



AX PANELIST ACKNOWLEDGMENT FORM

The following information is to help your panel run smoothly and on time!

Panel/Workshop Title: _____ Panel Date: _____

If any, 2018 Customized Contract Applicable (Name of Company, GOH, etc.): _____

FOR PANEL LEADS ONLY:

If I am the person who arranged for this Panel (the "Panel Lead") with Anime Expo ("AX"), I confirm that I checked in with **Programming Operations** at least **two hours** before my Panel. I also confirm that I informed the others participating on my Panel about the **Panelist Participation Agreement, Waiver, & Release ("PPA")** and the **SPJA Policies**, and asked them to read them carefully before our Panel, and that I informed them before AX started that they will be required to sign this Acknowledgement Form before the Panel begins. **Initials:** _____

THE REST OF THIS ACKNOWLEDGMENT FORM IS FOR ALL PANEL LEADS AND EVERY PANELIST:

- 1) I carefully read the **Panelist Participation Agreement, Waiver, & Release ("PPA")** and the **SPJA Policies**, incorporated here fully by reference, on-line at Anime-Expo.org before checking in at my Panel Room.
- 2) I checked in with AX Staff at the Sound Booth in my assigned Panel Room at least **20 minutes** before my Panel.
- 3) I agree that my failure to follow these procedures may result in AX Staff having to interrupt or cancel my Panel:
 - I will handle all technical equipment carefully & respectfully (i.e. no throwing microphones).
 - I will adhere to the content rating level for which my Panel was approved (such as: G, PG, 18+).
 - I will end my Panel in a timely fashion and understand that if my Panel does not end at the designated time **sound and video will be cut.**
 - I will cooperate fully and promptly with the requests of SPJA and LACC representatives, whether employees, volunteers, contractors, or security personnel and will refrain from any acts that the Panel room supervisor asks me to stop doing
- 4) I understand that my technical requests are not guaranteed and that if I did not notify AX Staff of technical needs before the start of Anime Expo ("AX"), I understand AX will not provide it to me onsite. We will notify you if we can or cannot fulfill your requests before your panel begins.
- 5) I will not use content from anime creators or content owners in my Panel without their permission.
- 6) I agree that if I have concerns about any actions taken during my Panel, I will take the concern to Programming Operations located in 509C.

By signing this Acknowledgment Form, I confirm that I have read, understand, and agree to be bound by the PPA, including its Waiver & Release, and to comply with the SPJA Policies. I affirm that I am not disqualified under the SPJA Youth Protection Policy's Section 5.

Print Panelist Name	Panelist Signature	Date	Panelist Hotel/Room # During Event

I confirm that the person identified above personally signed this Acknowledgement Form in front of me.

Print AX AVTLP Staff Name	AX AVTLP Staff Signature	Date	Panel Room #