



THE Conference for Festivals & Events February 28-March 1, 2011 - The Riverhouse, Bend, OR

SHOWCASE POLICY & GUIDELINES

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

SELECTION: The Showcase 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 cut off date for consideration.

ELIGIBILITY: Agents and / or Acts must 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 Showcase 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:

- Each stage act in the showcases shall have a maximum of 20 minutes to perform.
- 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 chairperson.
- All attractions will perform under standard stage lighting provided by the OFEA unless special arrangements are made at least 7 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 Showcase committee assumes no responsibility for any expenses, transportation, meals or rooms, of or 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 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 acts are supported by the conference, and the site of the conference - the following apply:

The OFEA Showcase Chairperson will set the schedule of performance for strolling 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.