



**TOTAL CONFUSION LLC  
GAME CONVENTION**

**February 22-25, 2018  
Best Western  
Marlborough, Massachusetts**

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[www.totalcon.com](http://www.totalcon.com)

# Event Host Policies and Procedures For **Total Confusion 2018**

February 22-25, 2018  
Best Western  
Marlborough, Massachusetts

Total Confusion LLC would like to thank you for volunteering to host a gaming event. Total Confusion LLC provides the largest variety of games for all types of game players, thanks to people like you. We appreciate your willingness to contribute your time, and we wish to make your convention experience enjoyable!

If you are the organized play manager for a game manufacturer or gaming group, you are responsible for distributing this info to all of your GM's and for ensuring they understand and adhere to all of the policies contained in this document. If you are an independent GM you are responsible for knowing and understanding these policies and adhering to them.

## Quick Facts:

**Event Submission Start Date:** September 4, 2017  
**Event Submission Deadline to Insure Time and Tables:** November 6, 2017  
**Final Event Submission Date:** December 20, 2017  
**Online Pre-Registration Opens:** January 3, 2018  
**GM Badge submission due:** February 1, 2018

# I. Submitting Events

## A. Submission Dates

1. The start date for event submissions is **September 4, 2017**. Weekly events are sorted into their departments and appropriate table space is assigned to them.
  - a. All submissions are through the online event submission system found by logging into your account and submitting event.
  - b. Large originations that have a large number of events should contact us by e-mailing [steve@totalcon.com](mailto:steve@totalcon.com). You will be given an electronic form to fill out to speed data entry.
2. There is no guarantee that requested time and tables will be available but events submitted before **November 6, 2017** will be given the highest priority for locations.
3. Events submitted later than **November 6, 2017** will be accepted on a case by case basis dependent upon space limitations and event demands.
  - a. Hints to getting you event through after guarantee time of November 6th.
    - i. If you are running a 4 hour event (as in the case of an RPG) don't use start times of 10 am or 3pm. When time slots like this are chosen they limit the number of events useable on a table from 3 events down to two events. If you use those times your event will be chosen last to fill in the table space.
    - ii. Choose an event that is less common. Example of this would be running a Traveler RPG over a Dungeons and Dragons RPG. There are 30 tables of Dungeons and Dragons going on in any given time period. Again the rarer event will get preference.
4. In order to make space for events, your event times may need to be moved to accommodate. If this happens you will be notified of the change at which time you may choose to accept the time change or cancel the event. Please fill out your information completely so we can get in touch with you.
5. Events submitted after **December 20, 2017** will not be accepted into the event system or put into the onsite book. Events submitted after the deadline will not count towards fulfilling GM Reimbursement requirements (see **Section V**).
6. There is limited open gaming areas available for all forms of games, except live-action role-playing games. This area's availability is on a first-come, first-

serve basis. These events do not count towards fulfilling GM Reimbursement requirements (see [Section V](#)).

7. Total Confusion LLC reserves the right to make changes to a submitted event's description for reasons of clarity and/or brevity.
8. Total Confusion LLC reserves the right to reject or cancel any submitted event regardless of submission date or submission content. The event host will be notified in the case of a rejected event.

## **B. Event Submission Process**

1. The Event Organizer submits an event into the online event registration system. (see subsection C. [Submission Form Definitions](#))
2. Approximately every two weeks the events that have been submitted are checked for clarity and content.
  - a. If the event is accepted it will be assigned a table location database updated with the location.
  - b. If the event is not accepted it will be placed on "hold". The submitter will be contacted by email as to the cause for the "hold" in order to resolve the issue.
    - i. If the submitter does not reply to Total Confusion by December 20th it will be deleted from the system. Delaying in returning the email will delay the table assignment process.
3. If you are submitting events as an organization (group) Total Confusion will provide a form so the individual referees/gamemasters do not need to submit events into the online system.
  - a. The organization Liaison needs to return the electronic form no later than December 1st. This is to allow the convention organizers sufficient time to process the events and assign space.
4. Total Confusion will post events that have been submitted monthly before registration opens. If your event does not show online or if you have other questions or issues contact us by e-mailing [steve@totalcon.com](mailto:steve@totalcon.com)

## **C. Submission Form Definitions**

### **Event Title:**

This is the title of your specific event as it will appear in the program guide, on the event ticket and in the event charts

### **Event Description:**

This is the more detailed description of your event. It should explain the basic premise of your game or activity and should provide attendees with enough information to decide if they would like to register for it. Total Confusion LLC reserves the right to make changes to any event description.

- a) There is a limit of 450 characters. This includes spaces.
- b) Do not use all capital letters.
- c) Make sure to spell-check your description and use correct punctuation.
- d) Event descriptions must contain acceptable language for all ages.

### **Game System**

Please make sure to note the specific system the game uses for all game events.

### **Manufacturer**

Please list the game systems manufacturer so that they may get credit for their hard work and the systems they have designed.

### **Event Type**

The Event Type identifies the kind of event you are running, which helps attendees locate specific categories of events.

#### **B – Board Game**

This covers all standard board games, like Risk or Settlers of Catan. This can also include “non-standard” or “boardless board-games.”

#### **C – Card Game**

This category covers both non-collectible card games and collectable card games.

#### **E – Electronic Game**

Electronic games are games that require a computer or video game console to be played.

#### **L – LARP**

LARPs are live-action role playing events where players move around and act out their actions, often dressing the part instead of just playing at a table.

#### **M – Miniatures**

Fantasy or science fiction war games fought with miniature figures.

#### **O– Old School RPG**

A new addition to our events line up is Old School RPG. This is an spin off of Role-Playing games using game systems that are no longer published.

#### **P– Panel**

Panels usually involve a speaker or moderator, sometimes accompanied by guests, presenting a specific topic to a general audience.

#### **R – Role Playing Game**

In RPGs, players take on the role of different characters in adventures in a variety of settings or storylines.

#### **W – Workshop**

Workshops can be similar to seminars in that they are hosted by a speaker or moderator, but workshops are usually focused on giving hands-on instruction or experience in making or doing something and require a fee.

### **Y-Young-Young Players**

An event specifically targeted at young gamers-to-be fits into this category,

Please be sure to choose the correct category for your event. Choosing the wrong category will make it much more difficult for attendees to find your event.

### **Preferred Day Slot**

Specify the day you would prefer to have your event scheduled.

### **Preferred Beginning Time Slot**

Specify the time you would prefer to have your event start time scheduled. The system has eight different start times; 8:00am, 10am, 1pm, 3pm, 5pm, 7pm, 9pm, 11pm.

### **Event Duration (slots)**

Each time slot represents 2 hours of time. Please specify how long your event will last.

If you are running the same event on multiple days, please list the duration time for this individual occurrence and not the total duration for all combined.

### **Difficulty Rating**

This field lets attendees know how challenging this game, setting or scenario may be. Default for this rating is Introductory.

- a) **Training** for tables where the game master will teach the game.
- b) **Introductory** for games that will just start with minimal training but doesn't really need it to get the game started (generally 10 minutes of explanation is about right).
- c) **Experienced** players are assumed to know the rules and there will be no explanation of the rules.
- d) **Advanced** rating for players that should have years of experience and house rules may be in effect.

### **Maturity Rating**

This field rates the event for age appropriate material to allow attendees and parents to make an informed decision on their child's participation in an event. Default for this rating is E10+.

- a) **Everyone** rating is for all attendees from 7 and up in age.
- b) **E10+** rating is for attendees 10 and up in age.
- c) **Teen** rating is for players 13 and up in age.
- d) **Mature** rating is for players 17 and up in age.

### **Materials Provided**

If materials are required for the event, please indicate whether or not the GM will provide them to registered attendees.

**Minimum # of Players**

Please specify the minimum number of players required in order to hold your event.

**Maximum # of players**

Please estimate your maximum attendance as accurately as possible based on the past events that you have run.

**Table Size**

If the field is left blank the defaults for the type of event will be used.

- a) RPG: 5' round tables which supports up to 8 players each
- b) Miniatures: 60'x96'
- c) Board Game: 30" x 6' or 5' round.
- d) TCG/CG: 30" x 6'
- e) LARP: 2 rectangular HQ tables. 30"x6'

**Electrical Requirements (optional, Special Request)**

If you have any special electrical needs, please specify them here.

**Special Pricing:**

This is the amount an Event Organizer or Game Master will be reimbursed for each event ticket if they wish to charge an additional fee for the event. Examples for this would be a booster draft where the players keep the cards after the event.

## **E. Special Notes**

1. Live-Action Roleplaying Events:
  - a. A very limited number of live-action role playing events will be accepted for each show. Live-action role playing events must be submitted before the deadline. LARP's submitted after the deadline will not be accepted.
  - b. Your event space will be set to 2 rectangular 30"x6' tables unless you send an e-mail to [steve@totalcon.com](mailto:steve@totalcon.com) with your special room set requests. Any special requests for event space must be submitted when the event is submitted to the system.
2. Group Headquarters Table or Booth:
  - a. If a group requires a "headquarters" table that information should be submitted to Total Confusion at the same time as the events schedule is submitted for review.

## II. Demo Events Table Usage

1. Demo events are run to promote a game system. They are run in the dealer's hall, an exhibitor booth or in the gaming halls.
  - a. Demo events run in the dealer's hall and exhibitor booths shall follow the following guidelines.
  - b. Events will be family friendly based on the decision of the Total Confusion staff.
  - c. The demo table hours is the same as the area it is being conducted in.
  - d. The event will not interfere with other events, demos, dealers, exhibitors or attendees based on the decision of the Total Confusion staff.
  - e. Demo events in the gaming hall must be authorized through Total Confusion prior to the **December 20th** deadline.
  - f. Demo events, once accepted, are submitted like any other event and follow standard Total Confusion policies, including pricing and placement. See Submitting an Event for more information.
  - g. Sales are not permitted outside the dealer's hall or exhibitors booths. Product sales outside of the Exhibit Hall may result in the company removal from the convention, and the inability to participate in future Total Confusion LLC conventions



### III. Referee/ Game Master Agreement with Total Confusion

1. If your event is accepted, you must agree to abide by all of the following conditions listed below and elsewhere in this document, and to affirm that all information submitted is accurate.
  - a. The event shall begin and end on time as designated in the program schedule and/or by convention management. If there is a conflict or problem with the assigned time or areas must be presented in a timely manner to the appropriate Area Director or the Event HQ desk in order to be solved.
  - b. All tickets will be collected. Event envelopes filled out completely and returned.
  - c. The event will not be moved from its designated area or occupy more space than allocated without convention management approval.
  - d. NO event may be held in a private room.
  - e. Referees/gamemasters will conduct themselves in a professional and courteous manor while conducting their event.
  - f. Try to show up at your table 5 minutes before the scheduled start time.
  - g. By submitting events, we assume that you have read and understood all requirements laid out in this document and agree to all conditions contained herein.
  - h. Running an event does not make you an employee of Total Confusion LLC at any time.
  - i. You are responsible for the security of the items you bring to Total Confusion LLC. Please keep a watchful eye on your stuff.
  - j. When your event is completed, please clean up your tables, room or allocated space for the next group.
  - k. No alcohol is permitted in gaming areas at any times.
    - i. There are specially designated drink areas where alcohol may be consumed. Alcohol must be purchased through the restaurant. No privately owned alcoholic beverages are allowed in any gaming space.
    - ii. Alcohol purchased through the restaurant may not be transported into any gaming space that is not “cleared” as a drinking zone.

## IV. Canceling an Event and Players No Show

1. Before a Convention
  - a. If you are canceling an event after the deadline to make changes to a submitted event (which is **December 20th**), you must do so in writing by emailing [steve@totalcon.com](mailto:steve@totalcon.com) and please reference the custom game ID number and day and time in addition to the event title.
2. During a Convention
  - a. If you are canceling an event onsite, you must notify the registration desk, the event office or the area coordinator as soon as possible. You must be able to provide all of the pertinent information, including the day and start time, along with event type and title.
3. Insufficient players
  - a. To cancel an event due to insufficient players the Gm must wait at his assigned table for 10 minutes past the start time of their event.
  - b. If you have a scheduled event is cancelled due to insufficient players, you must notify the registration desk , the event office or the area coordinator. The GM must wait initial the back of each player's ticket. The player should be directed to the registration desk once their ticket has been initialed.
4. GM No-Show
  - a. If you have a scheduled event that must be canceled due to a GM no-show you must notify the registration desk as soon as possible. Any players that show up for that event, should have their ticket initialed by the Area Director and should be directed to go to the registration desk.

## V. Referee/ Game Master Reimbursement

### 1. Reimbursement for Single Contributors

- a. Any Referee, Game Master or Volunteer that contributes 2 hours towards Total confusion on site during show time will receive \$6.00 dollars in credit towards their account.
- b. Reimbursement will be pre-preloaded into the registration system. If you do not pre-register, reimbursement paid after the show through Pay Pal.
  - i. Pre-loaded reimbursement is credit loaded into the registration system. This credit may be used towards any purchase online including but not limited towards; badge, t-shirt, glass, mugs or any other purchasable item available in the online system.
  - ii. Reimbursement through Pay Pal will be sent within 30 days after the last day of Total Confusion. Credit will be reimbursed through Pay Pal unless other arrangements are made.
- c. GMs are required to fill out the GM envelopes in their entirety. They are considered the "GM Time Sheet". Without them we cannot confirm your event ran and thus reimbursement may be delayed or denied if the envelopes are not filled out and returned to Event office, registration desk or another Total Confusion staff member.
- d. Envelopes will be handed out at the start of an event. You may request envelopes before your events from the events office equivalent to the number of events you are running.
- e. Under event ID# be sure to use the one listed on the event tickets or found in the onsite book or web page.
- f. Remove the prize ticket from the envelope and give it to a "winning" player at the end of the event (winning is left to the discretion of the table GM).
- g. Collect all tickets for the event. And place them in the envelope.
- h. Specific event tickets for the event are used first then generics or other event tickets slated for the same time are accepted next.
- i. Return the envelope to the events office or a Total confusion staff member.