



FMGCON EVENT HOST POLICY

The Event Host Policy is the Field Marshal Gaming Conventions comprehensive guide for Event Organizers and Game Masters who wish to submit, run, organize and manage events at the Field Marshal Gaming Convention. This Event Host Policy manual is required reading for all Event Organizers and Game Masters.

If you have any questions or concerns about these policies and procedures, please email info@fmgcon.com.

Thank you for your involvement in FMGCon! We hope your experience is amazing!

Sincerely,

The FMGCon Event Programming Staff and Organizing Committee

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TERMS AND AGREEMENT

By choosing to *submit, run, organize and/or manage an event* at the Field Marshal Gaming Convention you affirm that;

- You have familiarized yourself with and will abide by the most current version of the Event Host Policy (EHP).
- You are aware that consequences may be incurred for violating FMGCon Policies.
- Lack of familiarity with or misunderstanding of any portion of the policies contained herein will not be considered a valid excuse for any violation of these policies.
- You have researched all appropriate statutes and determined your event(s) fulfill all legal requirements as defined in the province in which the convention takes place.
- Running an event at FMGCon does not make you an employee or contractor of FMGCon.
- You understand that terms, phrases and definitions used in the EHP, as they apply to events run at FMGCon, may differ from the way you normally use them.
- You and your Game Masters/Assistants will abide by all convention center and/or hotel policies.
- You are responsible for ensuring that your Game Masters/Assistants have reviewed the EHP and will comply with all applicable policies.
- By submitting an event you agree to be added to the FMGCon Email List which is used for general announcements and important communication. As long as you are listed as the Event Organizer for an event in a given year you may be added back to the list if you unsubscribe. If you do not wish to receive updates from the email list, you will need to designate someone to be the event organizer for your events. You may also sign up directly for the email list at www.fmgcon.com

LINKS AND CONTACT INFORMATION

Contact information is for Event Organizer and GM use only

LINKS

WEBSITE

www.fmgcon.com

EVENT SUBMISSION FORM

www.fmgcon.com/schedule/event-registration

KEY CONTACTS

JAMES CAMPBELL

PR, Secretary, Treasurer, Social Media
Contracts, New Events, General Questions

James.c@fmgcon.com

Mobile 905.431.2453

JEREMY BLOWERS

Chairman

Jeremy.b@fmgcon.com

KEN BERTRAND

Vice Chairman

Ken.b@fmgcon.com

All other event related questions and concerns

info@fmgcon.com

FMGCon Offices

Mailing Address Only

ATTN : Field Marshal Gaming Convention
130 Westbourne Avenue
Toronto, Ontario, Canada
M1L 2Y7

#420Wing Royal Canadian Air Force

Event Venue

1000 Stevenson Road North
Oshawa, Ontario, Canada
L1J 5P5
Office 905.723.2845
www.420wing.com

DATES AND DEADLINES

CONVENTION DATES

GENERAL ATTENDEE BADGE REGISTRATION

2ND WEEKEND OF SEPTEMBER

EARLYBIRD – FEBRUARY 1 TO JULY 31

REGULAR PRICING – AUG 1 TO EVENT DAY

EVENT DAY – SINGLE DAY PASSES/FAMILY PASSES

EVENT SUBMISSION

EVENT AND LAYOUT CHANGE SUBMISSION

GM BADGE REQUEST OR CHANGES

4 WEEKS PRIOR TO CONVENTION DATE

2 WEEKS PRIOR TO CONVENTION DATE

1 WEEK PRIOR TO CONVENTION DATE

REIMBURSEMENT AND PAYMENTS

GM Badge Reimbursement Requests

Event Attendance Reports

All payments/reimbursements processed

Inquiries about missing/incorrect reimbursements

Within 2 weeks of convention close

By 6pm Sunday of the Convention

6-8 weeks following convention close

Must be received no later than 10 weeks following show

EVENTS

GENERAL POLICIES

To run an event at FMGCon you must submit it using the Event Submission Form.

By submitting an event(s) to or running an event(s) at FMGCon, you agree to;

- Follow all directions from FMGCon management and staff
- Ensure the safety of yourself and your players
- Enforce the policies laid out to you in the Event Host Policy and any other official FMGCon policies

The event organizer is responsible for making sure that every approved event happens as scheduled. If an issue arises preventing you from running your event, the EO is required to notify info@fmgcon.com before the show or the front desk on site to resolve the issue. If the EO delays in notifying FMGCon it may affect any future involvement in future shows.

FMGCon reserves the right to remove any unauthorized event.

If you would like to use an empty table for your event (because you need more space for an existing event, wish to move your event or simply need space for a pickup game), ask the front desk to confirm which tables are available.

Contact the front desk if you have any problems or questions, including if someone is in your assigned event space, where applicable. Allow FMGCon staff to resolve the situation – do not try to fix it yourself as that may overflow into other scheduled events or cause further issues.

If you move tables or change your floor plan without prior approval from FMGCon staff, your event may be immediately shut down and canceled.

All events must be listed in the FMGCon registration system. You may not use your own ticketing system for any event.

FMGCon reserves the right to hold space at events for its own use. Event organizers may also request to reserve some space to their own events. Any reserved space must still follow normal process, including payment, ticket collection and accounting.

Events may be sponsored by another company or organization but all such relationships must be fully disclosed during event submission and FMGCon reserves the right to refuse or reject any event or sponsor.

SUBMITTING EVENTS

Anyone may submit an event for FMGCon. You simply need to use the online event submission form to provide FMGCon staff with the appropriate information needed to schedule your event space and time.

Events submitted by the deadline will receive priority when determining what events are included in the program book and event charts.

To submit an event, simply go to www.fmgcon.com and click on "Event Application". To review or edit a submitted event, please contact info@fmgcon.com.

The event submission approval process is as follows;

- When you fill out the form and send the information to us it is "Submitted for Review"
- Your event will be accepted for consideration if everything appears to be in order
- Your event will be active once we have determined if there is space for it. Only then is it an officially scheduled event and viewable by general attendees
- Your event will be returned for Correction if we find a problem with your submission. An explanation will be listed and you must make the necessary changes to re-submit your event.
- Events that are rejected will not be accepted at FMGCon and should not be resubmitted. Please contact info@fmgcon.com if you are unsure why your event was rejected.

There is a limited amount of space available. Once filled, further events may not be accepted. This may happen prior to the event submission deadline.

- Events are placed based on a variety of criteria, including submission date, success of previous events and convention sponsorships
- Events submitted after the submission deadline are placed at FMGCon's discretion as time and space are available
- Events submitted by groups that had high attendance rates during the previous year will be given priority during event placement.
- If space is not available to hold your event at the requested time it will be Returned For Correction and you may resubmit for a different time

Events submitted after the Submission Deadline may not be accepted, listed online or in the program book, or ticketed for the convention.

You are solely responsible for reviewing the accuracy of your events online. It is highly recommended that you confirm all event details both before and after submission. Further, make sure to check on the status of all of your events after submission has closed to ensure everything has been listed properly.

All event changes and corrections must be submitted to info@fmgcon.com (include your event title and any changes requested) before the close of event submission. Changes requested after the close of event submission may not be made in time for the opening of registration or the printing of the program book. Radical changes may result in your event(s) being cancelled, at which time you can submit a new, correct version of your schedule for consideration.

Any special requests must be indicated on the Event Submission Form.

FMGCon reserves the right to make changes to any submitted events description or any other details for clarity, brevity and/or content.

FMGCon reserves the right to change the maximum number of players and/or requested start time. If any changes are made you will receive an email notification from FMGCon event staff.

FMGcon reserves the right to reject or cancel any submitted event regardless of submission date or content. Events with clearly exaggerated information will be returned for correction.

EVENT TICKET PRICING

General events are included in the base admission price of the Field Marshal Gaming Convention.

It is highly encouraged that you do not request additional ticket fees for your event unless absolutely necessary. If your event *requires* an additional fee, ticket prices are to be based on event length.

The base price is \$2.00 for each 2 hours (rounded up). A portion of this ticket price will be held by FMGCon as an administration fee and the remainder submitted to you following the close of the convention.

If you wish to charge more for your event than the base price, and to be reimbursed for the difference you must list the amount you would like to receive per ticket on the event submission form and any additional ticket prices must be approved by FMGCon staff prior to your event being accepted.

Additional ticket prices will be paid out according to the reimbursements and payment schedule.

MULTI-SESSION AND CONTINUING EVENTS

If an event is broken up over multiple sessions, each session must be submitted as a separate event.

Unless a player risks being eliminated from an event (see Tournaments & Elimination Events), a player must register for each session as separate events.

Multi Session events require the Event Organizer to account for each event separately.

- Each session treated separately and is considered a single event for the purposes of event accounting and fees
- Turn in event tickets and attendance records for each session separately. Do not mix them together

If players must sign up for all sessions or you need to make special changes to the format of your multi-session event, email info@fmgcon.com with an explanation so we can make the appropriate adjustments in our system.

TOURNAMENTS & ELIMINATION EVENTS

If a player can be eliminated from an event before it is scheduled to end and the event requires an additional ticket fee the events pricing is based on the minimum hours the attendee can play.

If a later session of a tournament requires a player to have succeeded in a prior event be sure to indicate so on the submission form.

FREE EVENTS

The majority of events at FMGCon are to be free (included in the price of admission to the convention) and accessible for all attendees with a valid FMGCon Guest Badge.

Free events will take priority over events that require additional ticket prices

RUNNING EVENTS ON SITE

BEFORE THE EVENT

Check in with the front desk 15 minutes before your event begins so that we know you are ready. This allows you to check your event space and contact us if there are any problems.

You should be at your event area at least 5 minutes before the beginning of your game to welcome players.

If you have any questions or problems with your event, contact the front desk. Do not solve the situation yourself.

You can ask any front desk staff to check on your events current location and number of registered players.

DURING THE EVENT

You are required to check that each of your players possesses a valid FMGCon Guest Badge during all of your events

- A Guest Badge is required for participation in all events – If we find players in your event without a badge they will be asked to leave and get their badge and/or your event may be cancelled.
- You are required to wear a badge while running your event – Your event may be cancelled if we find you GM'ing without a valid badge. This requirement applies to all events.
- A single day badge is valid only for the day it was issued

Events must run as represented in the event listing. Changes to the location, format, player maximum, game system, etc may not be made without prior FMGCon approval.

- Your event must begin and end on time as designated by the event listing
- Do not move your event from its assigned location or occupy more space than allocated without FMGCon approval
- If you need to make any changes to your event or have any problems, notify the front desk and they will assist you.

If you have any problematic players or security issues, immediately notify the nearest FMGCon staff member

If you have a medical emergency, immediately contact FMGCon staff and/or 911

AFTER THE EVENT

Clean up your area once your event concludes. You are responsible for your event space and must keep it clean for the next scheduled event.

Contact the front desk if there is any problem in or near your event space (eg: overflowing trash cans, food or drink spills, broken equipment, etc)

ADDITIONAL POLICIES AND INFORMATION

If you cannot run your event due to an insufficient number of players or some other reason beyond your control, notify the front desk immediately to cancel your event.

You are responsible for the security of all items you bring to your event. Neither FMGCon nor the convention facility assume responsibility for lost or stolen articles.

If you or your players have any complaints about the event, your space or nearby events, please notify the front desk.

Appropriate accommodation must be given to any guests with physical disabilities. This may include, but is not limited to, reserved seating or special consideration to provide equal access. This does not mean they should get to the front of the line for waiting players, if not appropriate.

Designated open gaming areas are for attendees running pick-up games. They are not for scheduled events, demos or any event with an additional fee.

COLLECTING AND TURNING IN EVENT INFORMATION

ATTENDANCE REPORTING

You must turn in event attendance records after each event has ended whether or not you are requesting reimbursement. We use these records to track attendance and space usage. If we do not have your records, then your event will be considered to not have happened and will be listed as a no-show in our records.

Do not submit records for multiple events on the same form. Each event session should have its own form.

Event records must be turned in to the front desk by the time it closes on the last day of the convention. If you cannot meet this deadline, mail the correctly filled out forms to FMGCon offices within 2 weeks of the show.

You are required to complete attendance records for all players in your event, for each session.

Only records from the current year will be valid. Records from previous years or other conventions are not valid and you will not receive credit for them.

A player with a registered ticket for your event is guaranteed a spot in your event as long as they show up on time.

If there are too many registered tickets, notify the front desk immediately so we can determine the order of player registration.

If your event has not sold out or registered players do not show up you may accept any player with a valid FMGCon Guest Badge. You are responsible for collecting the information required from each player. If you do not, that player will not count towards your events attendance.

You must report attendance for all events, regardless of attendance or additional ticket requirements.

If FMGCon does not receive an attendance report we will assume you did not show up for your event and will act accordingly.

REIMBURSEMENTS ARE NOT AUTOMATIC

If you require reimbursement for your badge you must ask for it within 2 weeks of the close of the convention.

If you have a GM badge please return it at the end of your event(s) along with your attendance report(s).

You may request reimbursement through email to info@fmgcon.com or directly on your attendance report.

For more information see "Reimbursements and Payments" below

PHYSICALLY ACTIVE EVENTS

All participants in physically active events (including, but not limited to LARP, sports, etc) are required to have waivers on file with FMGCon.

The event organizer of a physically active event must sign a consent and release agreement with FMGCon releasing FMGCon and its organizers and event facilities from any responsibility and affirming that all GMs will collect waivers from all players.

Players must sign a consent and release agreement with the Event Organizer.

Event organizers must collect completed waivers from all participants, without exception, and turn them in onsite no later than 5pm Sunday.

All physically active events are required to fully disclose all activities and materials involved in the event, as well as provide a detailed floor plan for review by the layout deadline.

FMGCon reserves the right to modify any layout or event plan for safety or operational concerns.

ENTERTAINMENT AND PERFORMANCE EVENTS

If you are interested in hosting an entertainment or performance event, please contact us directly to discuss the scope and set expectations before entering details into the event submission form.

There is extremely limited space at the convention facilities and entertainment and performance events may not be possible, depending on size and scope.

Outdoor entertainment or performance events may require special permit from the City. The event organizer is solely responsible for researching and obtaining any required permits and FMGCon is not responsible for reimbursement of any fees incurred.

Special requests, such as stage, back-stage/dressing area, ranked/raised seating, lights, etc are simply not available.

Any A/V must be provided by the event organizer and approved ahead of time by FMGCon.

PRIZES AND AWARDS

Any prizes you wish to provide at your event must be audience appropriate. Consider who your players will be and what time your event will run before deciding to use a prize that may have an age limitation.

FMGCon will in no way be held responsible for any situations or actions which may arise as a result of any prizes or awards related to your event(s)

By submitting an event with prizes you affirm that all of your event prizes and/or awards are legal. It is your responsibility to determine the legality of your prizes.

FMGCon reserves the right to stop the distribution of any prize within the convention facilities.

FMGCon neither provides nor distributes prizes for individual events run at the show. If you offer prizes it is your responsibility to acquire and distribute them to your winners.

Do not approach exhibitors or companies on behalf of FMGCon to request prize support

If you are a gaming group and receive prize support from a company, you are required to inform FMGCon.

MONETARY TRANSACTIONS AND PRODUCT SALES

No monetary transactions of any kind are allowed without prior approval from FMGCon. Violation of this rule will result in the cancellation of your event, removal from the convention, and barring from any future shows.

If you witness any transactions and are unsure if they have been given official approval, please inform FMGCon staff immediately.

Email info@fmgcon.com for approval if you wish to sell product.

The Event Organizer is responsible for all costs incurred in setting up sales, as well as requiring any necessary licenses or permits, government reporting and/or taxes.

Anyone engaging in monetary transactions outside of their booth must display a certificate of official FMGCon approval.

CANCELLING AND CHANGING EVENTS

If you need to cancel or change an event for any reason at any time you must immediately notify the appropriate FMGCon representative.

Before the convention, you can cancel or change an event by emailing info@fmgcon.com with the game title, event start time and your name.

During the convention notify the front desk as soon as possible. Failure to do so may make it difficult for your players to get appropriate refunds, as required.

An excessive number of event cancellations or changes may affect involvement in current and future shows.

Cancelling may impact badge reimbursement.

BADGES

This section covers complimentary badge eligibility for GMs and Eos as well as the process required to receive them. A GM badge is a specific type of badge offered to people who volunteer to run and organize events, not just a badge that a GM happens to have.

GENERAL POLICIES

If you received a GM badge and need reimbursement please refer to the reimbursement section.

GM Badges will not be mailed out. GM Badges must be picked up at the front desk. Event organizers can list additional names that are authorized to pick up badges or make changes (add/remove/swap) to the badge list on site. Badges will not be distributed to individuals who are not on this list.

Photo ID may be required to pick up badges

EO's are responsible for ensuring their GMs receive all appropriate information regarding their badges and running events.

Complimentary GM badges are contingent upon following appropriate policies and can be revoked at FMGCon discretion at any time.

Complimentary GM badges are for game masters and event organizers only. Badges cannot be requested for friends or family members, even if a gaming group or company has enough player hours to cover the additional badges.

A GM Badge is not required to host an event. It is a complimentary badge provided to individuals who run a minimum volume of events at the convention. All game masters must still have a valid guest badge for the current convention.

Complimentary GM Badges are non-transferable. If a GM cancels or does not show up and a replacement GM is found, the EO must go to the front desk and arrange for a new GM badge.

If a GM badge is requested for someone that already has an attendee badge, the existing badge will be replaced with a GM badge. If the GM Badge request is received after the attendee badge has been printed, the attendee badge must be returned to the front desk to receive any potential refund following the convention.

HOW TO QUALIFY FOR GM BADGES

Event organizers and Game Masters earn refunds based on hours of time running events and attendance at each event session.

A GM/Event Organizer may only earn 1 badge per convention year

Independent GMs must purchase an attendee badge. The cost of their badge can then be reimbursed after the convention.

Requests for additional GM badges must be sent to info@fmgcon.com with a full explanation of any special circumstances.

FMGCon reserves the right to limit the number of complimentary badges a group or company earns.

Event hours and Player Participation apply only to the show in which they were earned.

HOW TO REQUEST GM BADGES

Email info@fmgcon.com to request a badge allocation. You must include;

- Your name and badge number (if available)
- Organization name
- Total number of badges requested
- Names of anyone else authorized to pick up your badge packet
- Names of all GMs to be issued a GM badge

Once you have been assigned GM badges you can allocate them to your GMs.

All GMs that are to receive a GM Badge must have a valid Guest Badge in the registration system.

REIMBURSEMENTS AND PAYMENTS

FMGCon appreciates the efforts Event Organizers and GMs put into their events. For their hard work, FMGCon offers some reimbursement options based on qualifications.

GENERAL POLICIES

To receive any payment or reimbursement for any of your events you must turn in your event records. All payments and reimbursements are based solely on event records data. No payments will be issued for events that do not have records.

All reimbursement requests must be received by FMGCon within 2 weeks from the end of the convention.

Reimbursement requests made after this time will not be honoured.

Reimbursements will be issued within 6 weeks following the convention

Reimbursements will not be issued without records confirming events were run properly

FMGCon is not responsible for lost or stolen event records

If you cannot run your event due to an insufficient number of players or some other reason beyond your control, immediately inform the front desk so they can note the event will not have any records turned in. As long as you were present and ready to run at the scheduled start time you will receive some reimbursement.

All reimbursements will be made via PayPal transfer unless otherwise authorized by FMGCon before the convention start date.

It is your responsibility to keep your contact information up to date. If we need to contact you regarding reimbursement we will use that information. FMGCon is not responsible for your reimbursement if the contact information provided is not current and we are unable to reach you in a timely manner.

All follow up inquiries regarding missing or incorrect reimbursements must be received within 8 weeks from the end of the show. Any outstanding requests after this time will not be considered valid.

REQUESTING BADGE REIMBURSEMENT

If you qualify for a complimentary GM badge you can request a refund.

If your events do not meet the minimum requirement for badge reimbursement you can earn additional hours as a general volunteer. Contact info@fmgcon.com for more information.

To request a badge refund, email info@fmgcon.com with the subject "GM Badge Refund" and include the following information;

- Name
- List of events you ran
- GM Badge Number
- Name of the person who purchased your badge (if you did not buy it yourself)
- Email address for PayPal reimbursement
- Mailing address
- Name of gaming group or company you worked for, if any

As long as you have turned in your event records for each event we can confirm that they happened and issue a reimbursement. If you did not turn in your records we will not issue a reimbursement.

Only paid attendee badges are eligible for reimbursement. Complimentary badges (such as press passes) or badges that provide special access (such as vendor passes) are not eligible for reimbursement.

Reimbursements will be issued by PayPal unless otherwise authorized ahead of time by FMGCon.

No reimbursement will be issued if no badge is listed in your name.

EVENT TICKET PAYMENT POLICIES AND PROCESS

If you charge an additional fee for your events, you may be eligible for payment.

Only the amount indicated in the additional fees will be used for calculating payments.

Event ticket payments will be issued 6 weeks after the convention. On site payment is not available.

Event ticket payments for any event with an additional fee are subject to an admin fee.

All event ticket payments will be made available to the name indicated in the appropriate fields on the event submission and will be made via PayPal transaction unless otherwise authorized by FMGCon ahead of time.

If your contact information has changed you are responsible for informing FMGCon.

Event ticket payment is based solely on the number of tickets turned in for an event, not on the number of registrations in our system or players at the event. If you turn in fewer than the correct number of tickets you will not be issued credit for the discrepancy.

LAYOUT, FURNISHINGS AND SPECIAL REQUESTS

Running events at FMGCon requires tables, chairs and event space. On occasion you may have a unique configuration that our standard policy does not address. FMGCon will approve special requests on a case-by-case basis.

FMGCon will use its best judgement in determining the optimal configuration for tables, chairs, etc. The decision of FMGCon staff is the final verdict on all matters.

It is the Event Organizers responsibility to notify FMGCon of all requirements necessary for the success of their event. FMGCon will configure your event needs based on the information you provide.

If you make any special requests it is entirely your responsibility to ensure it was received.

Special requests for individual events can be indicated on the submission form.

The Event Organizer is responsible for any costs incurred by;

- Special requests such as custom space, layout or other
- Reworking event requirements on site or after the Event Change deadline.

Unless otherwise explicitly stated, all prices cover usage for the duration of the event and cannot be pro-rated.

For requests that incur a cost, an invoice will be sent prior to the convention. All payments must be received prior to the start of the convention.

FMGCon is responsible for ensuring onsite configurations meet the agreed upon contracts and floor plans established prior to the convention date.

The event organizer must not deviate from previously established contracts and layouts without obtaining prior approval from FMGCon.

Event space changes must be submitted to info@fmgcon.com no later than the event change deadline. If you wish to rearrange tables yourself on site you must first get official approval from FMGCon.

If you have any other special requests, supply needs or questions, email FMGCon at info@fmgcon.com with a full explanation.

Special arrangements may not be finalized until after event placement and space planning have been completed.

TABLES (STANDARD AND SPECIAL REQUEST)

FMGCon will determine the number of tables you need based on the default player-to-table ratio and the events maximum number of players.

If you require a non-standard player-to-table ratio please indicate so on your event submission form.

If you need extra tables in addition to those allocated for your players, please indicate so on your event submission form. Extra tables will be issued based on availability of tables and floor space.

STANDARD TABLE ALLOCATION FOR SUBMITTED EVENTS

RPG

- Standard table issue = one round table per 6 players.
- Table sizes may vary

BOARD GAME/CARD GAME

- Standard table issue = one 60" x 30" per 6 players OR one 32" x 32" square per 4 players.
- Be sure to indicate required table size
- Table sizes may vary

MINIATURES

- Standard table issue = one 4' x 4' table per event
- Other table sizes include = 4' x 6', 2.5' x 6'
- Be sure to indicate required table size
- Table sizes may vary

Tablecloths can be provided at an extra cost to the Event Organizer

You may bring your own special table coverings at your own expense. You are responsible for removing your table dressings upon completion of your event(s).

All requests must be received prior to the event change deadline.

All listed tables are standard 30" height with no table coverings

Chairs are included with tables, based on participation numbers.

Special table sizes or configurations must be approved by FMGCon prior to the event change deadline and additional costs to the Event Organizer may occur.

HEADQUARTERS (HQ) TABLES

A group running a large event or a large number of events over all days of the convention may request an HQ table placed near their event tables. Space for such requests is extremely limited and will be approved by FMGCon on a priority basis.

An HQ table is a rectangular table (30" x 6') and costs an additional \$50.

You are responsible for any costs incurred with requests for your HQ. This includes, but is not limited to, A/V, power, skirted or non-standard tables, chairs, etc. Billing will be arranged by FMGCon prior to the convention.

Event organizers are responsible for providing all equipment necessary for their HQ. Power may be available as per standard policies.

REQUESTING AN HQ

If you would like an HQ for your events, send a request to info@fmgcon.com by the event change deadline explaining your needs. Please be as detailed as possible.

EVENT FURNISHINGS AND SPECIAL REQUESTS (A/V, ELECTRICAL, ETC)

All special event needs will incur additional costs to the Event Organizer. Special event needs are by request only.

If a request applies only to a single event, you can note it on the submission form. Requests that apply to multiple events must be submitted separately to info@fmgcon.com prior to the event change deadline. Requests submitted after this date may not be accepted.

You must have FMGCon approval for any electronic equipment you bring for use in your event space, with the exception of laptop computers.

Requesting A/V, electrical or internet needs does not guarantee requests will be granted.

EVENT FURNISHINGS

Some items are non-standard and must be specifically requested. Items include (but are not limited to);

- Stages/Risers
- Stanchions
- Floor Tape
- Additional tables and chairs
- Security cages
- Display cases
- Kiosks
- Pipe and Drape

A/V EQUIPMENT

FMGCon cannot provide A/V equipment for your event. Any A/V equipment needed must be approved by FMGCon prior to the event change deadline and the cost of such equipment is solely the responsibility of the Event Organizer.

FMGCon and/or Facility staff reserve the right to remove A/V equipment for any reason.

ELECTRICAL

Power locations must be requested by the event change deadline

FMGCon and/or Facility staff reserve the right to disconnect power for any reason

You are responsible for providing your own extension cords and/or power strips and making sure they meet any facility safety requirements.

INTERNET

FMGCon does not guarantee internet access. The convention facility provides WIFI Internet access. FMGCon does not warrant the stability or use of this access. Contact front desk staff for WIFI access requirements.

FMGCon is not responsible for any internet activity or damage to any computers that may take place at the convention.

CONTRACTED EVENT SPACE

Event organizers may be able to arrange for a dedicated event space through sponsorships, direct space rental or unique event proposals.

Space is limited and priority is given to early requests. FMGCon reserves the right to prioritize allocated space at its sole discretion.

Contracted space can be used for any and all types of events, including demo or free events.

- Events in your contracted space should be submitted to FMGCon to be included in the event listings
- If an event is listed in the FMGCon system, you are responsible for submitting event records
- To submit scheduled events you must follow the event submission process
- FMGCon does not provide reimbursement for events run in contracted space.
- FMGCon holds no responsibility for events run in Contracted space

Space may be rented for the day or for the weekend. When rented for the day, access is provided from 8am until 10pm. All events must end by 10pm on Sunday.

FMGCon is not responsible for any damage, loss or theft in contracted space.

FMGCon reserves the right to cancel contracted space rental or deny any request, regardless of qualification, for any reason.

Sharing contracted space with other non-contracted groups is not allowed and may result in the forfeiture of contracted event space and denial of future requests.

PRICING

Contracted event space is priced by the Facility management. Space must be requested in advance and is subject to the approval of both FMGCon and the Event Facility.

For more information contact info@fmgcon.com

EVENT MARKETING: BANNERS AND SCENIC ELEMENTS

Banners and scenic elements are materials used to promote your company or product. These include, but are not limited to, floor mats, table-tents, table-top signage, hanging signs, video projections, blimps, kites, sandwich boards, clowns, sculptures, etc.

GENERAL POLICIES

If you wish to bring banners, scenic elements, or other marketing materials for your event area, you must obtain prior approval from FMGCon before the event change deadline.

Any banner approval or rigging requests made after the deadline will not be accepted.

The number of promotional banners and scenic elements permitted is based on the scope of gaming events submitted.

All banners must promote your company, event or one of your specific products and must be deemed in good taste by FMGCon staff.

The Event Organizer is responsible for supplying all banners and scenic elements.

All banners, scenic elements and marketing materials must be properly constructed and comply with all provincial and local safety codes. FMGCon reserves the right to remove or prohibit the use of anything deemed unsafe.

FMGCon reserves the right to determine the location of your banner and change it for any reason.

The Event Organizer is responsible for all charges that may be incurred, including but not limited to rigging, removal, banner stand rental, freight, etc.

The Event Organizer agrees to hold FMGCon harmless and assumes all responsibility for any lost or damaged banners, stands or any accidents caused by such.

Banners may be placed flush along a wall or along a walkway. Banners may not be placed across walkways or entrances and exits, around the perimeter of any area or outside of an event area. Banners may not be used to cordon off any convention space.

FMGCon reserves the right to remove any banners or signage deemed excessive, dangerous, and obstructive or interfering with normal operations, even if previously approved.

BANNED SIGNAGE AND MARKETING MATERIALS

The posting and/or distribution of marketing materials is strictly forbidden outside of your event area.

No signs shall be affixed in any manner to the convention facilities walls except as approved by FMGCon staff.

Nothing shall be attached to FMGCon signage without prior approval from FMGCon

Adhesive backed decals and stickers may not be given out at FMGCon. Any costs incurred to remove any decals/stickers affixed to floors, walls, windows, doors, facility equipment, etc both inside and outside of the facility will be billed to the client associated with the sticker/decals.

STANDING FLOOR BANNERS

You are allowed to set up a limited number of standing floor banners. Banners must be no more than 8' in height, 6' in length and 2' deep. If you set up multiple banners you must not exceed a total of 18 linear feet, provided there is sufficient space in your event area.

All banners and placement must be approved by FMGCon

Banners must be completely contained within your event area and cannot block aisles or line of sight.

FMGCon reserves the right to require banners to be relocated or removed, at their discretion.

All banners may only be on display during your scheduled event hours and must be removed/dismantled otherwise, except by special FMGCon approval.

TABLETOP BANNERS, TABLE TENTS AND NON-RIGGED HANGING BANNERS

Signs used for promotional purposes are limited to 1 per table

Tabletop banners placed on tables may not exceed 3' in height from the table surface.

Hanging banners may not be affixed using nails, staples or any other method that will mar, damage or alter whatever it may be attached to. FMGCon will not supply materials to hang banners.

Hanging banners cannot touch the floor, impede traffic, extend beyond the confines of your assigned space or be a visual obstruction.

You are not allowed to move banners, signs or anything else with an FMGCon logo.

ALL OTHER MARKETING TOOLS

If you wish to use a promotional method not addressed here, you must email info@fmgcon.com for approval.