



# 2017 Volunteer Information and Application

**Benefits:** Smallville ComicCon is successful as a result of the hard work of our Volunteers. Volunteers will be provided one individual, two-day, full-event access wristband for attending Smallville ComicCon; a commemorative Volunteer lanyard badge, custom Volunteer event t-shirt; and an available art print of their choosing. A lunch will also be provided for those who are assigned to work during the mid-day meal.

**Selection:** We are looking for energetic, hardworking, trustworthy individuals. There are a limited number of volunteer positions available which will be assigned based upon qualifications needed at the sole discretion of the Smallville ComicCon promoter. Follow-up interviews may be conducted at the discretion of the promoter. Key positions may require additional time for training prior to assignment. Notification of selection will be provided by email no later than May 31, 2017. Artistic Consultants and Smallville ComicCon reserves the right to reject Volunteers for any reason.

**Expectations:** Volunteer wristbands / badges may not be sold, loaned, or transferred and do not permit guaranteed seating, special access to event guests, or restricted access. Volunteers must wear both their wristband and badge at all times when working. Unless prior approval is granted to wear a costume, the Volunteer shirt must be worn during work assignments. Report early for your assignment to navigate parking limitations and gate entrance and receive any additional instruction. You must work your full assignment and sign-in/out with the office prior to and upon relief of duties to claim full benefits. Volunteer shifts will average 4-5 hours. Devoting more time / days is greatly appreciated and will build opportunities for additional benefits as well as invitations to participate in additional event and staffing options.

**Behavior:** Smallville ComicCon has a zero tolerance policy for harassment of any kind. Volunteers are responsible for monitoring and immediately reporting inappropriate behavior and other concerns to event staff to address.

**Costume / Dress Code:** Volunteers are responsible for enforcing the costume / dress code. This is a family-oriented event and costuming as well as clothing in general, should be safely within a PG rating. These general rules apply for all attendees in costume:

- No partial or full nudity. Body paint, pasties, and lingerie do not qualify as a costume. Fabric must appropriately cover critical areas without risk of a wardrobe malfunction. No gratuitous display of flesh is permitted.
- No pyrotechnics, smoke, fog, fire, fireworks, explosions, concussions, etc.
- No dripping or oozing of fluids, confetti, or glitter which could create an unsafe walking surface.
- A personal wrangler is required with costumes which limit visibility, are oversized or equipped with large components or associated props. Please be mindful of people, exhibits, and merchandise around you.
- Weapons and props will be inspected at the door each time they are admitted. Weapons are required to be replica or prop by design. No illegal or functioning weapons are permitted. Airsoft/paintball and similar weapons must be unloaded, not charged with air/gas, and rendered inoperable. Peace bonding will not be required provided you police yourself.
- Smallville ComicCon staff reserve the right to deny entrance for inappropriate clothing / costumes.

**Weapons Policy:** The open and concealed carry of firearms or actual bladed weapons at Smallville ComicCon is prohibited by attendees and Volunteers. Please cooperate with event staff and 360 Security Operations in our commitment to provide adequate security during our event. If you suspect a violation report it immediately.

**Location:** Smallville ComicCon will be held in the Meadowlark Building, Kansas State Fairgrounds, 2000 N. Poplar, Smallville / Hutchinson, KS 67502. The Meadowlark Building is located near the southwest corner of the Fairgrounds, just east of Main Street.

**Completing this application is not a guarantee you will be accepted as a volunteer. Please read carefully and print legibly; maintain a copy for your records.**

**Eligibility:** Applicants must be 18 years of age and clear a background check. No volunteer will be selected without an application or a background check. Incomplete or illegible applications will not be considered.

**Submission:** By completing this application, you are authorizing Artistic Consultants and Smallville ComicCon to conduct a background check. Please complete and mail this page to Artistic Consultants, P.O. Box 52, Little River, KS 67457; or email completed form to [smallvillecomiccon@yahoo.com](mailto:smallvillecomiccon@yahoo.com).

**Deadline:** Volunteer Applications must be submitted by **May 1, 2017** for consideration.

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Work Interest: \_\_\_\_\_

**Have you volunteered at a convention before?** No: \_\_\_\_\_ Yes: \_\_\_\_\_

If Yes – where, when, and what services did you provided? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Qualifications:** Please describe your skills / qualifications to contribute to the success of Smallville ComicCon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability:**

I can work the following hours:

Friday, June 23, 2017	Set-Up	4:00 pm – 12:00 am	_____
Saturday, June 24, 2017	Set-Up	7:00 am – 10:00 am	_____
	Public Hours	10:00 am – 7:00 pm	_____
	Clean-up	7:00 pm – 8:00 pm	_____
Sunday, June 25, 2017	Set-Up	9:00 am – 10:00 am	_____
	Public Hours	10:00 am – 5:00 pm	_____
	Tear-Down	5:00 pm – 9:00 pm	_____