

Thank you for registering to attend **Mall Lock In!** Please review the information in this confirmation carefully, as it contains details vital to the success of the program.

**When:** Saturday, April 20<sup>th</sup> - April 21<sup>st</sup>, 2024  
**Where:** Polaris Fashion Place, 1500 Polaris Parkway, Columbus, OH 43240  
**Time:** Check in 9:30 pm  
Check out 5 am

[Polaris Website](#)

### **Avoid the Wait with Express Check-In!**

Provide us with a group roster by **Monday, April 8th** to join our Express Check in line on the day of the event. You will designate one "In Charge Adult" for your group. Only submit one form per group to help avoid long lines and wait times during the check-in process!  
Express check in also allows you to request the same campsite for multiple troops.

### **Check In:**

- Check in is at the entrance between Von Maur and Elarose Sweet Weddings.
- Doors open at 9:30 pm.
- **Important:** Wait **outside** of the mall before 9:30 pm.
- Send one registered adult representative for your group to check in. They will pick up materials for your group.
- The rest of your group will wait in the holding area.

### **Check Out:**

- Check out is at the same location as Check In.
- Check out will open at 5 am.
- Please clean your area before checking out.

### **What to Bring with You:**

Only bring items that you can carry in one trip. Trips to vehicles will be limited.

- [Health History Forms](#) for your group. You will keep the forms with you during the event.
- [Photo Release Form](#) (Now digital! Fill out by **4/19/24** at midnight or bring a paper form) for your group).
- **Portable charger. Public outlets unavailable.**
- Items you might need during the night (medications, etc.).
- Money to spend at participating stores.
- Optional Items:
  - Portable Chairs.
  - Blankets, sleeping bags, pillows.

- Games.

### **What to Leave at Home:**

- Tents or other structures.
- Electronic devices (laptops, tablets, etc.).
- Valuable, non-replaceable items (jewelry, etc.).
- Items that are banned on all Girl Scout properties including weapons, drugs, and alcohol.

*Girl Scouts of Ohio's Heartland and the Polaris Fashion Place are not responsible for any lost or damaged items.*

### **What to Wear:**

Girl Scouts, Adults and Volunteers are encouraged to dress up for this event! This year's theme is Rock the Red Carpet. Please review the guidelines below before you pick your clothing:

- Dress in comfortable clothing.
- Shoes are **required**.
- Leave pretend or prop weapons at home including guns, knives, or swords.
- Clothing should not promote the use of drugs, alcohol, or illegal substances.

### **Campsites:**

Each troop/group will have an assigned "campsite." These are spots inside the mall where your troop can set up as a home-base and leave items as you choose. Do not leave any valuable items unattended. When you receive your group's envelope at check-in, your campsite will be marked on the front. This site is reserved for your troop and is approved by the Polaris Fashion Place- please do not move to a different spot, as some of the stores have sensitive alarms!

### **Sleeping:**

Most people will not sleep at the Mall Lock In. There are activities going on from 9:30 pm- 5 am. You may try to sleep at your campsite, just note that it will be noisy, and it is a tile floor. Consider bringing a sleeping bag and headphones if you plan on getting some rest.

### **Code of Conduct:**

- Shoes are **required**.
- Please **walk**.
- Handstands and backflips are **prohibited**.
- Do not tape anything to the walls.
- **Use the Buddy System:** Be sure your group is staying together during the event. Adults are responsible for their groups.
- **Be a sister to Every Girl Scout:** Have patience and kindness when working with other groups and our volunteers.
- **Share Resources** be aware of how long your group has been at an activity. Consider giving other groups a turn.

- **Leave it Better Than You Found It:** Clean up after your group at your camp site, in the bathrooms, and at activity stations. Be sure to respect the stores and movie theaters who have stayed open for our event.

### **Safety:**

- **Adult Supervision: Adults are required for this program.** Adults must be registered members with a background check to attend. Please be sure to have your group in ratio as outlined in the [safety activities checkpoints](#). Be prepared to supervise your Girl Scouts during the event. If your group does not have an adult registered, please email Customer Care to register. [customercare@gsOH.org](mailto:customercare@gsOH.org)
- **Arriving Late/Leaving Early:** Notify [program@gsOH.org](mailto:program@gsOH.org) if you know of a participant who will be arriving late or leaving early. In case of illness or emergency, participants will be able to leave with the help of mall security after they have signed out.
- **Exiting the Mall:** Volunteers will be posted at each entrance to the mall for the duration of the event. This ensures groups stay together and that no one enters the mall who is not permitted to be there. If you need to leave the mall, please talk to one of the volunteers posted at an exit and they will be happy to help you.
- **Mall Staff:** There will be mall staff working during the event including store employees and security. Note that they have not been background checked by Girl Scouts of Ohio's Heartland. You should always be aware of yourself and your group during the event.
- **First Aid:** A first aid certified adult will be available at the first aid table. Be sure to locate the first aid table at the start of the event and visit when needed.

### **Breakfast:**

A grab-and-go breakfast including prepackaged pastries, fruit, and juice will be provided. Please email Ren Ramsey at [rramsey@gsOH.org](mailto:rramsey@gsOH.org) if you have an allergy or dietary restriction that you would like us to accommodate.

### **Incentives:**

You will receive a fun patch, shopping bag and lanyard with your ticket price. T-Shirts were available for purchase at registration. If you ordered a T-shirt, it will be included with your check in packet.

### **Tagalongs/Add-Ons/Switches:**

This program **CAN NOT** accommodate tagalongs and add-ons. All participants must be registered and paid before the program date. All adults must be registered members who have passed a background check.

### **Event Staff:**

This program will be led by Girl Scouts of Ohio's Heartland staff and volunteers. They will be marked with volunteer badges. We are grateful for all the volunteers and staff members who

made the event possible. Please follow the direction of the volunteers and staff and let them know how much you appreciate them!

**Cancellations:**

In the event of extreme weather, please call 614-643-1745 to see if the program will run as scheduled. Notice will be posted two hours prior to the start time of the program.

**Refund Policy:**

- May request an 80% refund in writing up to 4 weeks prior to the first day of the program. Less than 4 weeks before the first day of the program, no refund is available.
- **In the case of a last-minute emergency:**
  - Such as family or medical emergency, death in the family or other unique circumstances, late refunds will be considered on a case-by-case basis.
  - Documentation is required for all last-minute refunds to be considered.

**Questions?**

Please call Customer Care at 614-487-8101 and reference the name of this event. Email questions can be sent to [customercare@gsoh.org](mailto:customercare@gsoh.org).

We look forward to seeing you!