

# CULTURAL ARTS SHOWCASE 2018 :: PARTICIPANT INFORMATION

**Sunday, September 23, 2018 :: Noon – 5PM :: King Center for the Performing Arts**

**Set-up begins at 10:00am.**

**All displays/booths must be set-up by 11:30am.**

## **Participating organizations will receive:**

- One (1) six foot table with two (2) chairs. *You must register and staff a table in order to request a performance.*
- Sorry, no electricity can be promised, however it can be requested and will be assigned on a first-come first-serve basis. No electricity is available outside.
- Additional tables are available (for a fee) and will include two additional chairs (fees listed on REGISTRATION form).
- **To create a more immersive arts environment, we are encouraging arts organizations to be creative with their booth spaces and not limit their presentations to tables only. If you will bring your own booth foundations and/or props and will need additional space to accommodate your items, please indicate on the form in the space provided. After application is received, you will be contacted to coordinate space requirements.**
- An unloading zone will be available in front of the King Center. After unloading, all cars MUST be moved to the designated parking section.
- Display space will be assigned on a first-come, first-serve basis and will be determined based on description of booth provided on REGISTRATION form.
- *Please be respectful of other organizations in your area and avoid activities or noise that may be disruptive to your table neighbors.*

## ***IT'S UP TO ALL OF US!***

***All participating organizations/artists will also receive a marketing package that includes posters, flyers and rack cards to distribute to their patrons. A digital marketing package will also be available upon request.***

**Eighteen (18) participating organizations will have the opportunity to perform on one of two stages at CAS 2018. Other organizations are invited to perform with *POP UP Performances* either roaming the walkways or tableside.**

- You must register for a table in order to request a performance.
- See **PERFORMANCE REGISTRATION** form for more information.

## **Organizations will need to provide:**

- Staff or volunteers to represent your organization at your table.
- You may decorate your table as you wish.
- If you choose to be outside, under the pines, organizations can bring festival tent.
- We encourage participating organizations to have interactive displays.
  - Please give a brief description and/or provide a photo of your table activity on the form, so that the activity can be promoted.
- Power cords are the responsibility of the participating organization. Please be considerate of others and keep cords tidy and clear of walkways.
- Promotional materials for your organization.
- *Non-profit organizations may be asked to provide a copy of their current 501(c)(3) status.*

**Have ideas?** Volunteer for our marketing and street teams! From grass roots to social media, there are plenty of ways to help promote CAS 2018.

**Have volunteers willing to help?** Let us know! We need help mobilizing a team of volunteers! Perks included!

***Fine Artist? Want to display your art at the event? A separate registration form will be made available to you on August 1st.***

# CULTURAL ARTS SHOWCASE 2018 :: REGISTRATION

**EARLY REGISTRATION DEADLINE IS AUGUST 15, 2018 :: FINAL REGISTRATION DEADLINE IS SEPTEMBER 1, 2018**  
*PERFORMANCE REGISTRATION REQUEST DEADLINE IS AUGUST 15, 2018*

**Organization Name:**

**Organization Address:**

**Contact Name:**

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Organization Website:** \_\_\_\_\_ **Facebook Page:**  
 Facebook.com/\_\_\_\_\_

**My organization would prefer to be:**

- Inside the King Center
- Under the Covered Walkway
- Under the Pines – Outside

**Yes!**

*We would like to perform at the event and our completed PERFORMANCE REQUEST form is attached.*

**Do you need an electric connection?**

- Yes, we need access to an electric connection and we understand that this request cannot be guaranteed.
- No, we do not.

**Yes! Our organization will have an interactive display/booth. Please provide a brief description of your activity:**

**To create a more immersive arts environment, we are encouraging arts organizations to be creative with their booth spaces and not limit their presentations to tables only. Please check here if you will bring your own booth foundations and/or props and will need additional space to accommodate your items. After application is received, you will be contacted to coordinate space requirements.**

**Yes! We know CAS is a BIG deal and would love to help! Here's how we can: (Circle one or more):**

- Event Coordination     Marketing/Grass Roots     Asking Our Volunteers To Help at CAS     Event Set-up     Event Strike

**Choose a table type and/or performance from the following (Circle/check one or more). For details, see PARTICIPANT INFORMATION.**

<b>FEES:</b>	Regular Table	Premium Table (Main Lobby)	Additional Table	Performance
501(c)(3) Arts Organization	<input type="checkbox"/> FREE	<input type="checkbox"/> \$75	<input type="checkbox"/> \$50	<input type="checkbox"/> FREE
For-Profit Arts Organizations	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$75	<input type="checkbox"/> \$50

Please complete this form and email to [culturalartsshowcase@brevardsymphony.com](mailto:culturalartsshowcase@brevardsymphony.com) or mail to

**Brevard Symphony Orchestra**  
**P.O. Box 361965**  
**Melbourne, FL 32936**

*To make payments by phone, please call 321.242.2024. If mailing a payment by check, please use the address above.*

# CULTURAL ARTS SHOWCASE 2018 :: PERFORMANCE REQUEST

PERFORMANCE REGISTRATION REQUEST DEADLINE IS AUGUST 15, 2018

**Eighteen (18) participating organizations will have the opportunity to perform on one of two stages at CAS 2018. Other organizations are invited to create POP UP performances.**

- You must register for a table in order to request a performance.
- Two stages will be available to performers. Plus, opportunities to surprise guests with POP UP performances in the halls and common areas.
  - **Studio Theatre (For groups of eight or more ONLY)**
    - Stage measures 16' x 32' and will be set-up with general flood lights and sound. No other equipment will be available.
  - **Main Lobby Stage (For groups of eight or less ONLY)**
    - Stage measures 8' x 16'. An electrical outlet is available.
  - **POP UP Performances**
    - Roaming performances throughout the day in common areas or next to your table.
    - If you need an additional space next to your table, please request in description area below. Please note that this cannot be guaranteed. However, we will do our best to accommodate.
- Stage performances must run no longer than 30 minutes and *this includes set-up and tear-down*.
- POP UP performances must run no longer than 10 minutes and may not impede with other organization table activities or performances.
- Performers will be selected based on information provided on PERFORMANCE REQUEST form and will be assigned to one of the two stages listed above based on performance type and number of performers.
- **Performance request and preferred times/stage are not guaranteed.** Each arts organization selected to perform at CAS2018 will receive an email by August 17, 2018, with performance time and location. Each organization invited to perform must confirm by August 24, 2018. After August 28, all performances not confirmed by organization will be released to other organizations in the performance request queue.
- **Performers will be asked to submit a high resolution photo for promotional purposes (1920 x 1080 at 72dpi). Photos cannot contain any graphics or text.**

**Organization Name:**

**Preferred Time Frame** (Check One or More):     12:15pm to 2:45pm     2:45pm to 4:45pm     Anytime

**Preferred Performance Type**(Check One or More):     Stage     POP UP Performance     Tableside

**Number of Performers:**

**Number of Social Media Followers:**

**Tech Needs** (Check One or More):     Microphone     Electrical Outlet     We are providing a CD of music

No. of Chairs: \_\_\_\_\_ No. of Music Stands: \_\_\_\_\_

**YES!** *In the spirit of showcasing the best of the arts in our community, we are interested in collaborating with another arts organization for our performance.*

**Description of Performance (To be considered to perform at CAS 2018, you must be as detailed as possible. Incomplete descriptions will not be considered for performance):**