

MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Forum, Panel, or Activity Application

Name of Group/Individual:_____

Primary Contact:_____

Address:_____

Phone:_____ Email:_____

Website/Facebook/Twitter (if applicable):_____

Title of Forum, Panel, or Activity:_____

Name(s) of Presenter(s):_____

Back up Presenter (required)_____

Back up presenter's contact information:_____

Please describe your forum, panel, or activity in detail. Be sure to include what supplies attendees will need to bring (if any). If your application is approved, this description will be used in the printed program and on our Facebook Page:_____

Please list any special equipment needed for your presentation:_____

Filling out this application does not guarantee placement at the MBCPL 2020 Comic Con. The event will be held rain or shine on Saturday, June 6, 2020 from 11:00-4:00pm. The MBCPLCC Committee will contact you with a confirmation regarding your acceptance and times that you will be presenting.

Please return completed forms to:

MBCPLCC 2020
Martinsburg Public Library
101 W King Street
Martinsburg, WV 25401
Or Email: ejones@mbcpl.org



For Staff Use:

Station:_____

Time/Shift:_____

Approved by _____

Confirmed:_____

MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Artist Alley Application

Artist's Name: _____

Address: _____

Phone: _____ Email: _____

Genre of Art Displaying & Medium(s) (brief description): _____

Terms of Agreement:

Tables: One (1) table will be provided by the library for this event. If bringing a 2nd table of your own, please let us know so we can figure the logistics of the set up. Set up for Artist Alley will be from Friday, June 5th from 3-5pm or Saturday, June 6th from 10:00am -11:00am.

Fees: There will be a **\$20.00 fee** for artists that are selling artwork. Payment will be due by **Friday, May 8, 2020** to secure your spot.

Artwork: Subject matter must be family friendly. Only Original art or crafts that you have created, or that pertain to your work, studio, and/or club may be displayed at this event.

Disclaimer and Signature

- The event will be held, rain or shine, on Saturday, June 6, 2020 from 11:00am-4:00pm
- The Martinsburg Public Library is not responsible for items lost, stolen, damaged or destroyed during the convention.

I have read this registration form and agree to the terms therein.

Authorized signature (Signer must be over 18)

Date

Staff Use Only

Payment Received:

____/____/____

Initials: _____

Cash: _____ Check: _____

Please return completed forms to:

MBCPLCC 2020

Martinsburg Public Library

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Martinsburg, WV 25401

Or Email: ejones@mbcpl.org



MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Vendor Application

Company Name: _____ Date: _____

Contact's Name: _____

Address: _____

Phone: _____ Email: _____

Vendor Bio:

This will be used for publicity and print materials. Please include any relevant websites. You may email this information to **ejones@mbcpl.org** along with any logos you would like us to include in the brochure for this event.

Tables:

One (1) table will be provided by the library for this event. If bringing a 2nd table of your own, please let us know so we can figure the logistics of the set up. Vendor may bring their own tent.

Fees:

There will be a **\$20.00 fee** for vendors that are selling merchandise. Payment will be due by **Friday, May 8, 2020** to secure your spot.

Disclaimer and Signature

- The event will be held, rain or shine, on Saturday, June 6, 2020 from 11:00am-4:00pm
- The Martinsburg Public Library is not responsible for items lost, stolen, damaged or destroyed during the convention.
- Vendors will be able to set up outside before the event starting at 10:15am.

Signature: _____ Date: _____

Please return completed forms to:

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Martinsburg Public Library

101 W King Street

Martinsburg, WV 25401

Or Email: ejones@mbcpl.org

Staff Use Only

Payment Received:

____/____/____

Initials: _____

Cash: _____ *Check:* _____



MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Volunteer Application

The event will be held, rain or shine, on Saturday, June 6, 2020. Volunteers can start at 10:00am.

Name: _____

Address: _____

Phone: _____ Email: _____

Age: _____

How long would you be interested in volunteering?

☐ 2 hours ☐ 4 Hours ☐ 6 Hours ☐ 8 Hours

What areas are you interested in volunteering?

☐ Any ☐ Set-up (9am-11am) ☐ Clean-up (3pm-5pm) ☐ Information Booth

☐ Board/Card Game Room ☐ Videogame Room ☐ Panels

☐ Helping in the Artist Alley ☐ Helping in the Vendor Area

Do you have any experience volunteering at conventions? ☐ Yes ☐ No

If yes, what type of experience? _____

If your application is approved, you will be notified by the MBCPL 2020 Comic Con Committee no later than May 8, 2020. There may be a mandatory meeting that all volunteers need to attend before the con.

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Time/Shift: _____

Approved by _____

Confirmed: _____

MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Costumes, Props, and Weapons Policy

The Martinsburg Public Library wants to create a safe environment for all attendees, while also allowing cosplayers to show off their hard work and craftsmanship. Please review this page to ensure your costumes and props follow convention guidelines. Failure to adhere to this policy can result in immediate expulsion from the Library and the convention.



Costume Guidelines

This is a family friendly convention. All costumes worn at convention should be suitable for public display. We reserve the right to insist on modifications to costumes. Shoes must be worn at all times.

Forbidden Costumes & Props

Items which are strictly prohibited Include:

- Metal Weapons-This includes swords, knives, shurikens, kunai, etc.
- Guns-This is anything that shoots a projectile or could be enabled to shoot a projectile, including air guns, airsoft weapons, crossbows, "Nerf" weapons, or replicas of actual guns.
- Signs- This includes all message-based signs attached to costumes, picket signs, polling signs, and dry erase boards unless authorized by the Library

There will be a peace-bonding station immediately inside the main entrance of the library. All participants with props must check in at this station to have their props inspected.

All weapons props and staffs or walking sticks must be bonded with florescent tape while at the convention (this will be done at the bonding station)

Realistic looking toy guns, even those that are not capable of firing a projectile, must be clearly marked at all times so that police officers and other security personnel do not mistake it as a real weapon.

Restricted Props & Costumes

Items which are permitted with certain limitations include:

- Easily identifiable toy plastic guns
- Wooden bokken, staffs, or walking sticks
- Fake weapons made from cardboard, Styrofoam, rubber, or other craft materials

Misusing a prop, or engaging in horseplay by swinging it around, sparring, etc., is the fastest way to lose the privilege of carrying it at all.

You may be asked by the library staff to remove a prop. If this happens, you must cease wearing it and remove it from the convention area immediately. All props are subject to review by the library staff.

MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Cosplay Costume Contest Rules & Entry Form

The Cosplay Costume Contest is an opportunity to show off your hard work and craftsmanship while posing in character for an audience. Here are the guidelines for participating:



- No nudity is allowed. We reserve the right to deny participation insist modifications to costumes.
- Weapons play, flashpots, explosive devices and liquids are **not** permitted.
- Participants in the contest are limited to 2 poses and a catch phrase for with an individual or group entries. Skits are not permitted, however, talking or saying you character's catch phrase is fine.
- Sign-up for the contest will take place from 10:30am to 1pm by picking up a registration form from the registration desk on the first floor, near the main entrance. Entrants can print out the registration form beforehand and submit it at the table the day of the Con. Everyone who registers will be given a numbered card. Cosplayers are responsible for keeping track of their card until they hand it to the announcer.
- All members must be in attendance in order to register a group for the contest. You may not participate in more than one entry.
- Each entry will be introduced by the announcer. You will be asked to write the name of your character and what series or fandom they belong to. Also, we ask that a phonetic spelling be provide. Staff will provide details at the registration desk.
- Participants are strongly encouraged to practice their pose *since the time on the stage is limited to 30 seconds*.
- All costumes worn at the convention should be suitable for public display. **Shoes must be worn at all times.**

PLEASE NOTE that participants will meet 15 minutes before the contest to over walk/pose directions.

The Martinsburg-Berkeley County Public Library (MBCPL) may videotape or photograph Cosplay Costume Contest participants at its discretion. Entry into the contest constitutes an agreement by the entrants to allow MBCPL to use their likeness/image, etc. in any current/future advertisement, promotion, or product.

-----MBCPLCC 2020 COSPLAY CONTEST ENTRY FORM-----

PLEASE PRINT CLEARLY.

First & Last Name: _____

Phone: _____ **Email:** _____

Category (circle one, this will indicate which contest you're entering):

12 and Under Teen (13-20) Adult (21+) Group (Group entries must indicate a Group Name)

Fandom/Character/Group name: (ie. Doctor Who, 4th Doctor)

If contestant is under 13 please fill out the following:

Guardian Name Printed: _____

Guardian contact information (If different from contestant)

Phone: _____ **E-mail:** _____

Guardian signature: _____

I have read and understand the Rules & Regulations: (circle one) YES NO

I agree to follow all of the Rules & Regulations, and to adhere to the code of conduct for the Martinsburg Public Library.

Signature: _____ **Date:** _____

Bring completed form with you on June 6, 2020 between 10:30am and 1pm and turn into the Cosplay Costume Contest table located near the main entrance of the library to receive your costume contestant number.

MARTINSBURG-BERKELEY COUNTY PUBLIC LIBRARY COMICON 2020

Anti-Harassment Policy

The Martinsburg-Berkeley County Public Libraries (MBCPL) is committed to providing a safe and fun environment for attendees and their families, exhibitors, superheroes, future villains, volunteers, cosplay wonders, guests, and staff.

As such, all are entitled to respectful treatment at any MBCPL event. MBCPL will not tolerate inappropriate behavior of any kind, including but not limited to: harassment about attire, age, disability, marital status, race or color, national origin, religion, sex, sexual orientation or gender identity.

This also includes, but is not limited to, inappropriate behavior towards any type of cosplay or costumer in any way.

Threatening behavior with the intent to harass, annoy, alarm, abuse, torment, or embarrass another is absolutely unacceptable and is grounds for removal from the event without refund. If unacceptable behavior continues upon being escorted from the show floor, local authorities on site may be asked to pursue criminal charges.

Anyone who sees or feels that their convention experience is being compromised due to unacceptable or questionable behavior of others, they are encouraged to speak with any staff member, volunteer, or security immediately without concerns for their personal safety or repercussions. **Our staff and volunteers will be visibly marked as such and will be throughout the library.** Immediately report any incident as soon as it occurs to any staff or volunteer.

Thank you in advance for complying with this policy. We look forward to seeing YOU at the event, ready to have the time of your life!

And please remember:



Slogan used from NYCC