



# New England Center Creative Arts DEMONSTRATOR GUIDELINES

Welcome to the New England Center at The Big E. The following are a few guidelines to help our demonstrators have a positive experience at The Big E.

1. We will provide water as well as meal tickets to the Moses building for lunch/dinner if you so desire. If there are several demonstrators in a group, please stagger lunches/dinners so your demonstrations are on-going for the public to enjoy. There is no eating during or at your demonstration area.
2. Please plan to arrive prior to the start of your demonstration time to have sufficient time to set up and be ready to begin on your scheduled start time.
3. Parking- We will provide one parking pass for Lot 1 (on grounds) per day. All others members of your group will receive parking passes for the employee parking lots 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. Maps will be included in your packet which are available to pick up mid-August. If your group has large items to bring in, please plan to carpool or place them in the vehicle with the lot 1 parking pass.
4. Demonstration times are generally in 4 hour increments. The general starting times are
  - 10:00 am
  - 2:00 pm
  - 6:00 pm
5. Someone should be at your demonstration area the entire 4 hours.
6. Maximum amount of demonstrators in your demonstration area at one time is limited to 4 people. Each participant must work a minimum of a 4 hour shift.
7. Please bring a banner or other sign for your table demonstration area.
8. You may distribute your own business cards or organization brochures and information advertising craft shows, events, fairs, etc. Sales of any type, including products, membership, instruction, etc., are not allowed.
9. Try to provide hands-on experiences for the guests whenever possible
10. Please acknowledge our visitors. Greet and make eye contact with our guests. By engaging with our guests, they may become interested in what you are doing, and ask questions about it. We want to educate and inspire the public to try creative arts in hope that they will become involved and continue the traditions and try new things and possibly enter, demonstrate or volunteer.
11. If you have a badge, please do not ask any vendors for discounts, especially food vendors. We ask that you support the vendors around the grounds.
12. We have very limited space available to store items. If you leave your things, the Eastern States Exposition is not responsible for lost, damaged or stolen items.
13. If anyone has any concerns, please don't hesitate to discuss these with the Creative Arts Staff.
14. Thank you for being a part of The New England Center and demonstrating your art. You are helping not only the Creative Arts at The Big E, but the entire creative arts community by promoting the creative arts.



## New England Center Creative Arts Group Demonstration Request Form

September 18 – October 4, 2020

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

Date(s) & Time(s) Requested \_\_\_\_\_

(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 shift \_\_\_\_\_ (Max 4. Each participant must work a minimum of a 4-hour shift).

**PASSES REQUESTED:** Number of Persons Participating \_\_\_\_\_ Parking Passes \_\_\_\_\_ We will provide one parking pass for Lot 1 (on grounds) per day. All other members of your group will receive parking passes for the employee parking lots in Agawam and West Springfield. Please plan to carpool.

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

**Note:** credentials are only for those demonstrating with your group for a minimum of a 4-hour shift. 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.

**New for 2020- Non-profit groups that present on the stage for a minimum of 30 minutes may receive a \$50 donation. See Demonstrator Stage Guidelines. Our group is interested in presenting on the stage \_\_\_Yes \_\_\_No**

Please let us know if you have any questions or concerns. Creative Arts at 413-205-5015 or via email at [creativearts@thebige.com](mailto:creativearts@thebige.com).

I have read and agree to abide to the Demonstrator 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](mailto:Creativearts@thebige.com)**

**Please List all People Participating**

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