

Important Things to Know

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How do I contact the Showcase Committee?

Please email SPRAShowcaseCommittee@gmail.com, we check this email weekly from the time the application is online at the beginning of May until the day of Showcase in November. From November-May we check the email once a month. Please do not call members as they will only respond to communication via the provided gmail account.

How often can an act be part of the 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
or Directory Listing
Only

2nd Year

Exhibit Hall &
Directory Listing
Only

3rd Year

Directory Listing
Only

4th Year

Eligible to Perform or
Exhibit & Directory
Listing

What is the 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 to perform and/or exhibit that list their Weekday (Monday-Friday before 5:00 pm) pricing as more than \$1,200.** Acts over these prices may be included in the event vendor directory only. 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 7, 2019.

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.

What are the application guidelines & fees?

In order to be eligible to perform or exhibit on Wednesday, November 7, **each act** must comply as follows:

1. Submit a completed application, along with payment via PayPal and a web link to a live performance or website. You may email pictures or a song list via gmail. *Please note: A web link is the preferred method for viewing performances however the committee makes final performance decisions on selection day. If there are problems uploading your website your group will be judged only by the other materials provided.*
2. **AGENTS** must submit an application & \$10 fee for EACH act applying to Showcase, regardless if they want to perform, exhibit or only be listed in the directory. 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 7 between 8:45 a.m. – 3:00 p.m. The committee cannot guarantee nor negotiate performance times.
4. Application deadlines:
 - a. Request to perform: Sunday, June 17
 - b. Exhibit Hall or Directory listing only August 24 or if maximum of 135 vendors are reached.
5. Once you submit your application and payment, it will serve as a confirmation of the contact information and the prices you provided on your application. Pricing listed on your application will be valid until the Showcase in 2019.
6. Any additional materials you wish to be used for selection day must be submitted electronically to SPRAShowcaseCommittee@gmail.com.
7. Performers' acceptance letters will also ask for stage plot and technical information to be returned.

Contract Fees & Exhibit Hall Time:

Exhibit Hall Times: 11:00am – 1:30pm

2017 Performers Returning to Exhibit: \$65 (includes Event Vendor Directory)

Request to Perform, Exhibit Hall: \$65 (includes Event Vendor Directory)

Exhibit Hall Only: \$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 an act is selected to perform an additional \$55 payment will be required. The act will also receive a table in the exhibit hall with an event directory.**

Boxed Lunch at 10:45 am: \$10

Each Additional Vendor Event Directory: \$10

2019 SPRA Vendor Membership: \$30

*OPTIONAL Electricity in Exhibit Hall: \$45

***Due to the layout of the exhibit hall there are 25 electricity spots available. If you wish to be provided with electricity you MUST purchase electricity with your initial application, no last minute requests.**

Is there a refund policy?

We do not offer a refund if you are not selected to perform or have to cancel from the exhibit hall

What does it mean to be 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. Only your contact information will be listed, not your description of services.

How will I know if I am selected to perform?

A list of acts will be placed online of who was selected to perform. Please check the website in August. If you request to perform and are not selected a refund will not be issued as you will still have a space in the exhibit hall.

What if I am selected to perform?

You will be contacted in August via email. Additional paperwork will be included and must be completed within two weeks of receiving. If you do not respond to the email and complete the required paperwork by the deadline the committee will select another act to perform.

When will the performance order be announced?

The order will be announced on the website in October. Those that are selected to perform will receive an email with specific times.

What do I need to know about the exhibit hall?

1. Sign-in upon arrival to receive your table number and helpful materials.
2. **Unloading & Parking**
Unloading may start at 8:30 am, but must be completed by 10:00 am. You may unload on the west side of the building. Vendors are asked to park at the Mountain View Adventure Center (510 E Algonquin Rd, Des Plaines, IL 60016) and walk to the facility.
3. **Exhibit Hall Set-Up**
Set up time frame is from 8:30 – 10:45 am, all set up must be completed by 10:45 am. Each paid vendor will be provided with a 7' x 5' space with a 6'x 30" table and two chairs. **All equipment must fit in this space. If you wish to request to be somewhere specific please indicate via email. All spots are final once layout is complete.** You may bring music or videos to view but if you need electricity it must purchase with your initial application. You may distribute a sample CD/DVD and 1 flyer with a business card to participants (estimate attendance is 200).
4. **Special Accommodations**
Please indicate on the application if you require any special accommodations. The SPRA Showcase Committee will take requests into consideration.
5. **Restrictions**
The SPRA Showcase and Prairie Lakes Community Center will not allow animals (with the exception of service pets). Alcohol is not permitted and smoking will be allowed in designated areas.
6. **Electricity**
If you pre-paid, you will be given an outlet, one outlet per table, please provide your own extension cord. You must purchase electricity with application, we will not accept purchases after application has been submitted.

7. **Booking Tips**

Offer discounts if booked day/week of showcase, offer percentage or dollar amount off of your asking prices. Be flexible for indoor/outdoor performances and have a cancellation policy. Provide a demo, references or testimonials for attendees.

8. **Lunch**

Lunch will be veggie or turkey sandwich, chips and bottled water with a cost of \$10 per lunch ordered. It will be delivered around 10:45 am with the exhibit hall opening at 11:00 am.