

# Placement Guide

**Anime in the Park  
Kendall Indian Hammocks Park 2026**

## Meet at the Placement tent (R2)

### Main goals:

- Greet exhibitors and make them feel welcome
- Scan tickets
- Hand out wristbands
- Help people put their wristbands on (optional)
- Find their place on the map
- Show people where their tent location is, physically

### Process:

Say hi, and ask for their tickets. If they don't have them, search for their artist name. If they never redeemed a ticket, they might still be on the guest list. Please check the paper guest list and note how many wristbands they get (usually 2).

**Scan** each ticket with the barcode reader or a tablet, or **type** the order number.

**Confirm** that the ticket was redeemed successfully. You should see a green window saying **VALID**.

If the yellow sign reads "ALREADY SCANNED" please do not proceed. Explain that the ticket has already been redeemed. A staff member will need to deal with this.

**Provide a wristband** to each artist/vendor and their buddy. (Every booth has by default 2 people).

**Show** them their place on the printed map, and then explain that someone (or you) will walk them to their location.

**Walk** them to the tent location.

Remind them to **move their car** if they parked in the **temporary loading zone**. They need to move their car BEFORE setting up their tent and everything. The loading zone is ONLY for unloading and moving stuff to their place on the map.

Don't let anyone block the sidewalks or place boxes in other tent locations while they set up.

## **Dealing with rude and aggressive people.**

If anyone becomes combative or hostile, and you don't want to deal with it, radio for help. It's not your responsibility to handle these issues. For serious threats, find a police officer or call 911.

## **Radio.**

We use channel 7 on the walkie talkies. It should already be on channel 7, but if not, just twist the larger knob in the middle. The radio will announce the channel through the speaker. Twist until it says channel 7. The smaller knob is for volume.

Push and hold the talk button on the side for a few seconds, then speak clearly.

For example:

(press the talk button) (pause) "Hi, this is (your name) with Registration. May I please have assistance." (let go of the button)

Out of batteries? Swap the radio out at:

Shelter 3 – Panels

or

Shelter 5 – Main Events

**Optional:**

Scan tickets with your personal cell phone.

Download an app called **pretixSCAN** to use your own device. Check in with a Registration lead to set up for scanning.

Android:



Apple:



Steps to set up a personal device for scanning:

- Launch the pretixSCAN app
- Check the confirmation box and press Continue
- Allow the app to access your camera (to scan tix)
- Connect to this device using the secret QR code (available from a staff member or lead)
- Select this event and press OK
- Let it download the configuration
- Press OK again for the “Default” check-in list
- Start scanning!

Using your personal device is very helpful as a backup in case our equipment fails or we lose internet. Thank you!

## **Signage.**

We have:

- 10 signs with the arrows
- 10 signs saying this is a ticketed event

Place the **arrow signs in the direction of the arrow on the map**, pointing the arrows along the trail towards Registration.

Place the **“ticketed event” signs in the direction of the thumb tack**. The pointy end marks the actual place of the sign, and designates where the front of the sign should face.

We also have:

Some “Welcome to Anime in the Park” papers that need to be taped down to the Registration desk.

“Remember your seat?”  
 Yohsukei! Kaitoko-san @miamiartpark

↑

Artline in the Park is this way. Register online to attend [artlineinthepark.com](http://artlineinthepark.com)

Rules  
 After the event, please return to the location of the event. Do not litter. Please respect the park and the other guests. Please do not drink alcohol in the park. Please do not use profanity. Please do not use drugs. Please do not use weapons. Please do not use fire. Please do not use any other items that are not allowed in the park. Please do not use any other items that are not allowed in the park.

Artline in the Park Miami 2026  
**Signage Guide**

**Main Event Area**

not a real path anymore!



