



# Charm City Fetish Fair

## Team Handbook

Baltimore Educational and Social Society

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## **Charm City Fetish Fair (CCFF) Mission Statement**

The CCFF team belongs to BESS and it exists to provide its members and our community with a once a year event to promote the organization as well as provide an opportunity for education. CCFF goals include providing a safe environment for education, socializing and vending. Those goals also include providing an opportunity for attendees to remember the event by providing quality education, souvenirs to remember their experience and honoring BESS's commitment to the community at large.

## **Charm City Fetish Fair Staff Positions**

**Team Leader** – The team leader is responsible for communicating with team members, setting up meetings for planning purposes, creating and maintaining the budget, maintaining the check book linked to the Charm City Fetish Fair account through BESS, communication with presenters, answering emails and concerns regarding the event, delegating responsibilities to other team members and maintaining a timeline of deadlines.

**Communications Team** – The communications coordinator/team is responsible for maintaining the CCFF web site which includes content of the web site itself, all email accounts linked to the web site, calls for presenters and sponsors, any inquiries about the web site, database of attendees and the monies paid through the web site for the event itself, bios and class descriptions of presenters, design of the look of the web site and maintenance of the domain name.

**Vending Coordinator** – The vending coordinator is responsible for contacting vendors for CCFF, setting the prices for the vending spaces, answering emails from vendors, maintaining applications from vendors (available through the web site), being onsite to meet vendors during the event, setting up the vending area by laying out vending spaces, being on hand during the event in case of any emergencies in the vending area and handling an issues that may arise during the event in regard to vendors.

**Program Book Coordinator** – The program book coordinator is responsible for maintaining a database of presenter's bios and class descriptions gathered and sent from either the Team Leader or the web mistress, organization of said information, garnering a printer or printing company to print program books and final design and look of the program book for publication and distribution to attendees.

**Volunteer Coordinator** – The volunteer coordinator is responsible for maintaining a list of volunteers, soliciting volunteers for the event, producing a schedule for the volunteers, being on site the day of the event to organize and keep track of volunteers, producing a schedule of presenters which includes time of presentation, what presentation is being given and in what area the presentation is to be given.

Sponsor Coordinator – The sponsor coordinator is responsible for gathering a list of sponsors to help sponsor the event, contacting sponsors by email or regular mail to solicit sponsorship funding for CCFF, maintain a database of sponsors and their contributions and coordinate sponsorships monies received from sponsors. The sponsorship monies collected or received will then be turned over to the Team Leader for deposit in the CCFF account.

Event Site Coordinator – The event site coordinator will be responsible for making sure that presenters and their needs are taken care of during the event, room set up is complete and organized, materials needed for presentation are present (easel, water for presenters and guests, tables, etc.), answering questions from attendees in regard to location of presentations and directing of attendees to proper areas.

Deadline Coordinator – The deadline coordinator is responsible for keeping deadlines for timelines associated with the event itself, materials ordered for the event, deadlines for each of the coordinators and contacting coordinators to remind them of deadlines as well as if coordinators go past deadlines.

Advertising Coordinator – The advertising coordinator is responsible for soliciting any organizations or sponsors who would like to advertise at the event in terms of a banner or table as well as in the event program book, contacting those organizations and sponsors for the artwork or advertisements they wish to use, making arrangements for table space at the event for any organization who wishes to advertise their event and forwarding any artwork or advertisements to the program book coordinator for publication in the program book.

## **Event Rules and Policies**

All attendees must be at least nineteen (19) years of age with valid government-issued photo ID to attend CCFF. NO EXCEPTIONS.

### **ALCOHOL AND DRUGS**

Alcoholic beverages are not allowed in the Vendor Hall or Education Sessions area.

No one under the age of 21 is permitted to consume or purchase alcoholic beverages at CCFF. Valid Identification will be required and must be shown to all bar staff upon request for any alcoholic beverages. Anyone under the age of 21 who is discovered to be consuming alcoholic beverages during the event may be removed from the premises and denied admission to CCFF without receiving a refund of any fees previously paid.

### **DRESS CODE AND CONDUCT**

The event hotel has a family friendly dress code. CCFF will be sharing the hotel with other public/vanilla guests of the hotel who are not part of our event. We want to be in strict compliance with the hotel, being mindful of our behavior in all public areas of the hotel. Upon arriving at the registration table for the event, you will be asked to sign an agreement stating that you have read this policy and will abide by our security policies and will do so throughout the entire day while you are in attendance at the event within the hotel and on the hotel grounds.

**There will be no nudity or inappropriate attire permitted in the hotel lobby or any other public area of the hotel. Men need to completely cover their buttocks, and women need to completely cover their breasts including the area defined by the areola. (Please exercise common sense in interpreting these rules). Both men and women need to completely cover their genitals, when in public areas of the hotel.**

**"Inappropriate attire" shall include wearing, openly carrying or otherwise displaying "adult toys" such as floggers, whips, chains, leashes etc.**

Any attendee or guest violating these rules will be asked to leave the event itself and the premises of the hotel. Security personnel will be on hand during the entire event to ensure compliance with CCFF policies and rules.

Should you find it necessary to take your purchases from the vendor area through public areas of the hotel, please keep your items hidden in the vendor bag with which they came or your own bag. Volunteers will be on hand if you need assistance. Public areas of the hotel include outside, the parking lots, the hotel lobby and hallways, elevators, public restrooms, restaurant and bar.

Be mindful that the rest of the hotel is NOT a part of the event and that everyday "vanilla" attire and behavior is required. Please use common sense in what you wear and how you behave, both in the hotel and in the community.

ALL pre-registered convention attendees will be issued a convention badge, which they must wear or carry with them at all times while in the education area or vendor hall, during Friday night's mixer, and during all other CCFF organized activities.

## **TERMS AND CONDITIONS**

By entering into the convention site, attendees agree and understand that the Charm City Fetish Fair (CCFF) and the Baltimore Educational and Social Society (BESS), its members or contributors, its staff, its temporary employees, co-sponsors of the convention or any convention-related events are not responsible or liable for any claim, action, damages, costs or other expenses including, but not limited to, personal injury, wrongful death, or property damage suffered by any attendee during the course of the event.

Without exception, all event activity shall take place within designated areas of the facility or in private rooms.

Event badges will be given to everyone registering for CCFF. Event badges must be presented upon any request made by any member of CCFF staff, volunteers, and event management or management of the venue. Presentation of the badge will be required from all seeking to enter into any CCFF activities. No one will be admitted into the event without a valid badge.

CCFF reserves the right to remove and/or deny admission to the convention and/or to any or all of its events if we reasonably believe that a person is disruptive or presents a danger to the well being of the other attendees of the convention. If anyone is so removed from the convention, no refund of any fees previously paid shall be given. Re-entry to the convention also will not be allowed.

If an event guest or participant is found to have disrupted CCFF or the normal operations of the venue related to CCFF, or in any way becomes unruly or fails to abide by the Rules and Code of Conduct, CCFF grants the venue authority to have any such person (or persons) removed from the premises. In the event of such action being taken, there will be absolutely no refund of any fees previously paid.

As per Maryland law, smoking is permitted outside of the venue in areas designated for smoking, or in rooms designated as smoking rooms only.

Flammable liquids of any kind are not permitted in the Vendor Hall.

All persons who participate in any Workshop or Demo during the convention weekend shall be required to execute a Release prepared by CCFF which shall expressly provide, among other things, that participants in any workshop or demonstration release and discharge from liability CCFF/BESS, its members, agents, employees, representatives, associates, and owners for any and all claims and demands arising from the participant's involvement in the Workshop or Demo including claims for damages, costs, expenses relating to personal injury, property damage or wrongful death. No one will be permitted to perform a demo or participate in a workshop without having first executed the required Release.

**RELEASE AND DISCHARGE FROM LIABILITY** - By voluntarily participating in and/or attending a demo or workshop at CCFF, I the attendee and/or participant do hereby release and discharge from any and all liability, CCFF/BESS, its members or contributors, agents, employees, representatives, associates, convention staff, and hotel/venue owners, its members, agents, employees, representatives, associates, owners, and corporation, as well as the class instructor/demonstrator for any and all claims and demands arising from the participant's involvement in the Workshop or Demonstration including claims for damages, costs, medical expenses, expenses relating to personal injury, property damage, or wrongful death. I further agree that anything taught or demonstrated during any workshop or demonstration has been done by professionals in their field, and should not be re-created or attempted without first understanding the proper safety measures. Furthermore, if I do attempt to recreate anything I have been shown or taught, I personally accept all risk and liability for any claims for damages, costs, medical expenses, expenses relating to personal injury, property damage, or wrongful death that could possibly occur and release from liability any and all parties listed above. By signing my legal name upon registration, I, the participant and/or attendee, do hereby agree to all of the terms stated within this release and discharge the above named from any and all liability.

Full Access Pre-Registered Attendees of CCFE must wear their badge to gain admission to any and all events scheduled by CCFE in conjunction with the convention.

CCFE staff are not responsible if attendees have lost and/or misplaced their admission ticket to the convention or any of the events they may have purchased a separate ticket for. Further, CCFE reserves the right to deny admission to any attendee claiming to have lost or misplaced his or her admission ticket to any event.

CCFE reserves the right to alter, add, or modify any and/or all of these General Rules at its sole discretion.

CCFE reserves the right to refuse admittance to anyone.

**Note:** The event rules and policies are to be posted on the web site. Attendees must sign a copy of the event rules and policies upon check in at the event. The signed copies will be held in storage for any future issues that may arise. The event rules and policies document will be known in this handbook as “Attachment A”.

## **Money Handling Procedures**

All monies collected or paid out will be handled by or turned into the Team Leader. The Team Leader will pay out monies to merchants by using the CCFE account to reimburse themselves if credit card use is required by the merchant or pay by check from the CCFE account if a check is acceptable by the merchant. Monies will also be paid out to any coordinator on the team from the CCFE account if reimbursement for expenses associated with CCFE is required.

## **Sponsorship Opportunities**

The sponsorship opportunities consist of monetary sponsorships or sponsorships through customized lanyards or event bags. The following opportunities are available by sponsoring the event in varying increments:

### **Platinum: \$1000**

- 1 full page ad
- Your banner displayed in event venue
- Prominent ad placement on web site
- VIP table seating (2) at formal fetish banquet
- 2 event registrations
- Linked logo on web sponsors page
- Unlimited promotional materials and signage in registration area

### **Gold: \$750**

- 1 full page ad
- High visibility ad placement on web site
- 2 event registrations
- Your banner displayed in event venue
- Promotional materials in registration area
- Listing on web sponsors page

**Silver: \$500**

- ½ page ad
- 2 event registrations
- Small web ad placement
- Listing on web sponsors page

**Bronze: \$250**

- ¼ page ad
- Listing on web sponsors page

**Friend/Supporter: \$100**

- Listing in program book
- Listing on web sponsors page

## Agenda/Checklist for CCFF

What follows is an agenda/checklist of items needed to properly and completely organize the event which includes materials needed as well as various agenda items to be completed by team coordinators:

- Date for the event which does not coincide with any other lifestyle events in the area.
- Hotel space for the event (secured by the Team Leader with deposit) which includes on-site inspection.
- Contacting possible presenters/Call for presenters on both web site and in promotional advertisements.
- Contacting possible vendors/Call for vendors on both web site and in promotional advertisements.
- Design of promotional materials for distribution.
- Design of web site and its content.
- T-shirt design/logo contest announcement
- Friday night social food selections.
- Call for volunteer announcements at BESS education meetings, web site and advertisements in regard to the event.
- Call for attendees announcements at BESS education meetings and advertisements in regard to the event.
- Promotional trips to other organizations and events to promote CCFF (BR education meetings, varying events in close proximity to CCFF event location, NDDS, Philadelphia organizations, etc. when possible)
- Silent auction donations from various vendors and organizations.
- Lanyards for the event (which may be done through sponsorship).
- Nametags for the event (tags and plastic tag holders)
- Event bags to hold program books and other promotional materials from BESS and other organizations (which may be done through sponsorship).
- Gathering of promotional materials from other organizations and events for event bags.
- Tickets for play party and vending only access (printed using printing program).
- Vending tables and additional tables ordered through the hotel.
- Security team volunteers with one head of security who will do a site visit as well as organize own team with assigned responsibilities.
- Secure play space and date of event with eventual payment for use of space by Team Leader.
- Secure printing company for printing program books.
- Ordering of the following items: T-shirts, lanyards, name tags and name tag holders, batteries for walkie talkies, ink for printing of nametags and any other materials associated with CCFF, printing of program books, any food items or drinks offered in hospitality suite (optional), bus rental (if applicable) , wrist bands for attendees, postcards (note: quantity 1500).

## **Supplies**

Supplies are housed in a large plastic container that is to be kept and maintained by the Team Leader. The container has: leftover wristbands, tags and tag holders, lanyards, walkie talkies, batteries, event bags, signed forms from attendees, silent auction sheets, markers, security vests and blank ticket forms.

## **Vending**

The form for vending and information pertaining to vending is marked "Attachment B".

## **On Site Registration**

Attendees may opt to register onsite or on the day of the event. Event registration forms will be available for attendees to fill out. Forms are marked "Attachment C". Attendees will be asked to show their drivers license to determine their legal name and age. All attendees must be at least 19 years of age in order to attend CCFE.

## **VENDOR SPACE FEE SCHEDULE**

### **8 X 10 BOOTH**

#### **CHECK RECEIVED AND PAID IN FULL BY:**

(date) - \$100.00

(date)- \$120.00

(date)- \$145.00

- Includes free vendor listing in the Fetish Fair Program Book. (Please see our Sponsor page for additional advertising opportunities.)

- One additional booth worker per booth rental.

TABLE RENTAL - \$10 PER TABLE. FEE INCLUDES 2 CHAIRS PER BOOTH.

PHONE LINE HOOK UP - \$40 PER LINE.

ELECTRIC HOOK UP - \$20 PER BOOTH.

**There are (3) 9 x 10 spaces available for \$115 per booth. These will be awarded on a first come, first served basis. This price will expire on January 14th. Please email for availability before sending payment.**

## **VENDOR INFORMATION**

Vendors are limited to the Vendor Area.

Vending hours are ( )

Set up hours are from ( ). All unloading will be cut off at ( ). If you will need curbside time to unload, please be sure to specify that on your application.

Request for cancellation and refund must be submitted in writing and post-marked on or before (date). A \$30 non-refundable fee will be deducted for cancellation. CCFE is not responsible for lost sales, wages or other costs.

## **APPLICATION FOR VENDOR SPACE**

Please complete this form and mail with your business check or money order made out to :  
BESS

Mailing address:

BESS  
1001 Frederick Road  
PO Box 3141  
Catonsville, MD 21228

Email For Information: [vending@charmcityfetishfair.org](mailto:vending@charmcityfetishfair.org)

Business Name \_\_\_\_\_

Legal Name Of Owner \_\_\_\_\_

Badge Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Number Of Booth Rentals \_\_\_\_\_

Phone Hook Up (Please specify # of lines needed) \_\_\_\_\_

Electric Hook Up (Please specify # of hook ups) \_\_\_\_\_

Curb side unloading will be limited to 15 minutes per booth space. Will you be needing unloading time? \_\_\_\_\_

What type of products do you sell? \_\_\_\_\_

(CCFF will make every attempt possible to assure that two vendors with like merchandise are not next to one another.)

Item Donation For Silent Auction (optional. Your name will appear on auction card as Donor.) \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

Payment Type (in US Dollars) (Please circle one) Business Check or Money Order Only.

Receipts are mailed within 5 business days after receipt of payment.

By my signature below, I certify that I am at least 21 years of age, and all staff working in my booth will be at least 21 years of age. I will hold harmless BWI Ramada Inn Hotel, Charm City Fetish Fair, BESS, and all agents, employees, and staff. I agree not to distribute or sell any items banned for sale by all state, local and federal laws of the United States.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Charm City Fetish Fair

Baltimore, MD

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**There will be no nudity or inappropriate attire permitted in the hotel lobby or any other public area of the hotel. Men need to completely cover their buttocks, and women need to completely cover their breasts including the area defined by the areola. (Please exercise common sense in interpreting these rules). Both men and women need to completely cover their genitals, when in public areas of the hotel.**

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Be mindful that the rest of the hotel is NOT a part of the event and that everyday "vanilla" attire and behavior is required. Please use common sense in what you wear and how you behave, both in the hotel and in the community.

ALL pre-registered convention attendees will be issued a convention badge, which they must wear or carry with them at all times while in the education area or vendor hall, during Friday night's mixer, and during all other CCFF organized activities.

### PHOTOGRAPHY

There will be absolutely no photography permitted within the event venue (Education Hall, Vendor Hall, Restaurant, and PlayHouse), except by prior approval and arrangement by CCFF staff. In the eventuality that there is an event photographer on site, he/she will gain permission and appropriate model releases before taking any photographs of any attendees.

Cameras and cell phones with cameras will not be permitted within the venue.

## TERMS AND CONDITIONS

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Without exception, all event activity shall take place within designated areas of the facility or in private rooms.

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As per Maryland law, smoking is permitted outside of the venue in areas designated for smoking, or in rooms designated as smoking rooms only. Flammable liquids of any kind are not permitted in the Vendor Hall.

All persons who participate in any Workshop or Demo during the convention weekend shall be required to execute a Release prepared by CCFF which shall expressly provide, among other things, that participants in any workshop or demonstration release and discharge from liability CCFF/BESS, its members, agents, employees, representatives, associates, and owners for any and all claims and demands arising from the participant's involvement in the Workshop or Demo including claims for damages, costs, expenses relating to personal injury, property damage or wrongful death. No one will be permitted to perform a demo or participate in a workshop without having first executed the required Release.

**RELEASE AND DISCHARGE FROM LIABILITY** - By voluntarily participating in and/or attending a demo or workshop at CCFF, I the attendee and/or participant do hereby release and discharge from any and all liability, CCFF/BESS, its members or contributors, agents, employees, representatives, associates, convention staff, and hotel/venue owners, its members, agents, employees, representatives, associates, owners, and corporation, as well as the class instructor/demonstrator for any and all claims and demands arising from the participant's involvement in the Workshop or Demonstration including claims for damages, costs, medical expenses, expenses relating to personal injury, property damage, or wrongful death. I further agree that anything taught or demonstrated during any workshop or demonstration has been done by professionals in their field, and should not be re-created or attempted without first understanding the proper safety measures. Furthermore, if I do attempt to recreate anything I have been shown or taught, I personally accept all risk and liability for any claims for damages, costs, medical expenses, expenses relating to personal injury, property damage, or wrongful death that could possibly occur and release from liability any and all parties listed above. By signing my legal name upon registration, I, the participant and/or attendee, do hereby agree to all of the terms stated within this release and discharge the above named from any and all liability.

Full Access Pre-Registered Attendees of CCFF must wear their badge to gain admission to any and all events scheduled by CCFF in conjunction with the convention.

CCFF staff are not responsible if attendees have lost and/or misplaced their admission ticket to the convention or any of the events they may have purchased a separate ticket for. Further, CCFF reserves the right to deny admission to any attendee claiming to have lost or misplaced his or her admission ticket to any event.

CCFF reserves the right to alter, add, or modify any and/or all of these General Rules at its sole discretion. CCFF reserves the right to refuse admittance to anyone.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Charm City Fetish Fair

## Event Registration

Please fill out one form per person registering to attend the event.

Registration Packages	Early-Bird Registration	Regular Registration
<b>VIP Passport*</b> Your ticket for the full list of activities for this year's Charm City Fetish Fair. Your registration includes all ticket options, at a discount over purchasing tickets separately: <ul style="list-style-type: none"> <li>▪ Friday Night Social</li> <li>▪ Saturday's Education Sessions</li> <li>▪ Vendor Room</li> <li>▪ Play Party Saturday</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Event t-shirt with VIP Passport	<input type="checkbox"/>	<input type="checkbox"/>
Total		

### Attendee Information

Full Legal Name: \_\_\_\_\_

Scene Name (for Badge): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current BESS contributor?     Yes             No

Current reciprocal group member?     Yes             No

*I affirm that I am of the legal age to attend this event, and that I have read and agree to the event rules and policies as presented. I further affirm that I am not a member of the press, or, on-duty law enforcement. I understand that I will be required to show government-issued photo identification upon check-in at the event.*

Signed \_\_\_\_\_

Date \_\_\_\_\_