

Attendee Code of Conduct

This code of conduct has been put together to ensure every attendee is aware of the standards of behaviour we expect at Hibanacon. The code of conduct will be enforced for the duration of the event.

By attending the event, you agree to be bound by this code of conduct and its terms / rules from time to time in force. The Hibanacon committee, on behalf of DCNW Ltd. maintain the right to impose sanctions should the code of conduct be broken and your behaviour fall short of the required standards (see section 8 below).

Rule 0: Be excellent to each other.

This is the overriding principle of the event, always be polite, kind, courteous, and considerate to each other, guests, venue staff, the public, and to those who are helping run the event.

1. During the event:

- 1.1. Whilst attending Hibanacon, attendees should refrain from any action which will:
 - 1.1.1. Cause significant interference to event operations.
 - 1.1.2. Engage in verbal or physical abuse.
 - 1.1.3. Bring the event into disrepute.
 - 1.1.4. Adversely affect the event's relationship with the venue, guests, vendors, the public, etc.
- 1.2. Refrain from any inappropriate behaviour not listed here but which becomes known by the committee, this will be reviewed on a case-by-case basis.
- 1.3. Your convention ID grants you access to the event space and must not be shared with, or given to, anyone else for any reason.

2. Registration and Identification:

- 2.1. You must be at least 18 years old on the first day of the event.
 - 2.1.1. This rule is absolute and no exceptions will be made for any reason.
- 2.2. Upon registration, you must present a valid form of government-issued photo ID (e.g. Driver's License, Passport, etc.).
 - 2.2.1. Your ID must meet the PASS scheme standard.
 - 2.2.1.1. You can find details on this here: <http://www.pass-scheme.org.uk/>.
 - 2.2.2. The photograph on your ID must match your appearance at registration.
 - 2.2.3. The name on your ID must match the name with which you registered.
 - 2.2.4. Any ID presented must not have expired and be valid for the duration of the event.
- 2.3. At registration, you will be provided with an event ID which grants you access to the convention space.
 - 2.3.1. The following apply to your event ID.
 - 2.3.1.1. The event ID is non-transferable.
 - 2.3.1.2. This event ID remains the property of DCNW Ltd.
 - 2.3.1.3. It is your responsibility to look after your event ID.
 - 2.3.1.4. You are required to wear your event ID prominently at all times.

- 2.3.1.5. Any event ID which has been altered in an unauthorised way will be rendered void.
- 2.3.2. Entry to the event space will be refused if event ID is not prominently displayed and / or is altered in an unauthorised way.
- 2.3.3. Loss of your event ID should be reported immediately to Ops.
- 2.4. Only registered attendees may enter the event space.
 - 2.4.1. Event entry and exit points will be clearly marked and attended by volunteers.

3. Attendee behaviour:

- 3.1. Whilst within the venue space, you will be bound by the rules of the venue in addition to those of the event.
- 3.2. You are liable for any damage you cause to property, however caused.
- 3.3. Personal effects are bought at your own risk, Neither DCNW Ltd. nor the event run on their behalf will be held liable for loss or damage to personal effects.
- 3.4. All lost property will be held by the committee for 30 days after which point it will be destroyed.
- 3.5. Lost property will be returned once a committee member is satisfied it is being returned to its owner.

4. Clothing and decency:

- 4.1. Displaying any sign, symbol, or clothing that is commonly associated with any organisation, party, or political ideology likely to offend other attendees or members of the public is not permitted.
- 4.2. Display of adult themed materials and attire is not permitted in public areas of the venue. This includes, but is not limited to:
 - 4.2.1. Room signs.
 - 4.2.2. Fliers.
 - 4.2.3. Business cards.
 - 4.2.4. Posters / drawings.
 - 4.2.5. Clothing and accessories.

5. Cosplay:

- 5.1. Whilst on the convention floor you agree to follow our cosplay weapons and props policy.

6. Alcohol, smoking / vaping, and narcotics:

- 6.1. Drink responsibly
 - 6.1.1. You are responsible for what you say and do, regardless of your level of intoxication.
 - 6.1.2. Persons who are intoxicated to the point of incapacity will be escorted to their rooms and may have sanctions imposed (see section 8).
 - 6.1.3. Sanctions will be imposed if police and / or emergency services have to be contacted as a result of alcohol consumption (See section 8).
- 6.2. Smoking and vaping (use of electronic cigarettes) are not permitted anywhere inside the venue.

- 6.2.1. Do not smoke / vape within 2 meters of an entry / exit to the venue.
- 6.2.2. Setting off a fire or smoke alarm by smoking or vaping may result in sanctions being imposed (see section 8).
- 6.3. Narcotics (including substances previously known as 'legal highs')
 - 6.3.1. DCNW Ltd. and the Hibanacón Committee operate a zero-tolerance policy in regards to narcotics.
 - 6.3.2. The possession, consumption, or sale of illegal substances (including, but not limited to those listed here: <https://www.gov.uk/penalties-drug-possession-dealing> and here: <http://www.legislation.gov.uk/ukpga/2016/2/contents/enacted>) will not be tolerated.
 - 6.3.3. Attendees found in possession of illegal substances will be reported to the police and will have sanctions imposed (see section 8).
 - 6.3.4. This policy also covers items including, but not limited to: nitrous oxide, solvent abuse, alkyl nitrites (poppers).

7. General venue rules:

- 7.1. Attendees must not enter marked backstage areas, service elevators of the hotel, rooftops, emergency exits, or any area marked "Staff Only", except in an emergency, or with explicit permission and escort from venue staff or convention committee. Failure to abide by this rule may result in sanctions being imposed (see section 8).
- 7.2. Tampering with fire protection devices will result in sanctions being imposed (see section 8). You will be held liable for all associated costs incurred as a result.
 - 7.2.1. Tampering includes but is not limited to:
 - 7.2.1.1. Disabling fire / smoke alarms.
 - 7.2.1.2. Disabling fire / smoke detectors.
 - 7.2.1.3. Falsely triggering fire doors, fire alarms, smoke alarms.
- 7.3. Ensure body paint is smear-proof, correctly sealed, and not in a state where it may be transferred to another person, clothing, or surfaces. This also applies to painted / glued surfaces of costumes, glitter, body spray, hair products, etc.
- 7.4. Do not deliberately split open glow-sticks or similar items containing dyes, sticky substances, corrosive substances, etc.
- 7.5. Any sales outside of the designated dealer spaces and / or by anyone who is not a registered dealer is not permitted and may result in sanctions being imposed (see section 8).

8. Photography and video recording:

- 8.1. Event attendees are free to take photos or videos for personal, or no commercial, use. Commercial use licenses can be obtained from the convention committee with applications closing at midnight 14 days before the first day of the convention.
- 8.2. Persons granted a commercial use license will be provided a Press Pass which must be worn at all times.
- 8.3. DCNW Ltd. reserves the right to impose restrictions on photography and / or video recording. These include, but are not limited to: flash photography and video recording. Restrictions will be announced at the location on the day.

9. Sanctions:

- 9.1. The Hibanacon Committee acting on behalf of DCNW Ltd. reserves the right to impose sanctions on any person who breaks the rules contained within this code of conduct.
- 9.2. Sanctions can include, but are not limited to:
 - 9.2.1. Verbal warning
 - 9.2.2. Temporary confiscation of items found in violation of the convention policy
 - 9.2.3. Restriction of access to convention spaces
 - 9.2.4. Suspension or revocation of convention membership
- 9.3. Decisions made by committee members are final.
- 9.4. Revocation or suspension of membership may be extended across all DCNW Ltd.. Events at the discretion of the committee.
- 9.5. The committee reserves the right to inform other similar events of serious breaches of the code of conduct where they feel such breaches are relevant to those events.

TL;DR

When in doubt about any element of conduct, ask as soon as possible. You can contact the committee using the forms on the event website or visit ops during the event. We will endeavour to respond to your questions as soon as we can.

The rules will not be debated during any DCNW Ltd. events; however, the committee will exercise calm and considered decision making when enforcing any of the rules contained herein, and reserve the right to speak with any and all involved parties whilst resolving any perceived rule violation.

Ultimately any decisions made by committee members will be final.

The event committee reserves the right to impose any and all sanctions against those who violate the rules and principles contained herein.

The definition of unacceptable behaviour remains the sole discretion of the event committee.

Venue staff also hold the right to remove you from the premises if you are in violation of either the event or venue rules and regulations. Any decision taken by the venue and its staff is final and cannot be influenced by DCNW Ltd. nor the Hibanacon committee.

The committee encourage all attendees to get involved and have a great time at the evening parties, however know your limits as overindulging in alcohol can spoil not only your event, but the fun of other attendees, and our future relations with the venue.

Rule 0 is the guiding principal; Be excellent to each other.

Hibanacon is a DCNW Ltd. event. DCNW Ltd. is a not-for-profit company limited by guarantee.