



New England Center
Creative Arts
NEW FOR 2020

DEMONSTRATOR STAGE GUIDELINES

We would like to invite you or your group to demonstrate on the New England Center stage. This is a wonderful opportunity to promote your craft and develop interest in your group. Each non-profit group presenting on the stage for a minimum of 30 minutes (excluding question and answer time) will receive a \$50 donation, payable by check to the group.

Suggestion on how you can use your stage time to teach others:

- How to get started: supplies needed, first projects to try, where to go next
- History: how and why your craft began and how it contributed to society then and now, or how your craft changed from beginning to now.
- Teach: demonstrate a very simple beginner project from start to finish.
- Show off: put together a “trunk show” of projects completed by your group’s members. Discuss why they chose the project, color selection, pattern, problems encountered, techniques used, etc.
- Charity: many groups participate in charitable projects, such as Quilts of Valor, Project Linus, and other donations for hospitals and other charitable organizations. Explain why your group participates, who it benefits, what you are contributing and how to make it.
- Trending: let people know what is trending now in your craft, including patterns, tools, techniques, resources, etc.
- Friendly competition: Jelly roll race quilts, knit socks, crocheted dishtowel, etc. With commentary provided by a group member.

Demonstrator stage time should be a minimum of 30 minutes, plus questions and answer time. The stage will be reserved for 1 hour for your presentation. If you need additional time, please contact Creative Arts@thebige.com or call 413-205-5015. Stage times will be scheduled for Tuesday-Thursday from 10:00 am to 8:00 pm. There may be limited stage time available for Friday-Monday from 6:00 pm to 8:00 pm. If time is available, groups may sign up for more than one demonstration time. If times are selected back to back, such as 1:00 and 2:00, the demonstrations must be different topics.

We will provide up to 6 entrance passes for each 30-minute presentation. Each person receiving an entrance pass MUST participate in the stage presentation. One Lot 1 parking pass will be issued per group for stage presentations. Employee parking lot passes will be provided if requested for other demonstrators.

The Stage is 12 feet deep by 24 feet wide (the width faces the audience) in dimension and is universally accessible. There are 3 microphones available for use. Tables will be supplied if needed. There are 2 changing rooms available. If needed, you must bring any accompanying music. Please bring your music in 2 different formats to ensure success. Suggested formats include iPod, iPhone, MP3 players, laptops or CD with a CD player that has a headphone jack. No additional sound equipment is allowed.



New England Center Creative Arts
STAGE Demonstration Request Form
 September 18 – October 4, 2020

| | | | | |
|----------------------------------|-------------------|--|--------------|------------|
| Group or Individual Name: | | Town/City, State of Group: | | |
| | | | | |
| Contact: First Name | Last Name | Email | | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | Description of What Demonstrating | | |
| | | | | |
| Emergency Contact Name | | Relation | | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | | |
| | | | | |

Demonstrator stage time should be a minimum of 30 minutes, plus questions and answer time. The stage will be reserved for 1 hour for your presentation. If you need additional time, please contact Creative Arts. Stage times will be scheduled for Tuesday-Thursday from 10:00 am to 8:00 pm. There may be limited stage time available for Friday-Monday from 6:00 pm to 8:00 pm. If time is available, you may sign up for more than one demonstration time. If times are selected back to back, such as 1:00 and 2:00, the demonstrations must be different topics.

Date(s) & Time(s) Requested FOR STAGE DEMONSTRATION: _____
 (Please be flexible and give alternative dates/times if possible)

Number of 6 ft. Tables Requested ____ **Number of chairs** ____ **Electricity Needed? Yes or No** (please bring extension cords)

Number participants per presentation _____ (Max 6 – Each participant must be part of the demonstration on stage)

PASSES REQUESTED: Number of Persons Participating _____ **Parking Passes** _____

1- Lot 1 (on grounds parking) will be provided per group per day. Please plan to carpool and use alternate parking.

Non-Profit Groups- Donation Checks should be payable to: _____

Please attach a complete list of all people participating with date/times and their emergency contact information. The list of participant information must be provided by August 15.

Note: credentials are only for those demonstrating with your group on stage. Fair management has the right to limit the number of credentials requested.

Parking: The employee parking lots are in Agawam and West Springfield. The shuttle will drop you off at Gate 4 which is closest to the New England Center. You may put your items in the back of the van if not too large.

Tickets/Parking Passes are to be picked up in person to avoid loss by a representative for the group and a signature is required to insure they are provided to the correct person/group. They will be available in the Creative Arts office in the New England Center, please call for pickup dates and times.

Reminder: Someone from your group must check in at the Creative Arts office near Door 2 of the New England Center upon arrival the day of your demonstration.

Please let us know if you have any questions. Creative Arts: 413-205-5015 or creativearts@thebige.com.

I have read and agree to abide to the Demonstrator Stage Guidelines _____

Please sign

Return form to: New England Center Creative Arts, Eastern States Exposition, 1305 Memorial Avenue, West Springfield, MA 01089

Or FAX to 413-205-5104 OR email Creativearts@thebige.com

Please List all People Participating

| | | | | |
|-------------------------------|-------------------|-----------------|-------------------|------------|
| GROUP NAME: | | | | |
| First Name | Last Name | | Email | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | Group Name | |
| | | | | |
| Emergency Contact Name | | Relation | | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | | |
| | | | | |

| | | | | |
|-------------------------------|-------------------|-----------------|-------------------|------------|
| First Name | Last Name | | Email | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | Group Name | |
| | | | | |
| Emergency Contact Name | | Relation | | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | | |
| | | | | |

| | | | | |
|-------------------------------|-------------------|-----------------|-------------------|------------|
| Contact: First Name | Last Name | | Email | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | Group Name | |
| | | | | |
| Emergency Contact Name | | Relation | | |
| | | | | |
| Street Address | | City | State | Zip |
| | | | | |
| Phone Number | Cell phone | | | |
| | | | | |

