

CONvergence Party Rules, Policies, and Things to Know

Terms and Definitions

Party: A service or experience for CONvergence members that is not directly planned, managed, or sponsored by CONvergence itself and for which a party application has been submitted and approved. Parties take the form of either Room Parties or Mobile Parties.

Room Party: A party that is held exclusively within an assigned and reserved hotel room designated for this purpose.

Mobile Party: Mobile parties are not assigned party rooms and are free to move about the convention space as long as they don't disrupt other events. They can set up in open areas and move to other spots as desired.

Party Host: An informal term for the people or person running a party.

Core Staff: Up to 6 staff members, which includes Party Hosts, officially reported as responsible for a specific party and who are receiving 25 volunteer hours for their efforts.

The Basics

- Parties must comply with all **CONvergence policies** and party rules.
- All party Staff, volunteers, and attendees must be **registered CONvergence members**.
- Parties are expected to welcome any CONvergence member wearing a **CONvergence badge**, unless enforcing specific age restrictions.
- Parties choosing to enforce any age restrictions must do so by checking government-issued identification.
- Party rooms cost can vary from year to year - **see the Convergence website for more information**.
- Parties may accept voluntary donations, but **cannot require them or suggest an amount. Nothing can be given in return for a donation.** The Convergence Parties Department discourages parties from using the word "tips;" please **contact us** for more information.
- Service and/or access cannot be denied if someone does not make a donation. Fundraising during a party may not include gifts in exchange for donations.

- Parties may be promoted via the CONvergence Programming Guide and website. Party descriptions for the programming guide should be 50 words or less. Additional content may be added to the party descriptions for the website after this deadline.
- Party descriptions are subject to editing and approval by CONvergence.
- Each room party may request a sleeping room with priority for that sleeping room on the same floor as their party room, if applicable and desired. If the party is canceled this sleeping room is forfeited. Yes, you may sleep in your party room. Keep in mind, though, that it can be very loud and parties often go well into the early morning.

Core Staff and Additional Volunteers

- Core Staff are the main people responsible for running each party and may be involved in any combination of pre-con planning and preparations, move in, set up, tear down, and everything done for the party during the convention.
- Room Parties should have a primary and secondary host and may have up to 4 more people to round out Core Staff.
- The Primary and Secondary will receive emails from the Parties department and provide information when requested by CONvergence. One of these two people must be the person booking the hotel room.
- Additional Volunteers are the people who assist with your party but don't spend as much time and energy as members of the Core Staff or are focused only on specific tasks.
- Parties have up to 5 day passes at their disposal to bring in additional volunteers to help with your party.
- At least one member of Core Staff must be at least 18 years of age, physically present, sober, and responsible during all of the party's stated hours of operation.

Volunteer Hours

- Core Staff will be awarded 25 volunteer hours each by the Parties Department. These hours will be entered into the system at the start of the convention, and will qualify each person for a **t-shirt**, and other volunteer rewards. No person may receive Core Staff volunteer hours from more than one party per convention year.
- Core Staff are expected to work a minimum of 25 hours on their party. This can be before the convention, at the convention, or a mix of both. Core Staff cannot have day passes registered under their name (day passes are specifically intended to bring in additional volunteers that may otherwise be unable to assist with the party due to monetary constraints).
- Each party will also be given a pool of 60 volunteer hours to distribute to their additional volunteers. No volunteer may be awarded more than 15 hours in total from these pools, regardless of issuing party. Core Staff cannot be granted hours from these pools. These volunteer hours may be assigned to day pass holders.
- Volunteer hours are allotted per party, not per room. Parties sharing a suite each have their own Core Staff with 25 volunteer hours and 60 volunteer hours for additional volunteers.

- Members of the CONvergence Parties Department may give volunteer hours that are separate from hours given to volunteers by party rooms.
- Additional time spent volunteering with other CONvergence departments will be awarded in accordance with the procedure of those departments.

Costs

Party rooms cost can vary from year to year - [see the Convergence website for more information.](#)

- Furniture removal is available for parties. Applicable items include Bed, 'L' shaped sofa, and Sleeper sofa located in the bedroom. Cost is set by the hotel and hosts will be informed of the current year's pricing when it is set.
- CONvergence is reducing the cost of furniture removal by providing storage space for furniture removed from executive suites. As such, no individual furniture removal costs will be covered by CONvergence.
- None of these are required, but most hosts budget for the following:
 - Snacks and drinks
 - Utensils, cups, bowls, etc
 - Plastic floor covering (carpet film)
 - Cleaning supplies
 - Decor
 - Flyers for promotion/marketing
 - Ice
 - A separate sleeping room

Party Hosts typically spend between \$800 and \$3,500 on the running of their party. However, what you spend depends on what you want to do. Less can be more. It's very possible to host a fun party without a lot of extra expense.

Fundraising

Parties have been running at science fiction conventions since before the internet was widely available, and their funding models have always been diverse. There is no wrong way to fund your party, and there are many options available to you.

Fundraising options include:Costs

- A fundraiser within your own group or organization such as a raffle or fundraising dinner
- Use of funds from garage sales, bake sales, auctions, etc.
- Crowdfunding (using the platform of your group's choice)
- Sponsorship from local businesses or organizations
- Personal funding from a member or members of a group
- Personal funding from an individual

- Other methods that are deemed legal and legitimate by CONvergence, the IRS, and the United States Federal Government

If you choose to fund your party via a crowdfunding website, there are a few things to keep in mind.

- Parties may set up a crowdfunding page and share the information in the **CONvergence Community Facebook group**. Please comply with the group rules to not post the link more than once per month.
- Parties may keep their crowdfunding active during the convention to allow people to donate electronically.
- Parties may use QR codes or similar and have info about their crowdfunding in their room to make it easy for people to donate.

Sponsors

- If you would like a business or organization to formally sponsor your party at CONvergence, please let the CONvergence Parties Department know who your sponsor is and what is being provided so we are aware.
- CONvergence does not lend its tax ID number to parties.
- All **CONvergence policies** also apply to party sponsors and sponsored parties.

Laws and Ordinances

- Party activities must comply with all federal, state, and local laws. Room Parties are not considered private residences.
- Room Parties are subject to inspection by the fire marshal.
- Parties that offer alcohol must comply with **Minnesota Statute 340A – Liquor Laws**.
- Over-serving alcohol is forbidden. Parties may not serve alcohol to guests who show signs of intoxication. Parties are encouraged to contact **CONvergence Operations** (by talking to a Wandering Host or texting 651-800-1677) and/or **First Advisors** if you encounter difficulties with intoxicated individuals. Choosing to serve or not on the basis of presentation of sobriety, general behavior, or DWI flags is completely within the rights of party rooms.
- Each party may accept, but is not required to accept, passports and military identification as valid ID as long as they contain birth date and photo identification and uphold the above statutes.

Information Specific to Room Parties

- Room Parties are held in executive suites on the 3rd, 4th and 5th floors of the **Hyatt** or in a select number of regular rooms near the guest elevators on those same floors.
- Room Parties are expected to operate for a minimum of 14 hours over the course of the convention and be active during their stated hours. (Except for emergency situations, in which parties department must be contacted)

- Room Parties are non-smoking. This includes E-cigarettes and other vaporizing devices. Anyone wishing to smoke or vape will be welcomed in The Grove.
- Room Parties must be wheelchair accessible.
- Party hosts may restrict access to their bathroom, closets, or back room as “staff only” areas if desired.
- Open flames are not permitted. Food may not be heated by flames. Heating elements must be closely attended at all times.
- Due to room wattage limits and circuit issues, air conditioners and other equipment with large power draws are not allowed. Please check with the parties department if you have specific questions on allowed equipment.
- Parties may not attach signage or decor to hotel walls with damaging adhesives, and may not use puncturing fasteners such as staples, nails, or screws. Blue painter’s tape is the only acceptable adhesive.
- Parties must not obstruct thermostats, smoke detectors, fire sprinklers, or doorways.
- Parties may not include fog machines or dry ice.
- Tension rods are allowed but only inside rooms, provided they do not damage surfaces.
- Tension rods are not allowed in hallways due to the temptation for party attendees to interact with the tension rod in a way that would damage the walls (i.e., people jump to hit the tension rod).
- Parties and their decor must not impede foot traffic in hallways.
- Large Decor cannot be placed in the hallway, a small banner or standee is fine (nothing can extend more than 6” from the wall)

Room Party Hotel Logistics

- Furniture removal from party rooms:
 - Executive suites come furnished with an ‘L’ shaped couch in the front room and a bed in the back room. Some rooms come with a sleeper couch as well. Only these items can be removed for a fee set by the hotel.
 - Bed removal includes frame, mattress, pillows, linens, and blankets. Headboards are affixed to the walls, and cannot be removed.
 - CONvergence is reducing the cost of furniture removal by providing storage space for furniture removed from the party rooms. As such, no individual furniture removal costs will be covered by CONvergence.
- Party Room reservations are secured and billed in the same manner as **sleeping room reservations**. Party rooms may only be reserved by adults 18 years of age and older. Reservation must be under the name of a person; the primary or secondary host of the party. Rooms cannot be reserved under the name of an organization.
- Party cancellations must be submitted to the CONvergence Parties Department. Failure to cancel by the posted deadline may result in charges by the Hyatt.
- Party hosts are responsible for any hotel assessed damages and cleaning fees to their reserved party room and sleeping room. Please report existing damage to the hotel and to the CONvergence Parties department as soon as possible to avoid inaccurate charges.

Rules Specific to Mobile Parties

- Mobile parties will need to discuss the number of Core Staff and allocation of volunteer hours with the CONvergence parties department.
- Mobile parties should be active during hours discussed and agreed upon with the parties department staff.
- Mobile parties may serve food and beverages only in the Consuite, party rooms, or The Grove by making arrangements in advance.
- Mobile parties can only serve alcohol inside party rooms by making arrangements with the party room hosts in advance.
- Mobile parties must not disrupt events, functions, or Room Parties.
- Mobile parties must not block or impede movement in hallways.
- Mobile parties must make arrangements with Room Party hosts in advance to make an appearance in a Room Party.

Serving Food and Beverages

Serving food and beverages is a great way to create a fun and inviting atmosphere for CONvergence members of all ages, not to mention help your party stand out as unique! Here's what you need to know about serving food or beverages.

- There is no fee assessed by the hotel for serving food, alcoholic and non-alcoholic beverages in the party rooms.
- Mobile parties may only serve food and non-alcoholic beverages inside **ConSuite**, in **The Grove**, or inside party rooms by making arrangements in advance.
- CONvergence will offer free food safety best practices information.
- To serve food and beverages, each party must complete the furniture removal form (even if you're not having furniture removed!), which includes a waiver on serving food and beverages.

Serving Alcohol

Here's what you need to know about serving alcoholic food or beverages.

- There is no extra cost for party rooms to serve alcohol. To serve alcohol, each party must complete the furniture removal form (even if you're not having furniture removed!), which includes a waiver on serving alcohol.
- Parties are required to have read the how to read an ID, **documentation put together by the CONvergence Parties Department [pdf]**.
- IDs must be checked every time you serve someone alcohol, even if they've previously visited the room.
- IDs must be checked at the bar for alcohol even if IDs were already checked at the door for age restrictions.
- Hand stamps and wristbands are NOT a replacement for a valid ID.
- Alcohol service is entirely at the server's discretion and may be denied for any reason other than failure to donate.

- Remember you can always say no. Alcohol service should be denied to anyone the server feels is too drunk or disorderly.
- You can always contact CONvergence Operations to help you in this matter. Operations can be contacted by talking to a Wandering Host or via the Operations Text Line (651-800-1677, this number is the same every year).
- Challenge drinks (for example something extremely spicy and hot) must be clearly labeled and have a large readable warning sign posted.

Signage Policy

- Signage cannot be posted in the hotel before the official start of the convention. Parties will be told when posting is allowed as it varies year to year.
- Content of signage cannot have any mention of donations, tips, fundraising, etc due to hotel policy.
- Parties may not attach signage to hotel walls with damaging adhesives, blue painter's tape is the only acceptable adhesive.

Parties HQ, Party Supplies & The Lending Library

Parties HQ, the central space to where you can find a member of the CVG parties department, is also where you will find useful party supplies. This may include items like blue tape, paper towels, collapsible trash bins & bags, door stops, tote bags, magic erasers, plastic tablecloths, as well as exclusive snacks and cold water for you and your party helpers. To be of use during the usual party move in, Parties HQ is open to Party Hosts on the Wednesday before the convention to help with any issues that may arise.

Parties HQ Lending library will have items like scissors, sharpies, moving carts, and cleaning supplies. We hope these items will be helpful if you forget something. Please feel free to check items out of the lending library as they are there for you. If you have ideas for other items that we could provide to make hosting easier please let us know at **CONvergence Parties Department**.

Accessibility

Keeping accessibility concerns in mind as you design the layout and features of your party will help ensure everyone who wants to visit is able to enjoy your party. Here are a few tips!

- Make sure there is enough room for a wheelchair or a scooter to navigate through your party. The ADA specifies the minimum clear width for single wheelchair passage at 32 inches.
- Many people cannot stand for long periods of time. Plan to have some seating available for those who need it. It is your choice whether you would like to mark it as accessibility seating, or open it up to everyone.
- Many people have latex allergies and cannot share space with latex without risking a severe allergic reaction. To be welcoming to everyone, minimize the use of latex decorations for your party—especially latex balloons.
- Food allergies and dietary restrictions among CONvergence members are just about as diverse as the members themselves. Help them know what they are able to enjoy in

your party by making ingredient lists available on signs, laminated cards, or any other creative way you can devise.

- Some people need a straw in order to drink. If you are serving drinks, plan to keep a few straws at hand for maximum accessibility. It is your choice whether you would like to make them freely-available or by-request.
- If you plan to show video or movies at your party, don't forget to turn on the captions. This helps everybody out, as often parties can get loud.
- If you plan to use special effects lighting in your party—including but not limited to strobe lights—consider posting an advisory outside your door about it. This small courtesy may just help prevent an accidental migraine or seizure!
- Consider advertising sensory-friendly hours for your party for those who cannot handle the stimulus of large crowds, noise, or special lighting. You are sure to attract visitors who wouldn't otherwise get to enjoy your party.
- Each party at the start of the weekend is required to fill out the Party Guide which is posted outside the party room and contains a place to mark allergens in your party room.