

# EVENT POLICIES

## **SAFE SPACE / HARASSMENT POLICY**

The NWAA is committed to providing a harassment-free experience for everyone, regardless of gender, sexual orientation, race, religion, disability, background, or any protected characteristic. We do not tolerate harassment in any form and expect all attendees, artists, service vendors, volunteers, sponsors, and staff to adhere to this policy.

Harassment includes, but is not limited to:

- Offensive verbal comments related to gender, sexual orientation, race, religion, disability, or appearance
- Deliberate intimidation, stalking, following, or unwanted photography or recording
- Sustained disruption of tasks or work flow, impeding or distracting staff while performing their duties
- Inappropriate physical contact
- Unwelcome attention or sexual advances
- Lude or inappropriate comments

Individuals asked to stop any harassing behavior are expected to comply immediately. If an individual engages in harassing behavior, NWAA representatives may take any action they deem appropriate, including warning the offender or expulsion from the event. Any instances of harassing behavior shall be documented and may impact the future participation in our events.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a NWAA representative immediately.

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## **ARTISTS - SET-UP AND TAKE-DOWN DURING EVENT HOURS**

Artists must accurately gauge how much time they need to be ready before the show doors open. Packing materials must be put away, items removed from the aisles, and booth set-up completed by the event start-time. Artists cannot bring in initial set-up materials through the crowds of patrons during show hours. Replenishing sales during the show is allowed as long as it is not deemed disruptive.

Likewise, artists cannot noticeably break-down or load-out from the venue before the stated event end-time. **NWAA Staff or volunteers have their own duties and are not available to assist with breakdown.** Artists are required to find their own assistants and determine their own needs to assure break-down on time. **Artists must be out of the venue at the requested time.** If it becomes a pattern that an artist is making staff

wait to close the venue or the artist is spending a significant or noticeable amount of time not actively packing up, NWAA staff may give a verbal or written warning and it may impact the future participation in our events.

Emergency situations out of the artist's control can be presented to NWAA staff who may grant exceptions.

***NWAA management***