



## **THE Conference for Festivals & Events**

### **SHOWCASE & ENTERTAINMENT POLICY & GUIDELINES**

The Oregon Festival & Events Association (OFEA) Entertainment Committee has established the following policies and guidelines for showcases:

**SELECTION:** The Entertainment committee has sole authority in the selection and development of the showcase schedules. Selection of acts will be based on the originality and talent of the act, capability of production at the showcase facility, overall mix of offerings in the schedule and appropriateness of audience. A Showcase application must be completed and returned prior to any declared cutoff date for consideration.

**ELIGIBILITY:** Agents and / or Acts are not required to be members of the Oregon Festivals & Events Association.

**CANCELLATION:** If an act is unable to appear, no substitutions by the Act or Agency will be permitted for the showcase performances. A list of alternates will be established by the committee and in the event of a cancellation; the committee will act to fill the cancelled performance time as appropriate.

#### **PRODUCTION/EQUIPMENT/PERFORMANCES**

**STAGE ACTS.** Each conference site is unique and may or may not offer theater style settings. In the case where a featured stage is available, the following apply:

- **Every attempt will be made to give each stage act time for a 'full set', approximately 45 minutes, based on scheduling.**
- Each stage showcase will have an Emcee as provided by the OFEA.
- Stage and production equipment are the responsibility and control of the OFEA Committee and crew. The house sound system will be provided by the OFEA and will be scaled to the venue used and reasonable requirements of the attractions. The OFEA Showcase chair will have absolute control over this system, including overall volume levels (Stage and house).
- A schedule for sound check will be provided to each act prior to the conference. The OFEA Showcase Committee member will contact you in advance of the conference to schedule this. If you miss your sound check there will be no new time allotted for one prior to your performance.
- All attractions will perform under standard stage lighting provided by the OFEA unless special arrangements are made at least 30 days prior to the event.
- All instruments, instrument amplifiers, drum kits, equipment and or special lighting effects are the sole responsibility of the entertainer.
- The OFEA Entertainment Committee assumes no responsibility for any expenses, transportation, meals or rooms for any attraction.
- All acts, whether strolling, minstrels or stage acts are subject to performance time and location changes based upon the needs of the conference and the facilities available.
- All members and support staff (limited at 2 people unless approved by the Showcase Committee) of the showcasing acts will be given credentials. This badge will entitle them to be at the OFEA on the date of their showcase only, unless they are a registered attendee through exhibits or conference registration.
- Meals for the entertainers, and their family and friends are available at the OFEA guest or member rate as applicable. Pre-registration is required.

**STROLLING ACTS:** In areas and during specific times that strolling and non-stage acts are supported by the conference, and the site of the conference - the following apply:

The OFEA Entertainment Committee will set the schedule of performance for strolling and non-stage performers. Each act will be notified in advance of the conference and the Committee will attempt to ensure that performance schedules

coincide with high traffic areas and events during the conference schedule.

## **SUBMISSION GUIDELINES:**

### **Showcase and entertainment format:**

Each act will have an opportunity to shine and potentially get bookings from the conference attendees by having time for a 'full set' rather than a rushed 20 minute presentation. Bands and entertainment are all integrated into the schedule and format of the conference in settings that are most supportive of the act(s). The schedule also allows for plenty of time to set and re-set the stage(s) with activities for the conferees in between the acts. Strolling acts, aerials, comedians and etc. will perform during meals, in the hospitality events and scheduled stage presentations as part of the event.

Acts that are current members of the OFEA may put sales or marketing materials in each conference attendee welcome bag and place sales materials on the welcome tables in the Lobby of the facility for the duration of the Conference. Non-members may have marketing or sales materials available 20 minutes prior to and 20 minutes after your specific scheduled performance time. No materials may be delivered outside of this time frame.

**Showcases or performances outside of the official schedule MUST be submitted and approved in advance by the Entertainment committee.**

**Any act wishing to perform during the 2017 conference must submit the following no later than November 7, 2016**

Name of Act –

Name of act representative –

Contact info for representative including cell number –

Brief description of the act –

An audio or video CD of the act performing – (Youtube or other quality web based link acceptable)

One photo of the act –

Stage plan and requirements –

Date(s) and time(s) the act is available to perform at the conference –

SEND TO:

Email to: [info@oregonfestivals.org](mailto:info@oregonfestivals.org)

Fax to: 866-509-3212

Mail to:

OFEA Showcase

PO Box 2248

Lebanon OR 97355

**2017 – March 6, 7 & 8, 2017 (Monday - Wednesday) – Seaside Convention Center, Seaside Oregon**

**Noon time and evening showcase times are available**