

## General Phandemonium Code of Conduct

Phandemonium (Capricon's parent organization) and Capricon exist for the enjoyment and enrichment of the fannish community. To ensure that the greatest number of people achieve this objective, we have established this Code of Conduct. By this Code, we seek only to ensure that the behavior of any one small group does not disturb the membership as a whole, nor does it detract from the relaxed and comfortable atmosphere of our events.

It is important that you read and understand this Code. Anyone who attends a Phandemonium event, including Capricon, is expected to follow this Code for the entire duration of the event, including any informal pre- or post-event activities.

Phandemonium reserves the right to amend these rules at any time without prior or posted notice and reserves the sole right of interpretation. Please keep in mind that these rules involve, of course, "worst-case" scenarios and are put in place to ensure the safety and comfort of our members. They are not all-inclusive; in all cases, the singular rule that supersedes all others is, "Any action or behavior that is illegal or causes significant interference with event operations, excessive discomfort to other attendees, or adversely affects Phandemonium's relationship with its guests, its venue, or the public is strictly forbidden and may result in revocation of membership privileges."

We anticipate no difficulties, as our members and attendees as a whole are rational and responsible adults. Phandemonium is prepared to deal with any issues related to the Code in as rapid and efficient a manner as possible should they occur. We thank our members and attendees for their past cooperation and for their continued assistance in making Phandemonium events enjoyable experiences for everyone. Have fun - just please remember to be courteous of those around you while doing so!

### Respect for Others

Phandemonium wants all of its members to enjoy themselves at its events. As such, we ask that you respect each other. All Phandemonium events should be a space where everyone feels welcomed and comfortable.

Discrimination (based on, but not limited to, gender, race, ethnicity, religion, age, sexual orientation, gender identity, or physical / mental disability) is not tolerated. Harassment of any kind is not tolerated. If someone tells you "no" or asks you to leave them alone, your business with them is done.

If you feel that you are being discriminated against or harassed, or if you notice someone behaving inappropriately (such as violating hotel or convention policies), we respectfully suggest the following:

1. If you feel comfortable doing so, point out the inappropriate behavior to the person(s) involved. Often this will solve the problem immediately.
2. If you do not feel comfortable talking with the person(s) involved, or if talking to them does not resolve the issue, please report the situation immediately to any Phandemonium / Capricon event coordinator (i.e. Phandemonium Board Members, Convention Committee Members, or Operations Staff).
  - It would be extremely helpful if you could provide a name, badge name / number and / or physical description of the person(s) involved.
  - Please remember that we need to know about any incidents *during the event* in order to take action.

### Privacy, Photographs, and Recording Electronic Information

Phandemonium event attendees and members should be aware that photography and video and/or audio recordings are frequently made by Phandemonium during events and that their likenesses may appear in those recordings. Attendees and members agree to assign without compensation the use of their likeness for the use of promotional material.

#### *Personal Photography / Recordings:*

Please be polite and ask before taking photographs or recordings of attendees and members whenever possible. Video and audio recording and photography for personal archival use only is generally acceptable, unless individuals make it clear that they do not wish to be photographed or recorded, in which case any photography or recording of them is expressly forbidden.

#### *Media Relations:*

Phandemonium welcomes members of the press at its events. All journalists, media photographers, and any other members of the press are required to display an official Phandemonium / Capricon Press Badge or be accompanied by a Phandemonium / Capricon staff member at all times while at Phandemonium events. Members of the press who have not been issued a Press Badge may not conduct interviews or take photographs, audio or video footage without an escort.

## Financial Transactions

Checks that are presented against insufficient funds will be charged a fee of \$30 per check.

Anyone who has an outstanding balance due to Phandemonium must settle that balance before being permitted to attend Capricon.

## Corporate Response to Violations of the Code of Conduct

1. Phandemonium reserves the right to revoke membership from and eject anyone at anytime from a Phandemonium event without a refund.
2. Failure to adhere to any of the above policies may result in a number of possible consequences. Consequences include, but are not limited to:
  - Talking with all parties involved and attempting to mediate a solution to the problem
  - Issuing verbal warnings
  - Revoking memberships and requesting that the person(s) leave the event
  - Involving hotel or facility staff or security
  - Contacting local law enforcement
  - Banning of attendance and membership to future Phandemonium events

## Capricon Code of Conduct

In addition to the General Phandemonium Code of Conduct, Capricon members are expected to abide by the following Code of Conduct.

### Badges

Capricon is a membership-only event, hosted by Phandemonium. All members must wear their membership badges at all times. A badge is valid only for the person to whom it was issued; badges may not be shared under any circumstances. Capricon requires that any children 12 or older have a purchased membership for the convention.

### General Rating of the Convention

All convention areas are open to members of all ages, with the exception of events or exhibits that are specifically noted to be inappropriate for minors and access to which is controlled.

### Hotel

Please follow any and all rules set by the convention Hotel. Phandemonium asks that you pay special attention to the following:

#### *Damages:*

Any act of vandalism, deliberate or excessive damage to hotel property, or interference with hotel staff in the performance of their duties will have negative consequences for individuals and the convention. Consequences for individuals could range from being billed for damages, evicted from the hotel and/or convention, and criminal charges. These types of incidents can also harm the relationship Phandemonium has with the hotel, resulting in monetary losses or cancellation of our contract.

The person in whose name a sleeping room is rented is *solely responsible for the conduct of all individuals in the room* as well as for the condition of the room. Excessive trash, soiling or other damage to hotel property, or any circumstance that may present a hazard to hotel housekeeping staff will also result in negative consequences as noted above.

#### *Smoking:*

Illinois has an indoor clean air ordinance; this is beyond the control of Phandemonium and the hotel. Smoking is not allowed in any public buildings, including restaurants and bars, nor within 15 feet of building entrances. Designated smoking locations can be found outside the entrances to the hotel. The hotel does not allow smoking in sleeping rooms.

NOTE: Members who smoke in sleeping rooms are subject to cleaning charges.

#### *Pets:*

The hotel does not allow pets in function space. This is for the protection of the pet, the pet owner, our members, and hotel guests. Service animals are permitted in accordance with the Americans with Disabilities Act.

#### *Signs:*

Signs may be posted only in designated areas. Any signs posted in designated areas must be affixed using "blue painter's tape" ONLY. Do not affix anything to the walls of the hotel, to the elevators, to the windows, or to Capricon signage.

#### *Non-convention guests/General Public*

Please remember that the convention is held in an area where we will come into contact with non-fans. Please try and be respectful of the hotel's other guests and use common sense, especially in the public areas of the hotel.

## **Weapons**

1. No actual weapon or any item that can be mistaken for one may be carried either openly or concealed at any time on properties being used for Capricon, regardless of any government permits which you may possess, unless it has been peace bonded by Operations. If you wish to carry such a weapon, it must be presented to Operations. Operations staff is the final arbiter of what weapons require peace bonding. In some instances particular weapons may be prohibited as appropriate. If you are unsure about whether your weapon may be considered realistic, Operations staff will be happy to check it for you.
2. Any actual weapon or any item that can be mistaken for one that is purchased in the dealer room must be wrapped and immediately transported to your room or vehicle. If you wish to use the item at the convention, please refer to section 1 of this policy.
3. If an actual weapon or any item that can be mistaken for one is part of your masquerade costume, you must transport it to and from the masquerade green room wrapped securely unless peace bonded. The masquerade director must approve your use of any weapons during the masquerade.
4. Live steel is prohibited. Operations is the final arbiter of what constitutes live steel.
5. Any weapon, actual, realistic, or toy/prop, that is utilized in a threatening or harmful manner may result in confiscation of the item and/or removal of your membership without refund.
6. Failure to adhere to any of the above policies is grounds for the removal of your membership without refund.
7. We are a private and voluntary membership-based organization. As a condition of membership, no member shall carry concealed firearms at our event. Any open carry is subject to the above noted weapons policies.

### *Common Sense Footnote*

Party floors are crowded; we encourage you to leave your weapons/props in your room or vehicle.

## **Parties**

Only certain convention hotel rooms are available for hospitality suites, and all hospitality events / parties must be coordinated with the Capricon Party Liaison and occur in these designated spaces.

## **Alcohol**

The legal drinking age in Illinois is 21. Hosts of registered hospitality events are required to card anyone who wishes to drink at their event. Capricon does not allow alcohol consumption in convention function space. Please follow the hotel policies on alcohol consumption / transportation in hotel public spaces, such as the lobby.

## **Privacy, Photographs, and Recording Electronic Information**

The usage of photographic or recording devices is prohibited within certain areas of the convention, including the Film Room, Anime Room, Art Show, and Art Auction. Where allowed, we suggest that photographs be taken before or after a program event to avoid distracting panelists and audience members from the discussion.

## **Sales of Merchandise**

The offering for sale of any merchandise at the convention may be undertaken only in designated spaces with permission from the convention.

\*Thank you to Anthrocon for sharing portions of their Code of Conduct