

OKLAHOMA STATE FAIR

2024 Bandshell Stage Guidelines

1. Application Process

- a. Artists **MUST** be current Oklahoma residents.
- b. All applications must be submitted online. They will be available April 1 and accepted thru September 11, 2024.
- c. The prior year's performers and waiting list will be emailed a special link to access the online application mid-March as a thank you for being part of the previous year's Oklahoma State Fair (OSF).
 - i. It is the responsibility of the Artists to inform OSF of any changes in their email status, and to keep a clean inbox and to check for the application.
- d. All artists should submit the online application as quickly as possible, as preferences are primarily given based on the application's receipt date.
 - i. OSF staff will confirm receipt of application via email within three (3) days. If you do not receive the confirmation, please contact us or resubmit your application.
 - ii. The fourth date preference on the application must be reserved for Monday thru Friday before 5 p.m., since nights and weekends are the first choice of the majority of applicants.
- e. Promoters/individuals are allowed to submit no more than five (5) applications of different groups/performers.
- f. OSF 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 is not a current Oklahoma resident.
 2. Artist name is deemed offensive.
 3. Artist has a documented history of a no-show.
 4. Past performance deemed inappropriate.
 5. Past abuse of credentials and/or parking.
 6. Inappropriate conduct before, during and/or after performance.
 7. Promoters/individuals have already submitted five (5) applications.
- g. Performance scheduling begins in **May**.
 - i. Date and time preferences are given based on receipt date of application and type of act. OSF staff reserves the right to work variety into the schedule.
 - ii. If preferred times and/or dates are unavailable, artist will be contacted with other options. If unable to fill any vacant slots, artist will be put on the waiting list and have priority as slots open due to cancellations.
- h. Performance Notification
 - i. Notification of performance date and time will be included in performance agreement and mailed no later than **June**.
- i. Additional Performances
 - i. Additional performances will be granted only after all accepted artists have been scheduled at least once, after the July 1 deadline for returning contracts and after all paperwork has been turned in.
 - ii. Only those artists who indicate on their applications they are available for multiple performances will be offered additional time slots. Artists should be sure to mark the appropriate box, as well as the box regarding performances before 5 p.m.
 - iii. Artists will be notified of additional performance dates and times in July via email and a revised contract will be sent to the artist.
- j. 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. This is a contract between the Artist(s) and OSF, stating what is to be provided and agreed upon by both parties and 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 artist**. There are no exceptions!
- c. Every performer, or guardian – if performer is under the age of 18, must sign a release agreement for that year, which will accompany the performance agreement.
- d. Security screening measures and special policies are in effect. Anyone on property for any purpose is subject to and must comply with all posted measures and policies whether provided at entry points, on the OSF website, in any written materials or as verbally issued by OSF Management or designated security personnel. Measures and policies are subject to change without notice.

3. Compensation and Merchandise

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

4. Staging, Sound and Lights

- a. Stage dimensions are approximately 54' wide x 45' deep (25' deep before shell starts curving inward)
- b. A professional light, sound and production technician will be provided by OSF.
- c. Artist(s) needing amplifiers must bring their own to be plugged into the main system. It is recommended to bring portable amplifiers, as the walk may be long from your parking spot to the stage.
- d. It is highly suggested that Artist bring hand carts to haul equipment if needed. OSF **will not provide** any type of carts or assistance to transport equipment to stage

5. Check-in and Backup Tracks

- 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. **We do not accept CD's.** You may bring your own CD player, MP3 player, phone, tablet, etc. and all necessary cords.
- d. MP3 technology is accepted with the following requirements:
 - i. Appropriate device cord
 - ii. Pre-set playlist
 - iii. Battery fully charged to accommodate a full set

6. Set Up and 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 the side of the 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. A credential request form will be mailed with the performance agreement and must be returned by stated deadline, or artist will be replaced immediately.
- b. Credential packets, which include outside gate admission tickets, parking passes (if applicable) and a map will be mailed the **first week of September**. Groups with 25 performers or more must pick up packets at Fair office.
- c. **Lost credentials will not be replaced!**
- d. Credentials will be issued to **PERFORMERS ONLY**. (This means **NO managers, family, producers, promoters, talent agents, sound techs, friends, attorneys, roadies and/or groupies.**) Exceptions are children's groups, where one (1) chaperone per five (5) performers 15 & under will receive an outside gate admission ticket.
- e. The number of performers on stage will be counted. **Performers who abuse credentials by using outside gate admission tickets 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. – i.e.; full drum sets, extra heavy musical instruments, etc.
 - i. Bands with heavy equipment will only be issued **ONE** parking pass per performance.
 - ii. It is highly suggested to bring hand carts to haul equipment, if needed.
- 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 without notification.

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. All political advertising or propaganda, or any material that is not approved by OSF is prohibited.
- d. Set Times:
 - i. Soloists or small groups: 30 minutes
 - ii. Large groups (choirs, dance troops, variety shows, etc.): 30 minutes to 1 hour
 - iii. Full bands with full drum kits, amps, etc.: 1.5 hours
 - iv. Total time **includes** set-up and strike
- e. Cancellations:
 - i. OSF must be given at least two (2) days advance notice of cancellations so other arrangements can be made for replacements.
 - ii. Performers who fail to appear, without adequate advance notification, will not be allowed to perform at a future OSF.
 - iii. Performances will continue in light weather conditions. OSF production technicians are aware of all safety concerns and they will not let groups perform if it is considered a risk.
- f. The production technician will have a list of all performances to keep track of no shows, performer counts, problems or issues and quality of act.

9. Marketing

- a. Artists will be promoted through the website, stage signage and other media outlets, as budget and schedule deadlines allow.