



# 2010 Oklahoma State Fair

## Bandshell Performance Guidelines

### 1. Application Process

- a. Applications will be available on the Oklahoma State Fair® website April 1<sup>st</sup> and will be accepted through September 15th.
- b. However, the prior year's performers will be emailed applications during the week of March 15 as a thank you for being part of the previous year's fair.
  - i. It is the responsibility of the artists to inform Oklahoma State Fair® of any changes in their e-mail status
- c. All artists should submit applications via mail, email, or fax as quickly as possible, as preferences are primarily given based on the application's receipt date.
  - i. Fair staff will confirm receipt of application via e-mail or phone call. If you do not hear from us within 3 days, please contact us or resend your application.
  - ii. The forth date preference on the application should be reserved for Monday through Thursday or Friday before 5pm, if possible, since weekends are the first choice of the majority of applicants.
- d. Oklahoma State Fair® staff will review applications and immediately notify artists if application is rejected.
  - i. Possible reasons for rejection include but are not limited to:
    1. Artist name is deemed offensive.
    2. Artist has a documented history of a no-show.
    3. Past performance deemed inappropriate.
    4. Past abuse of credentials and/or parking.
    5. Inappropriate conduct before, during and/or after performance.
- e. Performance scheduling will begin in **May**.
  - i. Date and time preferences are given based on receipt date of application and type of act (Oklahoma State Fair staff reserves the right to work variety into the schedule)
  - ii. If preferred time and/or dates are unavailable, artist will be contacted with other options.
- f. Performance Notification
  - i. Notification of performance date and time will be included in Performance Agreement which will be mailed in **June**.
- g. Additional Performances
  - i. Additional performances will be granted only after all accepted artists have been scheduled at least once, and after the July deadline for returning contracts.
  - ii. Only those artists who indicate on their applications that they will be available for multiple performances will be offered them, so artists should be sure to mark the appropriate box, as well as the box regarding performances before 5pm.
  - iii. Artists will be notified of additional performance dates and times in July via e-mail and a revised contract will be mailed or e-mailed to the Artist.
- h. Waiting List
  - i. A waiting list will be formed after all slots have been scheduled.
  - ii. Waiting list artists will be contacted first to fill slots that may become open.
  - iii. Artists on the waiting list will be included in the early application email the following year.

### 2. Performance Agreement

- a. A contract between the artist(s) and the Oklahoma State Fair®, stating what is to be provided and agreed upon by both parties. This shall be referred to as the Performance Agreement.
- b. Artist must sign and return the Performance Agreement by the stated deadline. Failure to do so will result in the **immediate replacement of the artist**.
- c. Every performer or guardian, if performer is under the age of 18, must sign a Release Agreement, which will accompany the Performance Agreement.

**3. Compensation and Merchandise**

- a. Performers will not be compensated for services.
- b. A skirted table will be provided for performers to display and sell CD's. However, performers may be sharing the table with the immediately following performer.
  - i. CD's may only be sold during and 30 minutes after your set.
  - ii. **No other merchandise may be sold!**

**4. Staging, Sound & Lights**

- a. Stage dimensions are: 82' w x 45' d
- b. A professional production technician and a light and sound system will provided by the Oklahoma State Fair®.
- c. Artist(s) needing amplifiers must bring their own to be plugged into the main system.

**5. Checking In**

- a. Performers must arrive at least 20 minutes prior to performance time, earlier if substantial set-up is required.
- b. Upon arrival, performers should check in with the Production Technician at the sound stage.
- c. Any CDs that will be used should be given to Production Tech., along with a backup copy.
  - i. All songs **must** be on one (1) CD, and must be cued appropriately.

**6. Set Up & Strike**

- a. The scheduled length of the performance is the **TOTAL** time – including set-up and strike.
- b. Performances are scheduled back-to-back. Set up and strike will be going on simultaneously.
- c. Artists with extensive set up should assemble instruments to side of stage, as much as possible prior to their scheduled time.
- d. The production technician has the authority to cut off performances should they exceed the amount of time deemed necessary to strike.
- e. It is the sole responsibility of the artist to take the least amount of time to set up in order to have a longer set.

**7. Parking and Credentials**

- a. Credential request forms will be mailed with Performance Agreements and must be returned by deadline stated, or artist will be replaced immediately.
- b. Packets with credentials will be mailed the first week of September. Included in this will be tickets, parking passes (if applicable) and a map.
- c. **Lost credentials will not be replaced!**
- d. State Fair Tickets will be issued to performers only; with the exception of children's groups, whereas one (1) chaperone per every five (5) performers who are 15 & under will receive a ticket.
- e. The number of performers on stage will be counted. **Acts that abuse tickets by using tickets issued to performers for other purposes will not be allowed to perform in the future!**
- f. Parking/Gate passes are issued only to artists who are handicapped or have heavy equipment. ie; amps, drum sets, large musical instruments, etc.
- g. Parking at the stage during performances is **prohibited**. Performers must unload their equipment, then immediately move their vehicle to Gate 3 Parking. Unattended vehicles will promptly be towed.

**8. Performance**

- a. All shows **must** be family friendly.
- b. Profanity and/or any actions deemed offensive or distasteful will be cause for immediate cancellation of performance and possible dismissal from the park.
- c. Set Times:
  - i. Soloists or Small Groups. – 30 minute slot
  - ii. Large Groups ie; choirs, dance, variety shows, etc... - 1 hour slot
  - iii. Full Bands – 1.5 hour slot (w/ 30 min. set-up & 15 min. strike, allowing for a 45 min. set)

## **Bandshell Performance Rules and Details**

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- d. Cancellations:
  - i. Oklahoma State Fair® must be given at least two (2) days advance notice of cancellations so that other arrangements can be made for replacements.
  - ii. Performers who fail to appear without adequate advance notification will not be allowed to perform at future Fairs.
- e. The production technician will have a list of all performances for each day and will keep track of no shows and other issues.

### **9. Marketing**

- a. Bandshell artists will be promoted through the visitor's guide, Web site, stage signage and other publications, as budget allows.