



Trekonderoga Event Weekend Policy Manual

Revised March 2017

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Trekonderoga Policy Manual

Attendee and Vendor Code of Conduct Policy

PURPOSE

This policy confirms Trekonderoga's requirement that all attendees and vendors at the event abide by an Attendee Code of Conduct or a Vendor Code of Conduct. (whichever applies).

SCOPE

This policy applies to all Trekonderoga attendees and vendors.

DEFINITIONS

Attendee means any person who attends Trekonderoga, but does not include vendors, Guests, panelists, or presenters.

Vendor means any person who is selling goods or services at the event.

POLICY STATEMENT

Trekonderoga requires that all attendees and vendors respect their Code of Conduct, which includes a number of policies that provide expectations and obligations for all persons attending Trekonderoga.

PROCEDURES

Trekonderoga will develop, approve, and maintain a Code of Conduct for all attendees and vendors. Attendees and vendors will have access to their Code of Conduct via the Trekonderoga webpage.

All attendees and vendors shall abide by the Code of Conduct. Contravening the Code of Conduct may lead to them being removed from the event and they may be subject to further actions including bans (up to and including lifetime bans) from Trekonderoga, and/or the involvement of law enforcement agencies, where and when Trekonderoga deems such further actions to be appropriate.

EXCEPTION(S) TO POLICY

None.

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Trekonderoga Policy Manual

Guest/Panelist/Presenter Code of Conduct Policy

PURPOSE

This policy confirms Trekonderoga's requirement that all Guests, panelists, and presenters at the event abide by a Code of Conduct

SCOPE

This policy applies to all Trekonderoga Guests, panelists, and presenters.

DEFINITIONS

Guest means any person who was invited by the event to sign autographs, participate in photo ops, participate in panels, or other similar activities

Panelist means any person who is participating in a panel discussion at the event.

Presenter means any person who is presenting at the event

POLICY STATEMENT

Trekonderoga requires that all Guests, panelists, and presenters respect the Code of Conduct, which includes a number of policies that provide expectations and obligations for all persons attending Trekonderoga.

PROCEDURES

Trekonderoga will develop, approve, and maintain a Code of Conduct for all Guests, panelists, and presenters. Guests, panelists, and presenters will be provided with a copy of their Code of Conduct.

All Guests, panelists, and presenters shall abide by the Code of Conduct. Contravening the Code of Conduct may lead to them being removed from the event and they may be subject to further actions including bans (up to and including lifetime bans) from Trekonderoga, and/or the involvement of law enforcement agencies, where and when Trekonderoga deems such further actions to be appropriate.

EXCEPTION(S) TO POLICY

None.

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Trekonderoga Policy Manual

Trekonderoga Attendee Code of Conduct

PURPOSE

The Trekonderoga attendee Code of Conduct includes a number of policies that provide expectations and overall guidance to persons attending the event.

COPYRIGHT/OWNERSHIP ISSUES

Attendees agree to respect all copyright and ownerships laws when attending the event.

MISREPRESENTATION

Attendees agree not to misrepresent themselves when they attend Trekonderoga or any affiliated events. Misrepresentation includes using false credentials or wilfully presenting a false, fake, or inaccurate representation of their business, media, or other affiliation when registering or attending the event.

EXPECTATIONS OF A TREKONDEROGA ATTENDEE

Attending an event should be an enjoyable experience. The following are some of the expectations of attendees:

- *Have fun and enjoy the event;*
- Respect the Code of Conduct and all Trekonderoga policies;
- Respect the property of the event site, attendees, Guests, vendors, staff, and any other persons;
- Respect the directions and decisions you receive from Trekonderoga staff or others in authority at the event;

- Refrain from acts which may result in injury, fighting or horseplay on event premises; and,
- Deal with conflicts or difficulties in an appropriate manner- bring concerns to the attention of Trekonderoga.

PROHIBITED BEHAVIORS

Everyone attending Trekonderoga is subject to the observance of Trekonderoga's rules, procedures, and policies. **The activities outlined below are strictly prohibited.** Any person who violates this Code of Conduct is subject to discipline, up to and including removal from the event and being banned (up to and including lifetime bans) from Trekonderoga.

- Abusive language towards any person, including a Trekonderoga staff, Guest, attendee, or vendor.

- Verbally or physically aggressive or threatening behavior towards any person, including a Trekonderoga staff, Guest, attendee, or vendor.

- At no time will attendees or vendors disrupt or interfere with any event or activity (including panels, main events or general business and that of other attendees, vendors, or Guests) or the duties of any Trekonderoga staff, or the enjoyment of any event or activity by any other person;

- All food and drinks are strictly prohibited from all areas of the Star Trek Original Series Set Tours set;

- Possession or use of alcoholic beverages (except when consumed responsibly, in a licensed area) or non-prescription or illegal drugs while at the event location;
- Bringing dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items to the event. Trekonderoga must inspect and approve all cosplay/costume weapons, in accordance with the Weapons Policy;
- Theft of Trekonderoga property or the property of another person, business, or organization;
- Any conduct that endangers the life, safety, health or well-being of others;
- Failure to follow any Trekonderoga policy;
- Bullying, harassing, or taking unfair advantage of anyone; and,
- Committing an offense that contravenes local, state, or federal law.

All attendees shall abide by the rules described above and failure to do so may result in their removal from Trekonderoga and may subject them to further actions including bans (up to and including lifetime bans) from Trekonderoga, and/or the involvement of law enforcement agencies, where and when Trekonderoga deems such further actions to be appropriate.

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Trekonderoga Policy Manual

Trekonderoga Vendor Code of Conduct

PURPOSE

The Trekonderoga vendor Code of Conduct includes a number of policies that provide expectations and overall guidance to persons selling goods or services at the event.

COPYRIGHT/OWNERSHIP ISSUES

Vendors agree to respect all copyright and ownerships laws when attending the event.

MISREPRESENTATION

Vendors agree not to misrepresent themselves when they attend Trekonderoga or any affiliated events. Misrepresentation includes using false credentials or wilfully presenting a false, fake, or inaccurate representation of their business, media, or other affiliation when registering or attending the event.

BOOTH SET UP/TEAR DOWN AND OPERATION

Vendors agree to the following terms and conditions:

- Respect all contracts and agreements with Trekonderoga;
- Only display or sell goods and/or services approved by Trekonderoga and which do not contravene any event policy or local, state, or federal law;
- Set up and tear down your booth in accordance with the times established by Trekonderoga;
- Show up on time and be ready at the opening each day of the event;
- Remain at your booth until closing on each day of the event. Short absences are acceptable if you notify attendees (e.g. a sign that states "Back in 5 minutes")
- Vendors must keep the area in front of their booth safe for attendees;
- At no time will Vendors disrupt or interfere with any event or activity (including panels, main events or general business and that of other Vendors, attendees, or Guests), or the duties of any Trekonderoga staff, or the enjoyment of any event or activity by any other person.

VENDOR CODE OF CONDUCT

The following are some of the general expectations of Vendors:

- *Have fun and enjoy the Event;*
- Follow the guidelines, rules, regulations, and policies of Trekonderoga;
- Respect the Code of Conduct;
- Always be courteous, friendly, and cooperative;
- Respect the event property and the property of other Vendors;
- Refrain from any acts which may result in injury, fighting or horseplay on event premises;
- Respect the direction you receive from Trekonderoga staff;
- Deal with conflicts or difficulties with attendees, Trekonderoga staff, other Vendors, or any other person(s) in an appropriate manner;
- Please bring any questions or concerns to the attention of Trekonderoga; and,
- Vendors accept responsibility for everyone representing their business and/or working at or attending their booth, and further accept that the behavior of such individuals is their responsibility and as such, contravention of this Code of Conduct or any other Trekonderoga policy by such individuals may result in corrective action against the Vendor.

Vendors who contravene the Code of Conduct, and/or any Trekonderoga policy are subject to corrective action by Trekonderoga, including expulsion from the event and bans (up to and including lifetime bans) from future events.

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Trekonderoga Policy Manual

Trekonderoga Guest/Panelist/Presenter Code of Conduct

PURPOSE

The Trekonderoga vendor Code of Conduct includes a number of policies that provide expectations and overall guidance to persons who are appearing as a Guest, panelist, or presenter at the event.

COPYRIGHT/OWNERSHIP ISSUES

Guests/Panelists/Presenters agree to respect all copyright and ownerships laws when attending the event.

MISREPRESENTATION

Guests, panelists, or presenters agree not to misrepresent themselves when they attend Trekonderoga or any affiliated events. Misrepresentation includes using false credentials or wilfully presenting a false, fake, or inaccurate representation of their business, media, or other affiliation when registering or attending the event.

BOOTH SET UP/TEAR DOWN AND OPERATION

Guests, panelists, or presenters agree to the following terms and conditions:

- Respect all contracts and agreements with Trekonderoga;
- Only display or sell goods and/or services approved by Trekonderoga and which do not contravene any event policy or local, state, or federal law;
- Show up on time and be ready at the agreed time;
- At no time will a Guest, panelist, or presenter disrupt or interfere with any event or activity (including panels, main events or general business), or the duties of any Trekonderoga staff, or the enjoyment of any event or activity by any other person.

GUEST/PANELIST/PRESENTER CODE OF CONDUCT

The following are some of the general expectations of a Guest, panelist, or presenter:

- *Have fun and enjoy the Event;*
- Follow the guidelines, rules, regulations, and policies of Trekonderoga;
- Respect the Code of Conduct;
- Always be courteous, friendly, and cooperative;
- Respect the event property and the property of others;
- Refrain from any acts which may result in injury, fighting or horseplay on event premises;
- Respect the direction you receive from Trekonderoga staff;
- Deal with conflicts or difficulties with attendees, Trekonderoga staff, or any other person(s) in an appropriate manner; and,
- Please bring any questions or concerns to the attention of Trekonderoga.

Any Guest, panelist, or presenter who contravenes the Code of Conduct, and/or any Trekonderoga policy are subject to corrective action by Trekonderoga, including expulsion from the event and bans (up to and including lifetime bans) from future events.

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