

# Folk Alliance International

## 2018 Private Showcase Presenter Agreement

The following agreement is a legally binding document. Please read everything carefully and make sure to keep a hard copy for your records. The event will be held February 14-18, 2018, at the Westin Crown Center Hotel in Kansas City, MO.

### **I. FOLK ALLIANCE INTERNATIONAL (FAI) WILL:**

1. Designate non-smoking floors in the Hotel as music floors for Private Showcases;
2. Provide a Fire and Alcohol Rules and Regulations (FARR) mandatory attendance training session for Presenters on Wednesday, February 14 and Thursday, February 15, 2018;
3. Arrange for the Hotel to provide and operate a full service cash bar in the Private Showcase area;
4. Arrange for the Hotel to offer a special catering menu to Presenters for purchase of food for room hospitality;
5. Include a schedule of all Official and Private Showcases in the FAI tote bag, Conference App, and online;
6. Provide Presenters advertising space and marketing opportunities for purchase in the Program Book, Pocket Guide, tote bag, and at the exhibit hall;
7. Provide identifiable volunteer security on each designated music floor during Private Showcase hours;
8. Provide limited display areas on each music floor;
9. Permit Presenters and artists to hang posters (using painters tape) exclusively on the Private Showcase music floors (posters are not permitted in any other conference area, in elevators, or on elevator doors);
10. Provide video screens in common conference areas displaying digital ads (additional costs apply); and
11. Not have influence on or responsibility for the selection and booking of artists for Private Showcases.

## II. PRESENTER'S OBLIGATIONS

1. Presenter understands that the Private Showcase segments of the Conference are official events and that Presenter shall be bound by all of the rules and regulations of the Conference, as well as those of the host hotel.
2. Presenter agrees that all of the terms and conditions in this agreement will be met and/or understood prior to the Presenter booking or confirming a room or suite on the designated Private Showcase music floors of the Hotel.
3. Presenter agrees and understands that any failure to abide by this Agreement or the rules and conditions of the Conference, as well as all of the rules of the Hotel, may result in the loss of Presenter's Private Showcase room/suite, and the Presenter's Conference registration badge, without refund.
4. Presenter agrees to indemnify and hold FAI, its officers, agents and employees, harmless from any liability, loss, or damage suffered as a result of claims, demands, costs, judgments, or lawsuits due to the actions and/or negligence of the Presenter, or their agents, employees, volunteers, guests, invitees, or showcasing artists.
5. Presenter is solely responsible for the costs of conference registration, showcase hosting fee, showcase room rental, advertising, transportation, accommodation, meals, any/all production costs related to the presentation of a Private Showcase, and/or any other costs of attending and participating in the Conference.
6. Presenter must pay a US\$135 (per room) Private Showcase Hosting fee to cover insurance, marketing, and administration. There is an additional \$30 (per room) for hosting day time show. These fees are separate from the cost of room and chair rental, hospitality, or Conference registration. Failure to pay fees in a timely manner may result in loss of future opportunities to host Private Showcase rooms.
7. Presenter agrees to attend the Fire and Alcohol Rules and Regulations (FARR) training session provided by FAI and the Hotel, in advance of setting up and presenting in a Private Showcase room/suite. Failure to attend the FARR Training session results in immediate termination of this agreement.
8. Presenter, and any associated room hosts, assistants, and all Private Showcase artists (and their accompanists) must be registered for the Conference. Presenter is responsible for confirming their participants are registered. Failure to register for the conference may result in future penalties as defined by FAI.
9. Presenter agrees to abide by the Terms (Section III) for producing and presenting Private Showcases at the Conference, and to ensure all showcasing artists are aware of and follow these Terms. Failure to observe the Terms will constitute termination of this agreement, warrant closure of the Private Showcase room, and may result in withdrawal of Presenter and/or artist/s Conference registration without refund.
10. Presenter is responsible for managing the activity of all individuals in their Private Showcase room/suite and are required to report issues to the FAI Private Showcase Coordinator, FAI security volunteers, or Hotel security.

### III. TERMS for Private Showcases

#### 1. TRAINING:

Every Presenter is required to attend a Fire and Alcohol Rules and Regulations (FARR) training session prior to setting up their Private Showcase room. FAI will provide two opportunities: Wednesday, February 14 and Thursday, February 15, 2018, Attendance will be taken and a mandatory FARR information sheet (to be posted on the inside of the Private Showcase room door) will be distributed to Presenters. Without exception, failure to attend the mandatory training session or post the FARR information sheet will terminate this agreement, and will end the Private Showcase.

#### 2. TIME:

Private Showcases shall not start before 10:00 pm on Wednesday and 10:30 pm on Thursday, Friday and Saturday. All amplified sound will end by 3:00 am. All performances will end no later than 4:00 am. Additional fees apply in order to present and list day time Private Showcases that start at 2:00 pm and end at 4:00 pm.

#### 3. ROOM:

Private Showcase rooms/suites must be booked for a three night minimum on designated music floors only.

#### 4. POSTERS:

Presenters and artists are permitted to hang posters exclusively on the Private Showcase music floors and stairwells. Posters are not permitted in any other conference area, in elevators, or on elevator doors. The maximum poster size is 11" x 17". There is a limit of three posters for the elevator bank area on each floor. Promotional posters cannot be placed up until conference registration opens on Wednesday, February 14 at 11:00 am.

#### 5. TAPE:

Only painters tape or 3M Command Tape may be used for hanging posters, decorations, or lights in the hotel.

#### 6. SAFETY:

Fire detectors and alarms in each room/suite must never be concealed or have anything hung from them. No furniture or free standing items or displays are permitted in the hallway outside the Private Showcase room/suite. Instruments and cases must not be stored in the hallway.

#### 7. SOUND:

The use of sound systems or amplification is NOT PERMITTED in Private Showcase rooms. Exceptions will be made for small keyboards, instruments that would not make noise otherwise, and may utilize very small electric bass/guitar amps only. Small amps may be secured at the FAI

instrument check room the day of the private showcase on a first come first serve basis. Modest use of sound systems or amplification IS PERMITTED in Private Showcase SUITES and PREMIUM rooms until 3:00 am. FAI staff and/or designates have absolute authority to determine and request appropriate volume levels.

#### 8. PERCUSSION:

Drum kits and bass drums are NOT PERMITTED at any time in any private showcase room or suite. Percussion may be used judiciously and MUST NOT disturb any adjacent rooms. FAI staff and/or designates have absolute authority to determine appropriate volume levels and will stop the use if the volume level is not maintained as requested.

#### 9. FURNITURE:

Any rearranging or removal of furniture from Private Showcase rooms/suites may only happen with the express permission of the Hotel as managed by FAI. Extra chairs may be reserved in advance and rented from FAI. FAI shall not be liable for any related fees, expenses, or damages.

#### 10. LIGHTING:

No candles or open flame of any kind are permitted at any time. Electronic candles, Christmas lights, or additional lamps are permitted. LED lighting is encouraged. Changing Hotel lamp bulbs to low watt colored bulbs is permitted (originals must be replaced). Lighting must not be covered with cloth of any kind and must be kept away from all fabric/curtains.

#### 11. ARTISTS:

All Private Showcase artists (and each accompanying musicians) must be registered for the Conference and must comply with the Private Showcase Terms. Presenters are responsible for ensuring that all Private Showcase participants are registered prior to advertising their Private Showcase list in Conference materials, and must ensure all artists are aware of the Terms.

#### 12. ACCESS:

Only registered Conference delegates are allowed on the Private Showcase music floors during performance hours. NO PUBLIC TICKETS are sold for the Private Showcases.

#### 13. LISTINGS:

Presenter is responsible to provide accurate Private Showcase schedule information to FAI for the Pocket Guide.