

General Phandemonium Code of Conduct

Phandemonium, (Capricon's parent organization) Capricon and various affiliated outreach events 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 individual or group does not disturb the membership as a whole, nor does it detract from the overall enjoyment 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 are put in place to ensure the safety and comfort of our attendees. 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."

Although we anticipate no difficulties, 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 and please remember to be courteous of those around you while doing so!

I. Respect for Others

Phandemonium wants all its attendees 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. Capricon forbids abusive, insulting, harassing, and / or intimidating behavior which includes, but is not limited to, stalking, physical or verbal intimidation, discriminatory comments, inappropriate physical contact, hate group iconography and unwelcome sexual attention.

Consent: Only "yes" means yes. If a person does not express clear consent for attention or personal intervention, then consent has not been given.

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. It includes but is not limited to:

- offensive verbal comments about gender, gender identity and expression, sexuality, sexual orientation, disability or impairment, physical appearance, body size, race/ethnicity, age or religion
- intimidation, stalking or following
- photographing or recording someone without their permission
- sustained disruption of talks or other events
- uninvited physical contact
- uninvited sexual attention
- bathroom policing

Participants asked to stop behavior that is perceived as harassing must comply immediately.

Racism of any kind will not be tolerated. At Phandemonium, we want to welcome the voices of people who are often spoken over or erased in Fandom - and make Phandemonium events as inclusive as we can to people from all racial and ethnic backgrounds.

Iconography & Sexualized Imagery/Discussion:

As we strive to provide a welcoming, safe environment for all attendees, we expressly forbid sexual images and symbols associated with historical atrocities and current hate groups from public* spaces at the convention. The following outlines the allowed exclusions:

Sexualized imagery or discussion related to sex, pornography, discriminatory language or similar is allowed if it meets all of the following criteria: **(a)** organizers have specifically granted permission in writing; **(b)** it is necessary to the topic of discussion and no alternative exists; **(c)** it is presented in a respectful manner, especially towards women and LGBTQIA people; and **(d)** attendees are warned in advance verbally or in the program and respectfully given ample warning and opportunity to leave beforehand. This exception does not allow use of gratuitous sexual images as attention-getting devices or unnecessary examples.

Hate based iconography is strictly forbidden from all public and convention* space. It includes (but is not limited to) iconography, paraphernalia, and cosplay representative of Nazi, neo-Nazi, KKK, and other hate groups). Anyone wearing or displaying an item of clothing, prop, or other item considered a hate symbol will be asked to remove it from the convention and refusal to do so will result in ejection from the convention without refund.

*A more detailed discussion of what constitutes “public” vs. “private” vs. “Convention” spaces can be found in the Phandemonium Policies and Procedures document.

II. How Phandemonium requests you report instances of disrespect

If you feel that you are being discriminated against, harassed, or if you notice someone behaving inappropriately (such as violating hotel, Phandemonium 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 as soon as you are able to any Phandemonium / Capricon event coordinator (i.e. Phandemonium Board Members, Convention Committee Members, Event Organizers, or Operations Staff). If the incident takes place during the Capricon Convention, these individuals can be identified by their silver membership badge.

It would be extremely helpful if you could provide a name, badge name/number and/or physical description of the person(s) involved.

III. Corporate Response to Violations of the Code of Conduct

1. Phandemonium reserves the right to revoke without refund, the membership of anyone for just cause, and eject anyone at any time from a Phandemonium event.
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 the following:
 - 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

IV. Privacy, Photographs, and Recording Electronic Information

Phandemonium event attendees 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 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 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 (e.g.: a verbal request or via the official Capricon “No Photo” ribbon), in which case any photography or recording of them is expressly forbidden.

V. Media Relations

Phandemonium welcomes members of the press at its events. All journalists, media photographers, bloggers, podcasters and any other members of the press are required to display an official Press ribbon 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 ribbon may not conduct interviews or take photographs, audio or video footage without an escort.

VI. 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 the Capricon Convention or an outreach event.

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 upon acceptance of your badge.

Capricon reserves the right to revoke, without refund, the membership of anyone for just cause. This may also lead to being banned from future Capricon conventions. Persons violating the law may be turned over to the police or the hotel security force. We will refund the membership fee of anyone who finds the policies contained herein unacceptable prior to accepting their badge.

Badges:

Capricon is a membership-only event, hosted by Phandemonium. All members must wear their badge at all times. A badge is: 1) valid only for the person to whom it was issued, 2) only valid for the year of issue and may not be reused in a following year, 3) may not be shared under any circumstances. Capricon requires that any child 12 or older have a purchased membership (or appropriate day badge) for the convention.

Age Restrictions:

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 or vaping 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.

Shoes:

The hotel requires shoes to be worn in all public and convention space areas. Socks are NOT shoes.

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. Blue painter's tape is available in limited quantities in Convention Operations.

Non-convention guests/General Public:

The hotel is not dedicated completely to our use for the weekend. Members of the general public stay here or visit the hotel to dine and socialize. Please be considerate of non-convention individuals at all times. This includes hotel staff.

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. 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. [In the event that Capricon sponsors a masquerade] 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. The Operations Department 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.

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. Party floors are crowded; we encourage you to leave your props in your room or vehicle. Party rooms are considered private space and as such, the individual party host may have additional rules beyond those mentioned herein.

Alcohol:

The legal drinking age in Illinois is 21. Hosts of registered hospitality events are required to verify legal drinking age (by checking unexpired proper government issued identification) of anyone who wishes to drink alcohol 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:

Capricon supports intellectual property rights. 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 personal photographs be taken before or after a program event to avoid distracting panelists and audience members from the discussion.

If you do not wish to be photographed, please go to either Operations or the Info Desk and request a "No Photo" ribbon. If you affix a "no photo" ribbon to the side of your badge, the official con photographer and the social media chair will make a reasonable effort to honor your wishes. The con photographer and the social media chair can be recognized by their "Official Photographer" ribbon. You may still decline to be photographed if asked, even without a ribbon.

Sales of Merchandise:

All vending (exchange of money for goods or services) must be authorized by the convention, and only take place in authorized locations. Vendors must comply with all applicable laws (including but not limited to copyright and tax laws).

*Thank you to Anthrocon and Arisia for sharing portions of their Code of Conduct. These Codes of Conduct were presented by Ed Friman and approved at the Phandemonium Board Meeting on July 15, 2018.