

BURLYCON  
Policies & Procedures Manual  
2016

## BurlyCon Policy Guide

<b>REGISTRATION .....</b>	<b>3</b>
<b>BADGES.....</b>	<b>3</b>
<b>WRISTBANDS.....</b>	<b>3</b>
<b>REGISTRATION OF MINORS .....</b>	<b>3</b>
<b>CHILD &amp; TEEN RULES.....</b>	<b>Error! Bookmark not defined.</b>
<b>BADGE REPLACEMENT FEE.....</b>	<b>4</b>
<b>RIGHT OF REFUSAL .....</b>	<b>4</b>
<b>HARASSMENT POLICY.....</b>	<b>4</b>
<b>INTELLUCTUAL PROPERTY POLICY .....</b>	<b>5</b>
<b>WEAPONS POLICY.....</b>	<b>Error! Bookmark not defined.</b>
<b>DRINKING &amp; CANNABIS .....</b>	<b>5</b>
<b>PARTIES .....</b>	<b>6</b>
<b>SMOKING &amp; CANNABIS.....</b>	<b>6</b>
<b>ANIMALS .....</b>	<b>6</b>
<b>ATTIRE.....</b>	<b>6</b>
<b>FLYERS .....</b>	<b>6</b>
<b>PHOTOGRAPHY &amp; VIDEOGRAPHY .....</b>	<b>7</b>
<b>SERVICES .....</b>	<b>7</b>
<b>ADA (Americans with Disabilities Act).....</b>	<b>7</b>
<b>CONVENTION AND SECURITY OFFICES .....</b>	<b>8</b>
<b>FIRST AID.....</b>	<b>8</b>
<b>NEWSLETTER.....</b>	<b>8</b>
<b>GUIDEBOOK .....</b>	<b>8</b>
<b>INFORMATION TABLE .....</b>	<b>8</b>
<b>LOST &amp; FOUND.....</b>	<b>9</b>
<b>MESSAGE BOARD .....</b>	<b>9</b>
<b>PARKING &amp; PUBLIC TRANSPORTATION .....</b>	<b>9</b>
<b>VOLUNTEERING.....</b>	<b>9</b>
<b>TIPS FOR MAKING YOUR BURLYCON EXPERIENCE FANTASTIC .....</b>	<b>10</b>

# BurlyCon Policy Guide

## REGISTRATION

Everyone attending BurlyCon is required to agree to our policies and rules of conduct, provide registration information, and wear their badge at all times during classes and events held by BurlyCon.

Registration includes:

- The right to attend the convention: classes, panels, events, class photo, peer reviews, and hospitality areas.
- Registration badge
- Program Book and access to the Guidebook App
- Newsletters
- The resources to submit written/digital feedback through approved channels on attended classes, events and the convention as a whole and have it reviewed by BurlyCon staff members.

## BADGES

Attendees must have their badge visibly displayed while in designated convention space. Anyone who cannot produce a current registration badge upon request will be asked to leave convention space.

## WRISTBANDS

Attendees who have purchased Event ONLY wristbands are allowed to attend evening events during BurlyCon. Wristband holders DO NOT have access to any classes, peer reviews, Key Note Address, Closing Ceremony, or panels.

Wristband permissions include:

- Attendance at the Thursday night Meet & Greet
- Attendance at the Friday night Dance Party
- Attendance at the Saturday Night Story Telling, Movie, and Social Hour
- Access to Vending areas
- Access to the BurlyBar

Event Only attendees must have their wristband visibly displayed while in designated convention events space. Anyone who cannot produce a current events wristband upon request will be asked to leave convention space.

## REGISTRATION OF MINORS

A minor as defined by the State of Washington must have a parent/legal guardian/individual designated by the parent or legal guardian who is on-site when the minor is on-site. Minors, under the age of 24 months, must have a permission slip on file with Registration signed by a parent or guardian. The parent or guardian must be aware of and responsible for their charge at all times and must remove the child from class if disruption occurs.

# BurlyCon Policy Guide

BurlyCon is mainly for adults over the age of 18. However, we understand that sometimes teens and children would like to attend some classes or events with their parents. BurlyCon is an adult event and minors between the ages of 2 and 17 are not allowed.

## **BADGE REPLACEMENT FEE**

If you lose your membership badge, you are encouraged to search everywhere before a new one is issued. Make sure you check with Lost and Found (both the hotel and the convention have Lost and Found departments), Registration, and Security prior to purchasing a replacement badge. The badge replacement fee is \$20 or registration staff will require an interpretive act to “I’m a Little Teapot” in exchange for the return of lost badges.

## **RIGHT OF REFUSAL**

BurlyCon reserves the right to refuse or withdraw registration, membership, or event access.

## **HARASSMENT POLICY**

BurlyCon strives to provide a welcoming space for persons of all descriptions. Everyone should be able to have a great time, in their own way, at the convention, but not at the expense of others. As a community, we insist on behavior that respects the autonomy of each individual member.

Harassment is behavior that focuses unwelcome attention on a person and either inappropriately crosses reasonable expectations of social boundaries, or continues after a clear showing of disinterest or a request to desist. Harassment during the year may be reported to the Chief Operations Officer or Executive Director, the person’s immediate supervisor, or the Board of Directors. At the convention, convention security or the Chief Operations Officer handles reports of harassment. Any staff member wearing a convention badge may receive a report of harassment. It is each staff member’s responsibility to treat a person making such a report with respect, and to offer to accompany the person to convention security or the Chief Operations Officer. The Chief Operations Officer may designate a person to receive reports of harassment on his or her behalf.

Violations of this policy may lead to a range of consequences based on the circumstances, from a warning to more serious steps, such as revocation of convention registration or banning from future conventions. Creating a hostile work environment for BurlyCon volunteers or staff or engaging in behavior that is discriminatory or harassing to other attendees will result in your being asked to leave BurlyCon.

## BurlyCon Policy Guide

Convention staff and volunteers are required to report all incidents brought to their attention. These incidents should be reported to convention security or the Chief Operations Officer by completing an incident report in the Ops room (Whidbey).

### INTELLECTUAL PROPERTY POLICY

BurlyCon respects the Intellectual Property and Copyright of our presenters and writers. We simply would not exist without the gifts of education that these remarkable people are providing to our attendees.

Intellectual Property is a work or invention that is the result of creativity, such as a manuscript, choreography, music, art, and syllabi for a class, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

Copyright protection exists from the moment a work is created in a fixed, tangible form of expression. The copyright *immediately* becomes the property of the author who created the work. Only the author, or those deriving their rights through the author, can rightfully claim copyright.

There is to be no video or sound recording or otherwise distributing class content. This is a violation intellectual property rights and copyright infringement and is actionable by law.

BurlyCon wants everyone to learn, practice and grow, but not at the expense or off the work of someone else. Please, watch, learn, ask questions, but do not take someone else's idea and make it your own. If BurlyCon discovers that you have used someone else's art/works/class as your own, without written permission, and in a violation of their intellectual property rights, then you may lose your BurlyCon registration, membership, and may be placed on a "blacklist" until you have righted the wrong. The "blacklist" means that you will not be allowed at BurlyCon, cannot apply to present, vend, or submit papers until the violation has been amended.

### DRINKING & CANNABIS

If you plan to drink alcohol or consume cannabis products, PLEASE do not drive. If you must drive, please stay sober so you arrive at your destination safely. If you appear to be severely impaired or become unruly, your BurlyCon registration will be revoked for the rest of the Convention and you will be asked to leave the Convention site. We want all of our members to have a good time at BurlyCon, and we want you all to return home safely. Washington State law forbids serving alcohol or cannabis to minors. The supplier will be held liable under Washington State laws. Per hotel policy, you will not be allowed to carry your drink from the Hospitality Suite to the Convention Center, your hotel room, or outside. The Hilton Hotel forbids open containers of alcohol in all hallway and lobby areas.

# BurlyCon Policy Guide

## **PARTIES**

Room and Hall Parties are an established tradition at many conventions. We expect that some of our BurlyCon attendees will follow suit. Please be considerate of your neighbors, keep noise down, and be gracious when asked by any neighbor to keep it down. Quiet time in the hotel begins at 10pm. The Hilton will provide one noise warning and the next call to the room will result in dismissing all from the room except the registered guest(s). We highly encourage you to take full advantage of the BurlyCon Hospitality areas, the Library, and the many activities BurlyCon has planned in order to network and make new friends.

## **SMOKING & CANNABIS**

Washington State law states that smoking is prohibited within a presumptively reasonable minimum distance of 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means. Smoking areas at the hotel are clearly marked. Cannabis may not be smoked on hotel property.

## **ANIMALS**

If you plan to have a service animal or pet at the Convention, please contact the hotel PRIOR to your arrival for their rules about animals in the sleeping rooms. No animals are allowed in the Convention areas except ADA compliant service animals. Service animals will be issued Convention identification (please check your animal in at Registration). The hotel charges a \$50 non-refundable deposit for your pet's stay and has a 75-pound maximum weight limit. The hotel has a limited number of pet beds and bowls available during your stay as well.

## **ATTIRE**

While BurlyCon is a large convention, we are NOT the only guests at the hotel. While in the public areas of the hotel, including hallways, bar, restaurant, and lobby, please practice basic modesty and keep your bikini zones well covered - including in the rear.

## **FLYERS**

Flyers may be posted only in Convention-approved areas. There is a table available in the Vending Hall for your show, personal, or other flyers. Do not attach flyers to ceilings, floors, walls, windows, or doors. The Hotel or the Convention will remove any flyers found in unauthorized places.

# BurlyCon Policy Guide

## PHOTOGRAPHY & VIDEOGRAPHY

Yes, there will be no shortage of gorgeous, interesting, and fantabulous people to take pictures of while at the Convention. However, keep in mind not everyone is into being filmed or photographed, especially before they've had the chance to feel like they're presentable. Before taking a photo/video of ANYONE at the Convention, please ask the subject(s) for permission.

There is to be no video or sound recording or otherwise distributing class content. This is a violation intellectual property rights and copyright infringement and is actionable by law.

BurlyCon has a staff photographer, who will be present in classes and at events, and may capture your image. If you cannot have your image posted, then you will need to provide the reason in writing to AD@BURLYCON.ORG. I agree that as a participant in BurlyCon I will allow my image to be captured in film and video for promotional purposes only. There will be no commercial use of said images and video. I agree that BurlyCon holds the copyright to all images and video taken of me during the Convention.

If you end up with some fantastic shots, we'd LOVE to post them on the BurlyCon website. You can send photos, or a link to the entire set, to our advertising team at MEDIA@BURLYCON.ORG. Please keep in mind that sending a photo does not mean we will use it anywhere, but we definitely won't use it if you don't send it.

## SERVICES

### ADA (Americans with Disabilities Act)

We at BurlyCon are sensitive to the needs of those who may not get around as easily as others. If you have special needs, we ask that you contact the Convention. Please let us know your needs, and voice your concerns so we may be as accommodating as we can.

We encourage those who need assistance to bring your own attendant, though we do ask that you let us know ahead of time so we can prepare convention identification for your attendant. If you have the occasional need for assistance, please contact the Convention Office or Registration Desk in person or by phone. Please remember that if you do not let us know you are having difficulties, we may never know, and may miss the opportunity to assist in you enjoying the Convention to the fullest.

# BurlyCon Policy Guide

## CONVENTION AND SECURITY OFFICES

The hub of BurlyCon is the Registration Desk, located just off the elevators in the Convention Center. During the day, Registration is the place to go for any questions, comments, or concerns about the Convention. BurlyCon Ops and Security Office is located in the Whidbey Room. You can find one of these open all hours of the day to help iron out any wrinkles you may encounter. After 7 pm, please contact the Hotel Front Desk or Security if you need assistance.

Security for BurlyCon 2016 is brought to you by the Bearded Villains. The Bearded Villains Washington are part of a worldwide Brotherhood of elite bearded men whose mission is to unite men of all cultures, races, creed and sexuality and devote themselves to loyalty, honor, and respect, toward all people. Bearded Villains are dedicated to the betterment of mankind through fraternity, charity, and kindness. Bearded Villains Washington, also known as "Evergreen Watchmen", pride themselves on demonstrating positive masculinity and being impeccable examples of today's "Modern Man".

## FIRST AID

A limited supply of first aid equipment is available at the front desk. There are also some first aid supplies available in the BurlyCon Hospitality Room. None of our staff may administer medication. If you have a genuine medical emergency, dial 911.

## NEWSLETTER

BurlyCon's official Newsletter contains news of the day from around the con and last minute schedule changes. The Newsletter will be delivered after Midnight to those hotel rooms who are registered within the BurlyCon group. After 9:00 am, copies of the Newsletter can be found at Registration.

## GUIDEBOOK

In addition to the Program, BurlyCon provides access to the information online via guidebook. Guidebook is user-friendly on iPhones, Android phones, Blackberries, and any other devices that you might use. There is a native app for iPhone and Android and a mobile web app for everything else. Access it via [guidebook.com/getit](http://guidebook.com/getit)

## INFORMATION

Information about the convention, the hotel, and the local area can be found at the Registration. This is also where you pick up your convention badge, goodie bag, sign up



## BurlyCon Policy Guide

for a membership, turn in class and con evaluations, check-in as a volunteer, and recycle Programs. If you have questions after the Information Table closes, you can go to Ops (Whidbey Room) or ask a Security Team member.

### **LOST & FOUND**

The Convention Lost & Found is located in Ops (Whidbey Room). Please turn in all found items to Ops (Whidbey Room). Lost ID badges should go to Registration staff or Ops in Whidbey. If you lose something at the Convention, be sure to check both the Convention Lost & Found and the Hotel Front Desk. If your item does not turn up right away, check back on Sunday afternoon. After the Convention, inquiries about lost items should be made with the hotel. BurlyCon cannot be held responsible for lost or misplaced items.

### **MESSAGE BOARD**

Have you ever wanted to know if your friends have arrived at the con? Have you ever wanted to leave a message for somebody but didn't know if they are staying in a room? BurlyCon offers members a way to leave messages for each other by means of the Message Board. BurlyCon provides a corkboard, paper, and pencils for your love notes and messages. The message board is located by the elevators near Registration.

### **PARKING & PUBLIC TRANSPORTATION**

Those staying in the hotel receive parking with your room. Those traveling by car to BurlyCon will receive a special rate of \$10 per day for parking. Please check at Registration for details on securing this rate. BurlyCon encourages people to take advantage of Seattle's Link Light Rail Network as the station is across the street from the Airport. Or, take advantage of the Hilton's free shuttle from the airport – runs every 20 minutes.

### **VOLUNTEERING**

BurlyCon runs on volunteers -- without them there would be no convention. As such, everybody is encouraged to volunteer at the convention for a few hours. There are many things that you can volunteer for that still let you attend certain events. Go to the Volunteer Table at Registration and sign up for a shift (or two, or three, or four, or five).

## BurlyCon Policy Guide

### **TIPS FOR MAKING YOUR BURLYCON EXPERIENCE FANTASTIC:**

Attach your badge to the outside of your outfit. It saves you from having to fish it out when asked by convention security.

Remember to carry your identification (driver's licenses, state identification, etc.) with you at all times. Identification is required at the hotel bars and room parties. Also, remember to bring money or your credit card you never know when you will see something you want in the Vendor Areas, BurlyBar, and Room Shops by Hospitality.

Carry your Program with you so that you know what's happening and where to find it. Highlight the classes you want to attend so that you don't miss them.

Check out the online Guidebook schedule and calendar; sync the appropriate one with your smart phone.

Read your Newsletter every morning to learn of any changes to the daily schedule.

Check out the Message Board daily to see if you have messages.

Stop by Hospitality to pick up snacks.

Visit the Library and attend a book signing.

Smile and say "Hi" to the people around you!

Need a quiet space to get away from the hustle and bustle of class? Want to center yourself or take a moment to relax? This year BurlyCon is proud to offer a space in the Library (Emerald C) dedicated to self-care, meditation, and reflection. During the hours not in use you may come into space and take a breather or a quick catnap.

Volunteer, it's a great way to get to know people.