapon, it must comply with all other Otafest Convention policies, or the weapon must be removed from the convention.
- (5) Weapons resembling guns must be non-working replicas and have an orange safety caps. Questionable items will be marked by Otafest staff in a non-permanent way so that staff and patrons can tell from a distance that the weapon is not real.
- (6) Please be courteous when around other people. Please keep weapons close to your body so that they do not interfere with others' enjoyments of Otafest. Otafest reserves the right to forbid large or obtrusive weapons from entering viewing rooms, events, or the Vendor Room. Items under question will be held temporarily at the closest security station.

Violation of Otafest Policies

36. Otafest reserves the right to enforce punishment against any patron who violates these policies. Such punishment can include, but are not limited to:

- (1) Asking a patron to leave a particular event or viewing room;
- (2) Revoke of a patron's wristband without refund;
- (3) Banning a patron from future Otafest events and Conventions.

37. Any action prohibited by law will result in notification of the proper authorities.