

AFTER HOURS SHOWCASES

Rules & Guidelines

Thanks very much for your interest in participating in the After Hours events at World of Bluegrass. Our goal is to make sure you have a positive experience and your objectives for attending are achieved. To accomplish that, we have outlined the guidelines and expectations to organize the opportunities and costs associated with presenting a showcase or performing for a host. When you apply for use of space, or agree to perform in after hours rooms, you are agreeing to abide by these rules and guidelines.

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY.

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Terms

These rules and guidelines for the use of meeting room space for IBMA World of Bluegrass events in which to hold events (either private or public), including the confirmation from IBMA, represents an agreement between the International Bluegrass Music Association and the After Hours Host (named listed on the application) upon written confirmation of acceptance by IBMA, and is based upon the terms set forth in this document.

IBMA and host facilities are hereby requested and authorized to reserve space for After Hours Host use at the IBMA "World of Bluegrass" events to be held in the Renaissance Hotel and/or The Nashville Convention Center in Nashville, TN (Monday-Sunday, September 27 – October 3) during the hours indicated on the confirmation of space issued by IBMA to Event Host.

Event Host must be a registered attendee to the World of Bluegrass events and agrees to pay all designated rental fees provided herein. Host further agrees that every person who is participating in—attending, performing, emcee, production—must be a registered attendee.

Event Host agrees to rent space designated upon all terms and conditions stated herein for the purpose of hospitality functions or artist showcase and to pay all designated rental fees provided herein and other fees (including but not limited to conference registration, additional set up, security, electricity, sound/stage/lights, food/beverage) as may be incurred on behalf of Event Host. Event space will be assigned at the sole discretion of IBMA in conjunction with the host facilities. Event Host further agrees to comply with all rules and regulations reasonably established by the International Bluegrass Music Association regarding use of the space and the conduct of Event Hosts and guests therein.

Reserving Space—To Be a HOST

TO RESERVE SPACE: Please fill out and return a After Hours Showcase APPLICATION. This will start the process to get your room assignment. Request and application from Jill Crabtree at jill@ibma.org.

Due to the variety of needs of private event hosts (size room, nights needed, technical setup, etc), IBMA staff will work with all hosts to maximize the use of available space based on requests made known prior to the deadline. Prospective hosts should first fill out an application indicating their needs. Once all such applications are received, IBMA staff will determine space available or other options and confirm with event host. **Note: You must be a registered attendee of the events to qualify for rental of any after hours space.** IBMA reserves the right to deny applications from hosts not registered for the events. If the requested space is available and guidelines for its use are accepted, a contract and confirmation will be issued at which time payment will be due. Additional deadlines for promotional information and artist listings also apply.

Securing Performances—To PLAY in showcase rooms

IBMA does NOT organize or book ANY talent in after hours showcase presentations. It is up each individual host to coordinate, schedule, and communicate with each artist or group it asks to appear in its showcase room. And it is up the artists to make contacts and form the relationships with the mentioned hosts.

IBMA will not share contact information of hosts unless asked specifically by the host. A list of hosts who will be presenting talent in 2010, will not be published until late July once room assignments have been confirmed. That does not mean hosts are waiting to book talent until July. Hosts who attend year to year may start planning their showcases before confirmations from IBMA are provided.

After Hours Room Rental Pricing

Nights	Rate
One Night	\$250
Two Nights	\$500
Three Nights	\$675
Five Nights	\$1120

Room Rental cost includes:

- 6 guest passes per night of rental
- Function space and theatre style chair set-up for the maximum capacity of room (most rooms 80-100 people)
- Pre-and During event promotions to event attendees
- LIMITED number of guest passes for clients or VIP guests.

Rooms that hold more than 100 people are available but may be subject to higher rental fees.

Space Assignment

Room assignments are made in priority to 1) sponsors of the event and 2) prior year after hours hosts. Applications will be accepted through July 7 before any official room assignments will be made. After July 7, 2010, space will be assigned based on availability. After Hours space will remain open and for sale until show management deems the space “sold out.” Availability of certain room sizes, days or periods of rental are limited. Act soon to secure your space.

Space assignment is at the sole discretion of After Hours management and remains the property of host facility and IBMA. Any meeting space location can be held in reserve for sponsors and VIP’s, thus show management reserves the right to move your meeting space assignment from year to year and locations are not guaranteed.

Food & Beverage

If you’re using a meeting room for “After Hours” activities, **all food, beverage and room set-up (chairs, tables, furnishings) must be coordinated through the hotel or convention center catering department.** Note that IBMA will arrange for cash bar set-ups in common areas adjacent to or near after hours meeting rooms.

If you’re simply entertaining in the confines of your own hotel room, you are limited only by your budget and creativity. IN FACILITY MEETING SPACE, you are NOT allowed to bring in food and beverage from outside providers.

ADMITTANCE TO AFTER HOURS

IMPORTANT AND NEW IN 2010!!

Every person who is participating in—attending, performing, emcee, invited guest of performers or hosts—MUST be registered attendee of the events!

The following are acceptable registration methods.

If attending or performing in After Hours showcases that take place:

Monday-Wednesday (otherwise considered the Business Conference):

- Conference Registration (full week or single day)
- Music Pass (full week)

Friday-Saturday (otherwise considered Fan Fest):

- Fan Fest Ticket (3-day or single day)
- Music Pass (full week)

The Music Pass is a FULL WEEK “music only” pass and gives the attendee access to:

- All Official IBMA Showcases (Monday-Wednesday evening)
- All After Hours Showcases (Monday-Saturday, 11pm-2am)
- 3-Day Ticket to Fan Fest (Friday-Sunday, including expo hall and all stages)

There is NOT a daily rate for the Music Pass. It can only be purchased as a week long pass to the music events outlined above. It is NOT good for any additional Business Conference activities (Monday-Thursday) including seminars, meal functions, keynote address, exhibit hall admission or entrance to the International Bluegrass Music Awards Show.

IT IS THE RESPONSIBILITY OF THE AFTER HOURS HOST TO PRESENT THIS INFORMATION TO ALL ARTISTS AND GUESTS INVITED TO YOUR AFTER HOURS FUNCTION!

A limited number of guest passes are available to you (six per night of rental) but you are encouraged to not use these for performers but for VIP guests who may not otherwise have an interest in attending events. In other words, people who are not actively involved in the bluegrass industry and do not have professional motivations for wanting to attend. No additional guest passes, above your allotted amount, will be supplied.

The Music Pass is available for:

	IBMA Members	Non-Members
Advance Rate Postmarked by 9/10	\$140	\$160
After 9/10 Avail On-Site	\$160	\$160

Schedule

The following are open times* within the World of Bluegrass schedule when hosts of "After Hours" and private showcase/hospitality functions are permitted to host events in meeting room space open to attendees.

Hosts whose functions exceed these time frames will be subject to additional fees and possible loss of privileges to use facilities at future events.

DATE/TIME(S) *

Monday 9/27

11:00 pm - 2:00 am (night)

Tuesday 9/28

8:30 am - 9:15 am (morning)

6:45 - 7:30 pm (evening)

11:00 pm - 2:00 am (night)

Wednesday 9/29

8:30 am - 9:15 am (morning)

6:00 pm - 7:00 pm (evening)

11:00 pm - 2:00 am (night)

Thursday 9/30

No Timeslots Available

Friday 10/1

11:00 pm - 2:00 am (night)

Saturday 10/2

11:00 pm - 2:00 am (night)

- Meeting space availability may vary according to the time selected
- Afternoon and evening access is limited.

Responsibility & Liability

The IBMA, its officers/staff, event sponsors, the Renaissance Hotel and Nashville Convention Center assume no responsibility or liability associated with after hours or private functions.

The Host, upon renting the use of the space, assumes the responsibility to communicate with its invited performers and guests, the rules and regulations for participating in after hours events. Including, but not limited to, the requirement to be a registered attendee of events in order to participate.

Upon confirmation of being a After Hours Host, the host assumes the responsibility of coordinating, paying for and securing any additional services or needs it may have for presenting in the after hours space and agrees to abide by the host facilities regulations for space use.

Furnishings & Space Use

Space for privately hosted hospitality functions and artist showcases is located within the Nashville Convention Center and/or the Renaissance Hotel on Commerce Street in downtown Nashville, Tennessee. Available meeting room space types, size and functions allowed to be rented are dependent on availability of space requested and will be determined by IBMA.

Included in the meeting room space rental will be standard setup of seating chairs in a "theater style" configuration, comfortable to the designated meeting room and its available space. Any additional meeting room furnishings or services (i.e. tables, furniture, decorations, sound/light/staging, electricity, internet) are After Hours Hosts responsibility, including payment of related fees, and may be made available to the renter through event host facilities (either the Nashville Convention Center and/or the Renaissance Hotel) or through other providers who must be approved by host facilities. IBMA is not responsible for any agreements between After Hours Host and any third party suppliers including the Nashville Convention Center and/or the Renaissance Hotel.

IBMA reserves the right to evict any After Hours Host who in IBMA's sole opinion, distracts from or does not fit within the general character of the World of Bluegrass events or is in direct violation of the rules set forth in this document.

Meeting room space may **NOT** be used for the sale of products and services and After Hours Host may not assign, sublet or share space with other companies without the expressed written permission of IBMA. Any audio use in any meeting rooms space must not be loud enough to disturb any functions in adjacent meeting rooms.

Electricity / Internet / Other Services

Your room rental rate does NOT include the use of electricity or internet!

If you plan to use any sound systems, lighting rigs, amps, slide projectors, or other items requiring electricity—you will be charged additional electrical fees by the host facility. These rates start at \$70 and go up based on the wattage needed to run your specific equipment.

If you require internet access, you should also expect to pay a connection fee from the host facility.

Once you are confirmed as an after hours host, a service packet will be forwarded to you in order for you to secure and pay for these services in advance.

Using Sound Systems / Staging

If you plan to use a sound system in your after hours room – YOU MUST INDICATE THIS ON THE APPLICATION. There are particular rooms where sound reinforcement will not be allowed due to sound bleed, so assignment of space is contingent on the specifications you provide. Please plan ahead, have your budget in mind and be specific in what you expect your needs to be so that we are able to maximize the use of after hours space for ALL that apply.

IBMA does not coordinate or provide sound rental for after hours hosts. Rental cost, coordination, running the equipment, securing and caring for the equipment is the sole responsibility of the host. If you are a host using an official event stage and the sound equipment rented and coordinated by IBMA, additional fees will apply to the rental of this kind of space.

IBMA has compiled a list of sound providers who may have equipment available to rent for use in your after hours space. Again, all payment, coordination, installation, removal and responsibility for equipment is the responsibility of the host.

Hunter Carmichael – Hunter Blake Productions
706-207-7016
earthwoodmusic@hotmail.com

Glen Garrett & Sara Rayman – Magic Media Sound
314-255-2261
sound@magicmediainc.com

Gene Yates—The Renaissance Hotel – Event Technology Dept.
615-742-2236

Move-In & Storage

The meeting space you rent to host showcases may also be used for meetings, seminars and other World of Bluegrass needs. Depending on your room assignment, rental times and days of rental, the availability of that space may be limited during daytime hours. Thus, sound systems, banners and other materials in the room may need to be removed nightly.

At the designated time(s) noted in the function confirmation, Event Host shall be allowed to move equipment or materials into (“move in”) the assigned space and shall surrender the meeting room premises (“move out”) in as good as condition as when Event Host took possession. **IBMA and the host facilities reserves the right to discard any materials remaining in meeting room space/areas after designated rental time for Event Host function(s) and Event Host may be responsible for any additional fees or expenses incurred in the removal of such. Should Event Host’s use of meeting room space exceed the time allowed and permitted, Event Host may also be responsible for additional security and rental fees to be determined by IBMA and event facilities.**

Promoting Your Event

If you are renting meeting space for shows or presentation purposes, IBMA will help promote all such activities in advance of and during the events to foster attendance. You should additionally consider promoting what you’re presenting directly to attendees by email or regular mail in advance of the events and by handing out literature during the events.

To have your event promoted in advance – You must send in an application for space no later than Monday, July 12, 2010.

To have your performance schedule included in on-site printed materials—You must submit your schedule no later than August 1, 2010

At the events, designated bulletin board areas will be provided for participating Function hosts to post a flyer or poster with details and promotional information about their Function. You might also consider special invitations to prospects prior to the event by using IBMA's list of pre-registered convention attendees or handing out business cards or flyers announcing your Function to individual attendees inside the exposition hall or during meetings and seminars.

NOTE: To maintain the appearance of the hotel and minimize damages to its property, the posting of flyers and notices about any Function on walls, elevators or in other common areas of the hotel or convention center not designated or approved by IBMA and the host properties is strictly prohibited and any such material will be removed upon sighting it. Any damages done by posting such materials may also be assessed to the Function host(s).

Restrictions

Meeting room space may **NOT** be used for the sale of products and services or be sublet or shared with other companies without the expressed written permission of IBMA. Event Hosts determined, at the sole discretion of IBMA, to be in violation of this agreement may be evicted from the facilities venue immediately.

Cancellation Policy

Written cancellation for meeting room space received on or before August 13, 2010 will receive a full refund of the meeting space rental fees, less a 40% processing fee. Event Hosts who fail to cancel before August 13 or fail to attend are liable for the ENTIRE FEE. Refunds require a request in WRITING.