Security Policy &

Convention Rules

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1. **OVERVIEW**

HachiCon and Salt Lake Anime Events (SLAE) believe that staff communication and understanding is the key to ensuring the event's overall success.

2. **PURPOSE**

The main directive of all convention staff and volunteers is to ensure that guests and attendees are safe and following convention and venue guidelines.

3. **SCOPE**

The following policies apply to all security staff and security volunteers of HachiCon while on shift during convention hours.

4. **STAFF POLICY AND PROCEDURES**

a.) Getting Started

All security staff and security volunteers must report to the convention Security Department Head, who will be under the jurisdiction of the Board President of SLAE.
All security volunteers and staff must wear their signifier of department visibly and unobscured at all times while on shift, and it must be removed when off shift.
Volunteers will keep in contact with their section leaders and department head, reporting all violations and confrontations as well as performing routine walkthrough checks.

b.) General Conduct

All convention security staff and volunteers will be expected to be as helpful and courteous as possible. Volunteers should speak with the convention staff if they have any questions about appropriate protocol for a situation. Volunteers will be assigned to a certain station or director. Every station should have a section leader that volunteers should report any and all questions or concerns to.

In the case of a confrontation or argument, convention staff and volunteers should remain calm and courteous and focus on de-escalating the situation and finding solutions for the root of the problem. If the situation is out of the authority, jurisdiction, or risks the staff member or volunteer's physical or mental well-being, they are to ask for the head of the volunteer or security department to take over the situation to ensure their safety.

When interacting with guests, attendees, and other members of the public, security staff and volunteers are expected to retain a high level of professionalism and take **all** reports seriously. If any guest or attendee reports a problem to security, please fill out the incident form with all relevant details and follow outlined protocol for next steps. Do not dismiss any concerns or dissuade anyone from coming forward with questions or concerns. Convention security must be accessible and safe for all guests and attendees to report to.

c.) ADA Accommodations

Please see ADA policy document provided by accessibility department to review requirements and procedures in detail.

If an attendee asks for an accommodation for ADA (i.e. seating, expedited entry into venue or events, or arrangements for service animals), it is illegal to ask for proof of disability, or to remove an assistive device(canes, sensory reduction earplugs, service animals, etc). Security staff and volunteers are to do their best to meet accommodations, and if they have questions, they should reach out to their supervisor or department head for clarification.

If you have any questions about what kind of accommodations we have prepared for this event, please reach out to Accessibility@utahhachicon.com or head of Accessibility department on-site.

5. ATTENDEE POLICY

We are a 100% volunteer-based organization, all the way up to our board of directors, and we want to provide you with the best possible experience at HachiCon. Please be kind to staff and volunteers, they are here to make sure you have a safe and enjoyable time at our convention. We are happy to address any concerns and welcome constructive feedback on how we can improve for future events.
Convention attendees will be expected to adhere to the conventions policies, and direction of all members of convention and venue staff. Any attendee found blatantly disregarding or disobeying staff will receive a warning, and depending on the severity of the infraction may or may not have their badge revoked, at the discretion of the Security/Volunteer department head. If attendees have a complaint about members of staff or volunteers, or are worried that a staff member has acted outside of their responsibilities, they should report it to a Department Head at the Information Desk or Security Desk, found in ConOps.

a.) Badges

All badges must be visible on an attendee's person at all times. It can be attached to clothes, bags, or mobility devices, but must be kept with the attendee and in plain view while attending convention. Badge information (i.e. badge name and validity date) must be clearly legible and visible to volunteers and members of staff.

b.) Drugs, Alcohol and Illicit Substances

In accordance with Utah state law, HachiCon has a zero-tolerance policy for alcohol and drugs on the premises. Intoxicated or otherwise 'compromised' individuals will not be allowed inside the convention.

c.) Dress Code

There is a mandatory dress code for both casual clothing and cosplay costumes, please see here for more info.

Those who do not meet the dress code will be asked to cover up the offending article of clothing or accessory. If the attendee is unwilling to do so, they will be asked to leave and will not be permitted re-entry until they have changed their attire to meet dress code requirements.

If a guest or attendee has questions or concerns about whether or not a particular costume or article of clothing/accessory meets convention requirements, they are encouraged to reach out to staff for clarification.

d.) Props/Weapons

Any and all props and/or weapons must be checked over by a security volunteer at the security station and tagged appropriately with a removable peace-bond. Props may not have any sharp or exposed edges and must be able to fit through standard doorways and hallways. The use of exposed metal is not allowed in props, but may be used if covered with an allowed material (ex. A metal rod used to stabilize a 3D printed prop, or metal wire used as a core for a foam prop), but any metal used must not be able to be exposed or removed in prop.
Inspections may be performed by security staff and/or volunteers to ensure that they are safe. Any prop guns must not be made of metal and must be visibly obvious that they are fake. Prop guns must have a bright “safety” colored cap, and at least 25% of the gun should be painted in a similar color(ex; paint the handle a “safety” color so it is not visible in pictures, but is easily visible when not posing). No real guns (including airsoft guns) may be brought into the convention, even if it is on safety and unloaded.

Metal weapons are not allowed into the convention. If they are purchased at the vendor hall, they must remain sheathed or otherwise peace-bonded while on convention property. Convention or vendor staff should box the weapons, or tie the sword to the sheath to ensure it remains sheathed in a way that cannot be removed at the convention without breaking the peace-bond, but will not cause any damage to props (i.e. zip-ties or plastic ribbon).

Any and all projectile weapons or props (such as bows, crossbows, slingshots, etc.) cannot be strung in a way that would allow the release of any projectile. They may be strung loosely (must be loose enough that staff and volunteers can visibly confirm that it poses no risk), but may not be strung tightly enough to be drawn with any pressure. Any posing with projectile props may not be done with projectile on string or pointed at any attendee or property of the venue (ex. Cannot point a strung and loaded bow/crossbow/slingshot/etc) at another person, animal, or object that could be damaged by an accidental release, even with a loose string).

No play-acting with props on hotel property. Posing for photos is acceptable, but please do not reenact scenes, brandish props, or act in a way that is hazardous to others.

No explosives, fireworks, smoke bombs, or active chemicals.

No signs. This includes advertisements and solicitation of service.(ex; “room party at room X,” or “hug me” signs)

6. **HARASSMENT POLICY**

The convention has a ZERO TOLERANCE harassment policy. Harassment includes, but is not limited to: physical assault (and/or the threat of physical assault or other violence), verbal and/or physical sexual harassment, stalking and/or unwanted physical contact and advances, and any forms of discrimination. Should any guests or attendees feel unsafe, or witness harassment of any form, they should immediately alert a convention volunteer or member of the security staff.

Anyone found guilty of violating the convention harassment policy will have their badge confiscated with no refund and the attendee will be asked to leave the convention, escorted by security or law enforcement as necessary.

7. **INFORMATION POLICY**

Salt Lake Anime Events is the sole owner of any information collected via our website and registration process. We will not rent, sell, or share this information with anyone. We may use the provided information to contact you regarding announcements, changes to service, upcoming events, or convention specials, but you may opt out upon request.