



KELOWNA COMICON GENERAL POLICIES

Issued: 2023

All present at the Event agree to follow and be bound by these General Policies, which may be amended from time to time. These policies shall be made available upon request, and will be included on the KCC website.

1. Definitions

- 1.1. "KCC" means the Kelowna ComiCon, its Staff, agents, and representatives.
- 1.2. "Event" means the pop-culture event entitled Kelowna ComiCon.
- 1.3. "Exhibitor" means collectively the individual, group, or company that applied for Exhibitor Booth as set out in this contract and each of the Exhibitor's officers, directors, employees, and representatives as applicable.
- 1.4. "Artist" means collectively the individual, group, or company that applied for Artist Alley located Exhibitor Booth(s) and any assistants, helpers, volunteers, or staff of the Artist shall be referred to as "Assistant". Artist(s) are also considered Exhibitor(s).
- 1.5. "Event Space" means the area that has been designated for sale of goods and services.
- 1.6. "Exhibitor Booth" means the area within the Event Space that has been allocated to the Exhibitor.
- 1.7. "Artist Alley" refers to location-specific Exhibitor Booths.
- 1.8. "Venue" means the facilities or buildings hosting the Event, in this regard, the Capital News Centre.
- 1.9. "Pass" is proof of admission used by the Event. Typically presented as a wristband, badge, or lanyard.
- 1.10. "Guest" refers to the artists, cosplayers, and celebrities that have been invited by KCC to attend the Event on behalf of KCC.
- 1.11. "Cosplay" is the act of dressing up and/or roleplaying as a fictional character.
- 1.12. "Attendee" is everyone who is participating in the Event who has been issued a valid Pass.
- 1.13. "Prop" refers to an accessory of cosplay that is generally viewed as a replica of a weapon.

2. General Policies

- 2.1. Any policy contained herein that is contrary to local, provincial, or federal law is null and void.
- 2.2. All present at the Event will abide by all local, provincial, and federal laws and bylaws.
- 2.3. The policies contained herein are subject to review and may be revised at any time.
- 2.4. All present at the Event will abide by all Venue policies and procedures.
- 2.5. The Venue, at their discretion, may override any policy contained herein.
- 2.6. KCC may restrict access to programming elements at the Event based on Pass, room capacity or age.
- 2.7. Civil or medical emergencies are to be reported to and handled directly by the proper authorities.
- 2.8. Current health and safety policies and guidelines in relation to the Event can be found on the KCC website.
- 2.9. All present at the Event agree that KCC, as well the Venue, its staff and affiliates, are not responsible for any loss, damage, theft, or injury incurred while attending or volunteering for the Event.
- 2.10. All present at the Event agree that the KCC may photograph and/or video record them on Venue grounds for promotional purposes.

2.11. KCC will make every effort to inform Attendees of important updates about the Event through KCC social media, printed media, or the KCC website.

3. Admission

- 3.1. Passes are non-transferable. Each Pass is valid for an individual unless otherwise stated.
- 3.2. Passes must be visible at all times.
- 3.3. The Event reserves the right to require a ticket (paid or free) for any programming elements in addition to a Pass. The Event will make every effort to disclose this information in any promotional material used for said programming elements.

4. Behaviour

- 4.1. All present at the Event must not act in a way which would result in substantial risk or harm to others or property.
- 4.2. Disruptive behaviour, such as, but not limited to, harassment, sexual misconduct, public shaming, bullying, loitering, shoplifting, theft, etc. will not be tolerated in any form, may it be physical, verbal, or communicable.
- 4.3. KCC reserves the right to determine what constitutes disruptive behaviour.
- 4.4. Intoxication, by any means, is not permitted at the Event.
- 4.5. All present at the Event are asked to help keep the Venue clean by making full use of the garbage cans and recycling bins.

5. Solicitation

- 5.1. Solicitation is not permitted unless written approval is received from KCC or the Venue.

6. Lost and Found

- 6.1. All lost and found items are to be turned over to KCC staff.

7. Attire and Costume

- 7.1. The attire of all present at the Event must be appropriate and comply with local decency laws.
- 7.2. The attire of all present at the Event must be able to pass comfortably and easily through a standard door. Change Rooms have been made available for assembly and disassembly of oversized Cosplay.
- 7.3. The attire of all present at the Event cannot be considered a safety issue to themselves or others.
- 7.4. All present at the Event are required to wear footwear appropriately at all times while on Venue property.
- 7.5. Costumes must be readily identifiable at a distance as part of a costume and not as official military or emergency response personnel.
- 7.6. KCC reserves the right to declare any attire or costume unacceptable and require anyone present at the Event to change or modify their attire accordingly.
- 7.7. Battle Dress Uniforms (BDU's) attire or Cosplay are not permitted.
- 7.8. S.W.A.T.-style attire or Cosplay are not permitted.
- 7.9. Balaclava style masks are not permitted unless readily identifiable as part of a Cosplay.

8. Weapons

- 8.1. A weapon is defined as any item that a reasonable person would deem a weapon.

- 8.2. Any weapon or item prohibited by local, provincial, or federal law.
- 8.3. Any item resembling a gun that is capable of firing a projectile.
- 8.4. Any item indistinguishable at casual inspection from either of the above.
- 8.5. Weapons that have been rendered inoperable, such as a firearm without a firing pin or a blunt/ dull blade, shall still be considered a weapon.
- 8.6. No weapon shall be permitted at the Event by KCC or the Venue.

9. Props

- 9.1. Props must be taken to Prop Check for evaluation.
- 9.2. If a Prop is peace-bonded, the bond must be visible at all times.
- 9.3. Props must be handled in a safe and responsible manner.
- 9.4. Props cannot impede traffic or be a hazard to others.
- 9.5. Props cannot be swung or brandished except for posing and photography purposes.
- 9.6. Props are not permitted to be used for combat.
- 9.7. Props cannot be a disguised weapon.
- 9.8. Props that resemble the form or function of a projectile weapon have a few additional restrictions:
 - 9.8.1. If it has a string, that string cannot be under any tension and not easily made taut.
 - 9.8.2. If it has an air chamber, that chamber cannot be under any pressure and not easily re-pressurized.
 - 9.8.3. If it has a barrel, that barrel must be blocked with an orange tip and not easily unblocked.
 - 9.8.4. Cannot propel a projectile at any time.
- 9.9. Props have certain construction restrictions and exceptions:
 - 9.9.1. Props cannot be primarily constructed out of a hard material such as metal or wood. Balsa wood, as depicted as a soft wood, is permitted.
 - 9.9.2. Props may contain a wooden rod, dowel, or hollow metal rod with a diameter no larger than 1" for structural purposes if padded in a reasonable manner.
 - 9.9.3. Props must be constructed in a manner such that no part of the prop is easily shattered.
 - 9.9.4. Props cannot have sharp edges or points.
- 9.10. At the discretion of KCC, certain props may be deemed unacceptable regardless of compliance with these policies.
- 9.11. Props that do not meet these policies must be removed from the Venue immediately upon request or be stored at the Event coat check at the cost of the Prop owner. The availability of either of these options is at the discretion of KCC.
- 9.12. Exceptions to this policy for specific purposes must be requested in advance and approved by KCC in writing.

10. Photography and Video Recording

- 10.1. All present at the Event must gain permission from all individuals that they photograph and/or video record.
- 10.2. All represented media must announce themselves as such prior to their gaining permission from individuals that they photograph and/or video record.
- 10.3. Photography and videography cannot impede the flow of traffic or disrupt programming elements.
- 10.4. Photography of products/ artwork on display by Exhibitors is not allowed without the permission of the Exhibitor.
- 10.5. Posing with a Prop is acceptable provided it is done in a safe manner.
- 10.6. Select programming elements may have photography and videography restrictions. Attendees will be informed of such restrictions and must abide by them.

11. Signage

- 11.1. Only approved Exhibitors may display signs that offer products or services in exchange for something, unless given prior approval by KCC.

- 11.2. All present at the Event cannot display signs that may be considered to contain inappropriate content.
- 11.3. Personal signs are subject to Section 9.

12. Seating, Capacity, and Traffic Flow

- 12.1. Doors, aisles, and walkways must be kept free of obstructions at all times.
- 12.2. The back and front of any room is considered a walkway.
- 12.3. Seating is on a first come, first served basis unless otherwise stated.
- 12.4. In programming rooms, the audience must be seated in a seat; standing is not permitted unless otherwise stated.
- 12.5. The number of people in a space cannot exceed the stated capacity of that space.
- 12.6. Unless otherwise stated, all rooms are cleared after each programming element. No squatting.
- 12.7. Large gatherings of people (such as flash mobs or performances) are permitted in hallways or outside areas as long as they do not impede the flow of traffic, or gather a large standing crowd.

13. Contest Eligibility

- 13.1. All contestants must have a valid Pass to the Event and pay any required fees in advance unless otherwise stated in the contest rules.
- 13.2. Contestants cannot be involved with the operation or judging process of the contest.
- 13.3. Contestants must follow all contest rules and other eligibility requirements as stated on the KCC website.
- 13.4. Non-competitive contest entries may be permitted at the contest coordinator's discretion; however, any such entries are not eligible for any prizes or awards.
- 13.5. Any exceptions to contest eligibility will be stated in the official contest rules.

14. Autographs

- 14.1. KCC does not guarantee that you will get an autograph from a particular Guest.
- 14.2. KCC reserves the right to cut the Guest lines at any time.
- 14.3. Unless otherwise stated, up to two (2) acceptable items per person can be autographed per line.
- 14.4. The Guest reserves the right to decline to autograph unlicensed or inappropriate materials.
- 14.5. Those exhibiting rude and/or inappropriate behaviour will face consequences ranging from losing their place in line up to revocation of their Pass without refund.
- 14.6. The Guest reserves the right to accept or decline gifts.
- 14.7. Perishable gifts will not be accepted by Guests.
- 14.8. Guest specific changes may apply and KCC will make every effort to communicate those changes through social media, print media, and the KCC website.

15. Venue

- 15.1. Roller blades, skateboards, scooters, and similar devices cannot be used on Venue grounds.
- 15.2. Smoking or usage of tobacco, cannabis, vaporizers, or other substances is not permitted on Venue grounds.
- 15.3. Discovered use of drugs or alcohol on Venue grounds will face immediate revocation of the perpetrator's Pass without refund.
- 15.4. Service animals with proper documentation are the only animals permitted at the Event.

16. Violations

- 16.1. KCC reserves the right to enforce disciplinary action against anyone present at the Event who violates any of the policies contained herein.

- 16.2.** Based on the severity of the violation, disciplinary measures may include (but not limited to):
 - 16.2.1.** Issue of a verbal warning.
 - 16.2.2.** Ask person(s) to leave the affected area.
 - 16.2.3.** Revocation of Pass or position without refund.
 - 16.2.4.** Request Security to remove person(s) from the Venue grounds.
 - 16.2.5.** Banning of person(s) from future KCC events.
- 16.3.** Any action prohibited by law will result in notification to the proper authorities and may result in criminal prosecution.

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