



MEETUP ORGANIZER CONTRACT

OTAFEST 2019

MAY 17 - 19, 2019

CALGARY TELUS CONVENTION CENTRE

The application for a meetup at Otafest 2019 will become a contract between the Otafest Film and Cultural Festival Planning Committee (Otafest) and the applicant (Meetup Organizer) upon acceptance by Otafest. By submitting an application for a meetup at Otafest 2019, the Meetup Organizer agrees to the terms and conditions set forth in the Otafest 2019 Meetup Organizer Contract (this document). The information contained within the following contract may be updated or amended at the discretion of Otafest.

1. GENERAL GUIDELINES

- a. The Meetup Organizer must provide full information of the fandom for their meetup during the submission process. Should the fandom presented in the submission form conflict with the fandom promoted during the meetup without prior arrangement with Otafest's Meetup Coordinator, the Meetup Organizer may be restricted from hosting meetups at future events held by Otafest.
- b. The Meetup Organizer must create a public Facebook event for their meetup. Meetup organizers will be responsible for managing any communications to potential meetup attendees, answering questions, and managing their meetup through this platform.
- c. The Meetup Organizer must check in with the coordinator online no later than 1 hour prior to the start of their meetup.
- d. The meetup must begin at the official meetup location and time. Should the meetup then wish to move off site for photos, socialization, or to continue a longer meetup, it will be the discretion and responsibility of the Meetup Organizers.
- e. At least 1 meetup organizer must remain at the official meetup location for at least the first 15 minutes of the meetup to communicate with any latecomers.
- f. The Meetup Organizer will engage in appropriate behavior towards all co-organizers, volunteers, attendees, staff members, and any member of the general public. Failure to do so may result in the Meetup Organizer being ejected and banned from hosting meetups at future events held by Otafest.
- g. The Meetup Organizer is responsible and accountable for the actions of all co-organizers during the meetup.
- h. All meetup organizers and attendees must adhere to [Otafest's Official Festival Policies](#) as well as local laws and bylaws.

2. CANCELLATIONS

- a. The Meetup Organizer is expected to begin the meetup at the scheduled time at the official meetup location. Should none of the Meetup Organizers be available to start the meetup, they must notify the meetups coordinator at meetups@otafest.com no later than May 4th, 2019. Failure to do so may result in the Meetup Organizer being restricted from hosting meetups at future events held by Otafest.
- b. Meetups may be cancelled by Otafest due to inclement weather or for any other needful reason. Should a meetup be cancelled, the Meetup Organizer is welcome to communicate alternatives with attendees through their Facebook event. Otafest is not responsible for any meetups held outside the official meetup point.

3. DISCLAIMER

- a. Otafest reserves the right to approve, deny, reschedule, or cancel any meetup at any time as Otafest deems fit.
- b. Otafest accepts no responsibility or liability for the content of meetups, or conduct of Meetup Organizer, assistants, or other attendees.
- c. Otafest does not extend any form of legal protection to the Meetup Organizer. The Meetup Organizer is entirely responsible for ensuring the legality and safety of any content presented during their meetup.