

CANBERRA GAMES SOCIETY
www.cgs.asn.au

GAMES ORGANISER
conventions@cgs.asn.au

Put Cancon in the subject line.

TOURNAMENT ORGANISER INFORMATION PACK



CANCON

www.cgs.asn.au

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Information for ALL Organisers

This guide has been developed to help TOs run their games at one of our conventions. It compiles all of the accumulated wisdom of Organisers, TOs and all the fun little quirks and traditions we have developed over the last 46 or so years. Read it, there WILL be a quiz.

This guide is designed to help new Tournament Organisers (TOs) run their game without any additional stress from the Canberra Games Society Inc. (CGS) or the Convention team (Yellow Shirts).

How you handle the stress (about page 31) you get from your players is up to you, but Yellow Shirts are available to assist if it gets too bad. You may find that even when you run the event perfectly, you may still get some agro from some players. We recommend Nerf^(tm) for those pesky players, as well as minions, to help you.

Each main topic is on its own page. This will allow us to waste more paper when we print it, but also make updating sections simpler.

Topics cover everything we think you need to know, and are presented in the order you will most likely need them.

If you have any questions or suggestions, email us at conventions@cgs.asn.au

COVID (or similar event) Measures

- The rules for Covid -19 are changing on a weekly basis.
- To stay up to date, check with the source: <https://www.covid19.act.gov.au/>
- We will constantly re-evaluate how the event will be run. This may involve limits to the public attending at any one time.
- Tournament Organisers are requested to bring handwash and encourage their players to act in a responsible way (No licking miniatures, etc.)
- If masks are required in enclosed areas in January, please bring enough for your staff/minions. Players will need to supply their own, and will not be allowed entry unless masked. (Unless they have a VERY good legally sound excuse.)

This guide is broken up into three main sections, Before, During and After the convention.

Before the Convention.

Tournament submission

- Read this guide first, if there are any suggestions on how we improve this document, or the survey form, let us know.
- We recommend the glossary at the end as well. This will inform you of our naming conventions for our events. (Amongst other fun stuff.)
- Go to the Cancon page of the CGS website (www.cgs.asn.au) and follow the link to the event submission form.
- This form is a Google Survey form, and asks all the questions we need to know answers to.
- FILL IN THE FORM. (**ALL** of it, including the blurb and sponsors bits)
- If you are unable to access a Google doc, please get someone who can to help you.

Tournament approval process

- All the tournaments are considered by the convention committee for approval.
- Approval is based on the following:
 - Is it an event we want to offer?
 - Have you run this previously, either at a CGS event or another major convention.
 - Does the event seem like it will be popular?
- We also take into account feedback from the community and stores.
- We may offer suggestions on ways to modify your event to make it acceptable. This will no longer include combining two identical events.
- If we approve your Tournament, we will let you know. (If we do not approve it, we will also let you know why etc.)
- Approved Tournaments will be listed on our website and then added to the online entry system, with tickets becoming available from either the 1st of September or October (Depending on the year).
- Tournaments approved after this will be progressively added in groups as they are approved.
- Submissions will close on the 1st of November, unless we fill up beforehand.

Cancon events and scheduling.

- Cancon is normally a 3-day event.
- If you run a single day game, or a 2-day game, it costs us the same as if it was 3-day game.
- We have never had enough single day games on day three to make up for the difference.
- Preference will be given to 3-day games, and then 2-day games.
- If you are offering a game that runs over all three days, but is stand alone for each day, it will be counted as a three-day event.
- If you want to run a single day game, it will be scheduled for the last day.
 - There are numerous benefits for this:
 - There will likely be more space available for these games.
 - There will now be more space available for the other games on days 1 and 2.
 - Scheduling will be simpler.
 - Traders will be happier with more players attending on day 3.
 - There will hopefully not be giant empty areas on the last day.
- Two-day games will run from day one.

Ticketing

- The entry or ticketing system used for each convention will NOT notify the main TO contact each time you get an entrant. (This was too annoying for many of you.)
- To get lists of players, email me at conventions@cgs.asn.au and I will email you the latest list by the evening.
 - While it may seem redundant to say this... The email address you give as your contact, IS the one we will use to contact you, and the one the ticketing page will use for your players to contact you. If you get it wrong...
- Please note: EVERY year, a TO puts an incorrect email address in the submission form, and wonders why we never contact them.
- Now is the time to ramp up your promotion of the Tournament on your game's chat boards, contact local clubs, Water coolers etc. and get people ready to enter when tickets go live.
- While you have set a maximum number of players you can deal with, the venue also has a cap. When we get close to that capacity, ticketing will be paused, remaining spaces allocated, and tickets re-opened with adjusted caps.
 - Tables will be allocated to events and tickets assigned to round off spaces to an even number, and then to a number of tables to fill spaces (If space is available)
 - We do not force events not to run if they do not have their "minimum" player count, it is up to you what to do in this case.
- If your players enter before this happens, your will be at an advantage over players who are not organised to enter.

Getting sponsors

While you may have sponsors already (there is a section about them in the form), this is a quick reminder about how the process should work.

- Approaching a store or manufacturer to sponsor your game allows you to get better quality and quantity of loot for your prize support.
 - We have noted over previous years that TOs who organise sponsors in advance, promote these sponsors on the website etc. at the Tournament and whenever they can, get much better deals than those who approach a trader on the last day with some prize money and ask for loot.
- Sponsors like to be promoted. Email us their logo and URL. We will add them to the website under your game details and happily link to their sites etc. at no charge.
- Tell them you want them to turn up to the prize giving at the convention for your Tournament, get signs, banners, ANYTHING* they want to supply, to promote their business. Keep your sponsors happy, and they will make you and your players happy in return.
- If you do not have sponsors, let me know. A list of usual Cancon traders is available on request. Feel free to contact them, as they may be at the convention. You can also contact other businesses if you like, but we reserve the right to limit what they do if they “conflict” with the attending traders or our convention. (e.g., no adult industry businesses, weapons dealers, coal fired baby chicken mulchers etc.)
- Have a look at the prize support section below on the process for sourcing prizes from sponsors.

**Within reason, check with me if unsure. For example, scantily-clad promotional models are not appropriate at Cancon – it’s a family orientated event.*

Fee Structure

- The amount a player pays to enter a tournament at one of our conventions, is based on the amount of time they play.
- You pay per day, plus any evenings
- This method allows players to enter different games on different days. The previous method would have seen them paying much more for the option.
- The actual entry fee is made up from three parts
- **Tournament entry fee** (See table) + **Prize Pool** (If applicable) + **Ticketing service fee**. (xx%)
- The Canberra Games Society sets the **Tournament entry fee**. This fee is based on how much it actually costs us for a player to be on site at Cancon.
- Organisers (You) set the **Prize Pool**. This fee covers any dragon trophies you request, or prize pool you want to get from sponsors.

Days	Cancon Registration	Prize Pool	Service Fee
One	\$40.00	Set by you, per player	A set percentage to cover the service fee charged by Square.
Two	\$50.00		
Three	\$55.00		
Evening	+\$20.00		

Entry option notes:

- Evening ONLY games have an additional fee of \$20.00 for one or two days
- Cancon has space for evening games on days one and two.
- If someone tries to enter on the day (To a tournament that could have been pre booked), they will get to pay an additional \$10.00 entry fee. Remind your players that we offer 100% refunds if a withdrawal request is received up to one week before the convention. Afterwards, we want a good reason.
- Entry fees and trader stall fees go towards meeting the approximate \$130,000 annual costs of running our conventions.
- People do not PAY to walk into the convention, unless they are playing a game with an entry fee. *
- Spectators are welcome to come in, look round, play the free participation games, buy stuff from the trade stands, and have a fun time.

*In 2027, there may be a nominal fee to enter the trade halls. This is to try to keep entry fee and trader fees as low as possible, while dealing with our increasing event costs.

Prize Pool

If you want a prize pool, this will be worked out as an additional fee per player. YOU set the price. This will be listed on the webpage against your game.

The prizes from your prize pool are up to you to organise.

- Organise your prize support in advance of the Tournament.
- Each organiser should try to get the best deal possible for their Tournament.
- We ask that you shop around and try to get as much support for your Tournament as possible.
- It is also requested that you do not limit prizes to just a few players. While a high proportion of the prize pool can go to the Tournament place getters etc., some additional “Throw away” or “Encouragement” prizes are also recommended.
- Most stores will be happy to supply a significant discount for stock purchased for prize support. Please make sure you organise this far enough in advance that you can include the details in the Tournament blurb for the website.
- There is also no requirement for only a single stockist to supply the prizes.
- If you need any help organising prize support for your Tournament, please ask now. There are many trade stands who attend our conventions who are very happy to supply great deals for prizes, but they appreciate the opportunity to be credited as doing so in your Tournament blurb online.
- **See “Prize Procedure” for how this money is spent.**

Prize Procedure

Until further notice, we are using the following method for prize support.

- If you did not ask for your Tournament to have a prize pool, ignore this.
- Any time before the event, you can confirm with us how much is in your prize pool.
- Organise with your sponsors what loot you will be getting as soon as you can.
- Get them to send us an ITEMISED invoice, showing any GST etc. and clearly listing your name (TO) and game name. (Send to conventions@cgs.asn.au)
- The **Canberra Games Society** will pay the invoice and record the amount against your event.
- Invoices will be paid within a few days of receiving the invoice and confirming the amounts etc.
- **DO NOT PAY FOR PRIZES YOURSELF AND ASK FOR DIRECT PAYMENT.** Unless you have written permission from the CGS.
- If you are getting close to your cap for prize pool, check with us how much is left. We will NOT pay out more than your event has collected. (This can annoy the sponsor, who may not send through the prizes.)
- Any unspent prize pool = "Thank you for your donation".

NOTE:

- We can pay international invoices for Overseas prize support payments.
- We have to pay/claim any tax related to prize support, so this is the only way we are allowed to run prize support from now on.
- We pay by direct deposit. This can be to a local or international bank.
- **We do not pay by PayPal under any circumstances.**
- We will only accept invoices from the EVENT ORGANISER. Sponsors who send us invoices will be told to send them through the Event Organiser.
- The invoices need to have the GST listed (If applicable)
- See the "What is an invoice" page for details on how an invoice needs to be structured.

What is an Invoice anyway?

An invoice is a bill from a sponsor to us, it lists the items being supplied, along with the prices per item, who it is going for, their bank account details etc... It is used by us to make a payment to cover the prizes.

Taken from the ATO website:

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following 7 details:

1. Document is intended to be a tax invoice.
2. Seller's identity.
3. Seller's Australian business number (ABN).
4. Date the invoice was issued.
5. Brief description of the items sold, including the quantity (if applicable) and the price.
6. GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly 1/11 of the total price, as a statement which says, 'Total price includes GST.'
7. Extent to which each sale on the invoice is a taxable sale.

We require the following in addition:

1. The name of the Tournament Organiser who ordered the prizes.
2. The name of the Tournament the prize support is for.
3. The bank account details for us to make the payment (Account name, BSB and Account number.)

Organising player's guides

- If a new set of rules or expansion is due to be released for your game, let the players know what the cut-off date for new rules being used will be.
- If you have any special rules for your game, which are different to the published rules, include this information in the submitted game blurb.
- This allows players to decide if they want to play BEFORE they enter, and allows for any issues to be worked out before they turn up.
- If you have a "Player's Guide" for your Tournament, send us a sensibly sized PDF, we will link it to your event blurb
- If the PDF is too big, we will send it back for you to reduce it. (Aim for less than 5meg)

Organising terrain etc.

- Most Tournaments need some sort of terrain to be used.
- The CGS can supply a table, chairs and a games board (6'x4') with a green table cloth per game (although some games may not need a game board, cloth or need more chairs etc.)
- Everything else must be supplied by you or your players.
- Most players will bring a few extra tables worth of terrain for the games if you ask.
- We suggest you award a prize of some kind for supplied terrain, either a lucky dip or a "best table" etc.
- Please note, we cannot be responsible for damage or loss of player supplied terrain at the conventions.
- If a player leaves terrain behind, we make all reasonable attempts to find them, including bringing the terrain to the next convention, then it is taken by the CGS for use at the club. (We thank you for the donation, see "Lost Property".)
- Suggest to anyone supplying terrain, that they put their name and phone number/email, on the terrain. In case it is left behind.
- Similarly, we cannot cover people's miniatures, bags, etc. for loss or damage
- The set up day is to allow you (and your minions) to set up the games area the day before the event, saving you hours of hassle in the morning of the first day.
- See the setup section below for more details.

Minions

- You need minions
- We have had situations where a TO has collapsed from the stress of running a Tournament with almost 100 players, with NO help, so please look after yourself.
- We recommend you have at least a few minions over the days of the convention. These minions can be players etc., as long as they are available to help you as needed.
- All events have an organiser's table (Some will give this table up for more game space though). We suggest bringing an esky with bottled WATER (or soft drink) to your event. We cannot let you sell drinks to your players, but you are allowed to give them water. (Sponsorship opportunity?)
- If you require it, we have **limited** numbers of red vests, available for Minions and TOs, so they stand out and can be spotted by players in need of help. (See the yellow desk in your hall on set up day.)

Dealing with troublesome players

- Some people are not very good players, and really should stay home dreaming of their sheep stations.
- Some people just wake up grumpy. 99.99% of the time they are dealt with by the TOs and their minions in an appropriate way, and all is good.
- Sometimes.... This is not the case.
- The Yellow Shirts and the CGS will back you in almost all rulings made against troublesome players.
- We have kicked players out of Tournaments and out of the convention for everything from cheating to being drunk in charge of a tank.
- If you have any issues with a player before the Tournament, let us know. (See **Bans**)
 - We will remove players from an event at your request. They will get a full refund.
 - We do ask that you attempt to resolve any conflicts before we remove them, but if this is not possible....
- If you have issues with a player at the convention, and expect to have to remove them from the tournament, grab a yellow shirt to help.
- If a player is found to be cheating at one of our events, they will be banned from attending for one year (Timed from the day they apologise publicly.).
- If a player is removed after the event has started (For cheating etc.) they will not get a refund.
- Players under the influence of drugs or alcohol are not allowed to play. They will be removed from the venue, with appropriate services called if needed.
- Players who have not paid for their entry (on day entrants), will be required to pay as soon as they are able, before they start play. They will need to attend the front desk to pay.

Player withdrawals

- Life sometimes conspires to stuff up a player's attendance at Cancon.
- Some players have to withdraw from their Tournaments for numerous different reasons each year.
- If a player tells you they have to withdraw (up to a week before the convention), get them to contact us as soon as possible and we will handle it.
- Players who withdraw closer to the Tournament need a better excuse, but we are pretty good most of the time.
- Players who just do not turn up, and never tell us why, we thank them for their donation, they do not get a refund.
- TOs can advise us of players who need refunds, especially if the player neglects to do so.

Bans

- If you have a player, you do not want to enter your Tournament, let us know.
- We do ask why, but will back you 100% (unless the reason is really stupid)
- The player will be given the option to either get a refund or transfer (if they have already entered).
- We do encourage players and TOs to try to talk it out, but if you have tried, and the player just won't be acceptable, they are out.

Changes

- Stuff happens and very few Tournaments survive contact with the players.
- If you have a change to your Tournament, let us know as soon as possible, so we can make the changes on the website.
- Changes can include: Updated blurb, more sponsors, even a new TO.

Set up day

- The day before convention is the set-up day.
- We turn up early to mark out trader areas, help traders set up and do other organiser like stuff.
- We ask TOs to turn up after midday to find their play area and start getting ready for the convention.
- The tables and chairs allocated to your Tournament will have been finalised beforehand. You will have been told where you will be located, and you should turn up to find your tables and boards (if applicable) set up for you.
- If your game has CGS game boards, we ask that you supply game mats or talk to us before set up day about accessing our very limited supply of green clothes.
- You may get the chance to grab chairs from the stockpile and put some against each table, or this may have been done already.
- If your players are bringing terrain, tell them to turn up after midday on the set-up day.
- Set up finishes around 9pm for all events. (If you are running late, let us know.)
- Lanyards for Tos and Minions
 - To help you get in faster each day, don't forget to grab the correct number of lanyards from a yellow shirt desk in your hall. (And do not forget to give them back after your event finishes.)

Electrical Cables

While power is available to all trade stands who request it, EPIC is requiring all cables and power boards used by traders (and us) be of Commercial grade with a current Test and Tag label. All other electrical equipment which is to be used in your stand (Tils, Computers, 3D printers etc.) also need a current tag. If you have any questions about this, please ask. We will have a licenced Test and Tag person at Cancon on Set up day. Tags are charged per stall at the current prices. If your power cables are not tagged, they are not allowed to be used. (EPIC will conduct spot checks through the weekend.)

The Convention

Parking

- Park close to the venue.
- Do not park in the disabled spots, unless legally allowed to do so.
- Do not park behind the building, as you will have to enter by the front doors.
- Remember, in the evening, you may not be able /allowed, to exit through some doors.
- Remind your players to not park people in. We will be investigating asking the ACT parking inspectors to deal with cars parking in such a way.

General notes

- You should bring a list of players who have entered your Tournament, so you can check off players against this list. This list will be emailed to you before the event, and can be requested whenever needed.
- Anyone who has turned up, but is not on the list, does not play. (Unless you are OK with them playing.)
- People not on the list, but you are OK with them playing, need to go to the front desk to enter.
 - On the day entry will cost an additional \$10.00
- Yellow shirts may check names against our lists during the Tournament, players not on our list will be told to go to the front desk straight away (mid game) to pay.
- If you have a wall handy, and have the equipment, you are allowed to use data projectors to display scores, draws etc. We do NOT allow loud speaker announcements or Music to be played during the event.
- If you are streaming a game to the interwebs... this sort of table looks good, and could be placed near the corridors. It tends to be a good draw card for your event.
- If you have space on your organiser's table, a display of the prizes for your event is also good.
- Even better is putting up signs from sponsors, so your players and the public know who to thank.

Day one

- TOs and minions will be allowed into the venue from about 8:00am each day, IF they have their lanyards on. (No lanyard = you are a player)
- Players get in from 8:30am
- The trader hall will open from 8:30am.
- The trader hall will close at about 5:30pm.
- Games do not need to finish at this time, but access to traders will be stopped.
- The canteens and food vans have been requested to be open from about 8:00am till at least 5:00pm.
- Scheduling a lunch break is a good idea.

Day two

- TOs and minions will be allowed into the venue from about 8:00am each day, IF they have their lanyards on. (No lanyard = you are a player)
- Players get in from 8:30am
- The trader hall will open from 8:30am.
- The trader hall will close at about 5:30pm.
- Games do not need to finish at this time, but access to traders will be stopped.
- The canteens and food vans have been requested to be open from about 8:00am till at least 5:00pm.
- Scheduling a lunch break is a good idea.

Day three (If applicable)

- TOs and minions will be allowed into the venue from about 8:00am each day, IF they have their lanyards on. (No lanyard = you are a player)
- Players get in from 8:30am
- The trader hall will open from 8:30am.
- The trader hall will generally start to close and pack up from about 2:00pm.
- Games do not need to finish at this time, but access to traders will be limited.
- The canteens and food vans have been requested to be open from about 8:00am till at least 4:00pm.
- TOs, Minions and Players will be kicked out by 9:00pm.
- Please return your lanyards to your hall's yellow shirt desk at this time.

Auction (Possibly held on day three for Cancon)

- An Auction may take place about midday on day three.
- If held, it will take between one hour and one and a half hours
- It will be near the canteen in B pavilion.
- Please think about scheduling a longer lunch break for players at this time.
- If there is an Auction, you will be told about it before Cancon.

After hours (Cancon only)

- Day one and two will be available for afterhours games.
- A yellow shirt needs to be in your hall for you to keep playing, so stick to agreed finish time.
- Bribes for the Yellow shirt to watch over the hall, may be appreciated.
- Once your Tournament is finished though, please leave quickly, as some of us like to sleep.
- We will try to not hold any late-night games in F pavilion. All games must finish by 7:30pm.

Problems

- If you have any issues, contact a yellow shirt.
- They will either help you or get someone else (Higher up) to.
- If the problem is serious (medical), contact a yellow shirt and they will get our first aid officers to help.
- If it is an incidence which requires police attendance, phone 000, **then** contact a yellow shirt and explain the issue. There are often police playing at the conventions and we have no problem calling for more.

Stress relief

- Please drink lots of water
- Have an esky of cold drinks (NO ALCOHOL) and snacks available for yourself and your minions.
- If you are getting a bit stressed out by something, see if your minions or a passing yellow shirt can help.
- IF possible, take a break every few hours, even if it is just a trip to the traders or a step outside.
- Each hall has a Yellow Shirt desk, with cold water and possibly lollies available.
- A small desk fan may be useful for Cancon, (If you have a TO's desk.) Ensure it has a current "Test and Tag" applied, or it will not be allowed.
- Wear comfortable walking shoes.
- One suggestion is to bring a zip lock bag with a spare pair of socks. Change your socks mid-way through the day. (Putting the smelly ones in the zip lock bag.)

Pack up

- Once the tournament is over, but **BEFORE** you give out prizes, you need to pack up your area.
- If you try to get players to help with this AFTER giving out prizes, they all have to “Rush home”, and you WILL end up doing it yourself.
- Any CGS green table cloths need to be folded (any dirtied ones need to be brought to our attention) and put in the supplied tubs and returned to the Yellow Shirt Desk.
- Chairs need to be stacked in piles of 5 to 10 against the nearest wall.
- If you had them, Table tops need to be left on the tables.
- Tables need to be left where they are.
- Any rubbish needs to be picked up and binned.
- Any lost property needs to be dropped off at the nearest Yellow Shirt desk (Where we will make the necessary efforts to contact / find the owner).
- Once all this is done...

Handing out Prizes

- While your minions are coordinating the pack up, you can finalise the prizes etc.
- Your sponsor may like to be there to shake hands, hand out loot and take photos.
- The trophies you requested from us (if any) will be available from the front desk from Midday on the last day of your Tournament.
- Send a minion up (or come yourself) to get them.
- Let us know when you will be giving them out, as we will try to send our photographer to take happy snaps (If we have one).
- Hand out your prizes, thank the players, bask in the glow of happy players.

Post- Convention

Post Tournament write up, including tournament results

- We like to know what we did right, and what we stuffed up.
- In the week or so after your Tournament, please do a few pages of write up to let us know how the Tournament went, what went well, what you would do better next time etc.
- If you want to see examples of these after Tournament reports, let us know.
- Don't forget to take photos of the Tournament, suggested photos include "Set up, but empty", "Players playing" etc.
- We also like to put the tournament placings/results up on our website.
- Even if you post it on your game's website, we still would like a set for our records.
- Send us links to any media concerning your game (Such as links to YouTube videos of the games.)

Event submission Questions for 2027

1. Email address
2. Tournament Name?
3. Game System Name
4. Latest version of game used.
5. Tournament Organiser's Name
6. TO's Email
7. TO's contact number
8. Is the Organiser also running the tournament on the day?
9. Tournament Manager's Name (If different person)
10. TM's Email
11. TM's contact number
12. Do you have minions to help manage this event at?
13. "Please supply the event description (For the webpage).
14. Please upload a thumbnail for your game. This can be the game logo, or art you have created for the event.
15. Please upload a picture of the current rule book being allowed for this event.
16. Minimum number of players to run event
17. What is the maximum number of players you want to run with?
18. Sponsor details
19. Do you need table tops (6'x4') on your tables?
20. "How many players per table?
21. Do you have a prize pool you would like to add to the entry fee?
22. How much is the prize pool?
23. Select the times your event will be run.
24. Do you need a single table and chair for your organiser's table?
25. Do you want CGS Dragon trophies for your event?
 - a. Select trophy types for up to 5 trophies.
 - b. "List each line in the following format:
 - i. Trophy number and Trophy text.
26. Each trophy plate has three ""lines"" of text.
 - a. Line one of the trophy text will be ""Cancon 2027""
 - b. Line two will normally be your Tournament name.
 - c. Line three is up to you. (eg, First place, Second place etc.) "
27. Anything else to add?

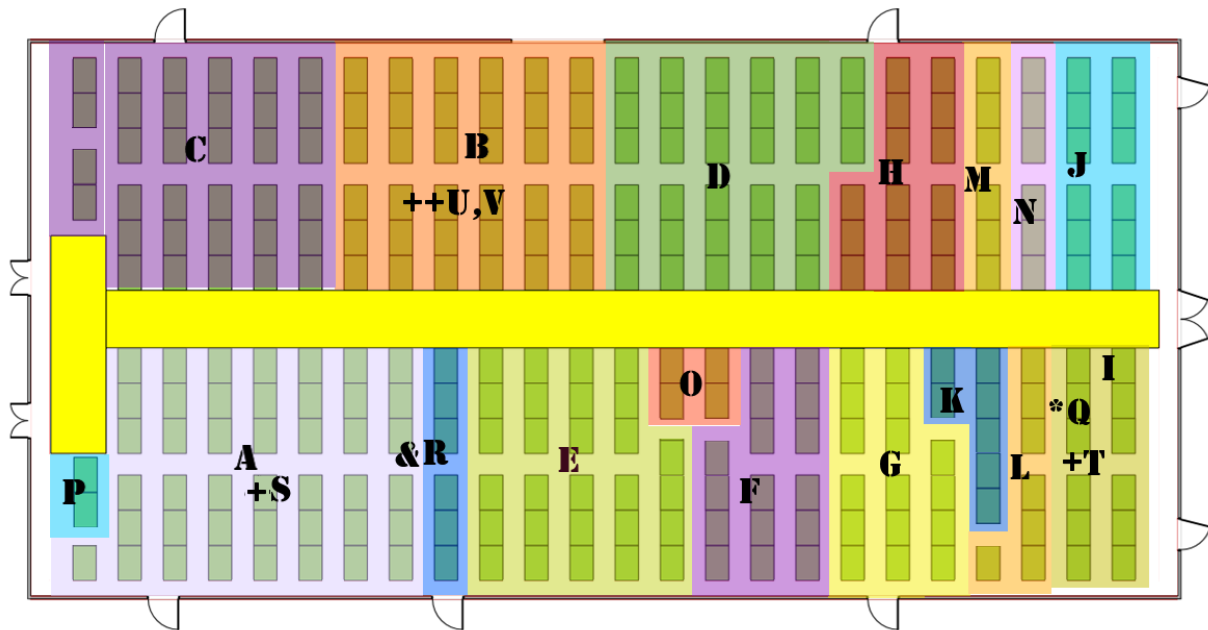
Glossary of cool terms

Boards:	6'x4' MDF boards, placed on top of some trestle tables. The traditional playing surface for most games.
Convention:	A grouping of tournaments, traders, other things, held over a weekend. People come to play, look, buy etc. (AKA Event, check the context to see which we mean. 😊)
Esky:	A nice cool place to store non-alcoholic drinks, for you, your minions and players. Kept at your TO's table.
Event Organiser	The person who works everything out for the game, from Sponsors, to rules to what colour dice to use. They may also be the TO (see below), but not always. Make sure both the EO and TO read this guide and know what is being done. EOs can authorise prize support, TOs should NOT.
Left Terrain:	See loot.
Loot:	Any left items on site outside convention hours (Before or after) will be collected. If we can identify the owner, we will contact you. If you are unable to pick it up or arrange for delivery, we will dispose of in a suitable manner (i.e., if we like it, we keep it or give it away to some helpers.)
Lost property (Common level items):	Anything of low value left on site, which we cannot identify the owner of. (See loot)
Lost Property (Uncommon level items):	Anything of significant value or obvious importance will be collected and held. Attempts to find the owner will be made. Items can be posted back at owner's expense if able.
Minion:	A helper, normally for a tournament or Yellow Shirts.
Participation Game:	A game free for the public to turn up and play. They learn the game, and hopefully go buy it from the trade stands.
Prize Pile:	A pile of your event's prizes. On display for the players and public to see. (Sponsor banners are a good addition to this as well.)
Table cloths:	Anything from a simple green sheet, to a full colour, custom made terrain mat. Used to cover a game board to make it more fun to play on.
Table tops:	See Boards
TO:	A Tournament Organiser. The person running an "event" on the day. Different to an Event Organiser (EO).
TO's Table:	A trestle table used by the TO to run the event, may also include an esky, prize pile and lollies bowl.
Tournament:	A paid entry event, where there are set rules and prizes for winning/attending/painting etc. (AKA Event)
Yellow Desk:	Co-ordination desks in each hall. These will have that hall's co-ordinator with various maps and other useful information.
Yellow Shirt:	A Cancon organiser or Minion. Yellow shirts normally have "CGS" on the back of the fluoro yellow vest, a radio on their belt and a slightly stressed look on their face. If you need help, ask a Yellow Shirt.

Maps

Example Hall layouts

It shows table layouts and areas for different games.



Example Game map:

This is the map you will be sent to show where your game is located in its hall.

It shows the placement and number of tables.



CANCON

Tournament: **The 9th Age: Mists of Montecorto**
Fitzroy

