

SUBURBAN PARK AND RECREATION ASSOCIATION

Entertainment Showcase Guidelines

Wednesday, November 8, 2017

Performances-8:45 am – 3:00 pm, Exhibit Hall-11:15 am - 1:15 pm

Des Plaines Park District - Prairie Lakes Community Center

515 E. Thacker Street, Des Plaines, IL 60018

Selection Process

The purpose of the Showcase is to gather and present entertainment options which have potential for summer and off-season bookings for members of SPRA (Suburban Park and Recreation Association), IPRA (Illinois Park and Recreation Association), and other agencies that benefit from this annual event. A committee of recreation professionals reviews all applications and chooses acts best suited for outdoor concerts, festivals, and general family entertainment. Applications are separated into categories by genre. Acts are scored on the following criteria:

1. Quality of performance
2. Suitability of content for agencies
3. Appearance (based on photographs or DVD)
4. Price

Please indicate your absolute bottom price when completing your application. When choosing your weekend pricing please remember that we as municipal organizations are here to often provide FREE recreational entertainment for families. **The committee will not select acts listing their Weekday (Monday-Friday before 5:00 pm) pricing as more than \$1,200 unless performing with 12 members or more. Acts of 12 members or more may charge no more than \$1,500 to be considered to perform at this event.** Acts over these prices may be included in the event vendor directory and exhibit hall, but will not be eligible to perform. Prices submitted must be valid for one full year from Showcase date; regardless of performance date and time.

Please note: Any artist/agent that does not uphold their prices listed in their application and/or contract will not be allowed to take part in any aspect of Showcase the following year. Prices listed on your application are valid until November 8, 2018.

There will be 14-16 acts chosen to perform. Acts performing will perform 10 minutes (variety)/12 minutes (musical) on stage. Selected acts will receive stage and sound information in August.

Showcase Rotation

The year an act is selected to perform at Showcase, an act will enter a three-year rotation. This rotation does not apply to acts chosen to Exhibit Only. Please see below for the performer rotation schedule.

1st Year

Perform/Exhibit Hall
& Directory Listing

2nd Year

Exhibit Hall &
Directory Listing Only

3rd Year

Directory Listing Only

4th Year

Eligible to Perform or Exhibit

Exhibit Hall

All exhibitors will be supplied with 6' x 30" table within a 7'x 5' area and one chair. The exhibit hall is inside the park district gym. Vendor check-in must be completed by 10:00 am. All acts can set up in the Exhibit Hall between 8:15-10:30 am.

Listing in Directory Only

If you would like your contact information listed in the event vendor directory, but do not wish to participate in the exhibit hall, please select Directory Listing Only from the application options. A \$10 administration fee is charged for this option. Please **DO NOT** send promotional CDs/DVDs or paper advertising materials. Only your contact information will be listed, not your description of services.

Refund Policy

For full refund, please request no later than June 23. You may request a partial refund, if not chosen to perform and decline a booth to exhibit. All requests must be given no later than Friday, September 8. Showcase performers are chosen through the selections process defined above. If one of your acts are selected to perform at showcase you will be contacted the beginning of August with details. If not selected to perform, you will be sent details by the end of August.

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Application Guidelines & Fees

In order to be eligible to perform or exhibit on Wednesday, November 8, **each act** must comply as follows:

1. Send a completed application, payment (make check payable to SPRA or pay with a credit card using PayPal on our website www.ilspra.org), song list, photograph (required with DVD/CD only) and one act per DVD/CD (no CD-ROMs please) or a web link to a live performance is preferred. *Please note: the committee makes final performance decisions on selection day. If there are problems loading or connecting to your link/online demo, your group will be judged only by the other materials provided. All payments by check or PayPal and application must be completed before for your application will be processed.*
2. **AGENTS must send an application & \$10 fee for EACH act applying to Showcase**, regardless if they want to perform, exhibit or only be listed in the directory. All applications sent in by agents must be signed by the agent and artist. Agents may not combine or submit applications with other agents. If an act is selected to perform, an additional charge of \$55 will be required.
3. Applicants must be available to perform on November 8 between 8:45 a.m. – 3:00 p.m. The committee cannot guarantee nor negotiate performance times.
4. **Applications will be accepted through Friday, June 23, 2017.** If you apply after the deadline you will be placed on a waiting list to exhibit, your information may or may not be listed in the directory. Once your application and payment have been processed, it will serve as a confirmation of the contact information and the prices you provided on your application.
5. Any additional materials you wish to be used for selection day must be submitted electronically to SPRASHOWCASECOMMITTEE@gmail.com.
6. All vendor applicants selected to participate in the Entertainment Showcase will be e-mailed a letter confirming that you were selected to either perform and/or exhibit by September. Performers' acceptance letters will also ask for stage plot and technical information to be returned. Please do not e-mail to inquire about your act's acceptance into the Entertainment Showcase before September.

Contract Fees & Exhibit Hall Time:

Exhibit Hall Times: 11:15am – 1:15pm

2016 Performers Returning to Exhibit: \$65 (includes Event Vendor Directory)

Agents: \$110 (includes Event Vendor Directory)

*** Agents- may book a table at this rate, but all performers under that agency must have separate application and \$10 fee submitted for book listing and judging. If act is selected to perform an additional \$55 payment will be required.**

Boxed Lunch at 10:30 am: \$10/lunch

Each Additional Vendor Event Directory: \$10

2018 SPRA Vendor Membership: \$30

***OPTIONAL** Electricity in Exhibit Hall: \$45

***Due to the layout of the exhibit hall there are a limited number of electricity spots available. If you wish to be provided with electricity on the day of the event you MUST purchase electricity in advance, no last minute requests.**

Should you have any questions regarding Showcase please e-mail SPRASHOWCASECOMMITTEE@gmail.com