



2023 Community Entertainment Guide

**OC Fair & Event Center
Entertainment Department
88 Fair Dr. Costa Mesa, CA 92626
community-entertainment@ocfair.com
714-708-1518**

Community Entertainment Guide

Thank you for your interest in performing at the 2023 OC Fair. Please read through this Entertainment Guide before applying for Community Entertainment. Remember that ALL Community Entertainment is UNPAID and for exposure only. Do not apply if you are seeking compensation.

Table of Contents

Application General Guidelines.....	3
Booking Information.....	4
Megan’s Law.....	4
Selection Criteria.....	5
Compensation/Travel/Lodging/Meals/Ride Passes.....	5
Stage and Time Allocation Policies.....	5
Cancellations.....	6
Performance Policies and Evaluations.....	6
Merch Sales & Solicitation Policies.....	7
Prohibited Items and Activities.....	7
Admission and Credential Policies.....	8
Parking Policies.....	9
Violation of Policies.....	9
Fair Liabilities.....	10
Available Community Stages.....	10
Dressing Rooms.....	13
Photography and Videography.....	13
Backline and Available Equipment.....	13
Post-Performance.....	14
Heavy Equipment Storage.....	15

Application General Guidelines

Submission of an application does not guarantee a booking, nor does it constitute any guaranteed agreement to provide a stage, space, services or compensation. Each performing group must submit a separate application. Multiple groups under one name will NOT be accepted.

***New this year:** We will no longer be accepting applications from outside band promoters or agencies. ALL applications need to be submitted by the performers themselves or by one representative affiliated with the band or dance group.

All applications MUST be filled out online. We do not accept faxes, walk-ins, mailed or emailed applications. **Application submission deadline is April 7, 2023 at 5 p.m. PST.** Once you submit your online application via the online form, you will automatically receive confirmation that your application was successfully submitted. If you do not receive it, please email community-entertainment@ocfair.com stating that you did not receive confirmation.

All applicants who submit their application by the April 7 deadline will be notified by email no later than Wednesday, May 31, 2023, whether you are chosen to perform or not chosen to perform. Remember, stage time is given on a first come, first served basis. The sooner you get your application in, the better the chance of securing a time slot. If you are NOT booked, you will be notified by email and placed on our waiting list. If we receive cancellations, we will select from the waiting list. Applications received after the April 7 deadline will automatically be placed on the waiting list. We will pull from the waiting list after the applications received prior to the deadline have been processed. Applications that are submitted early and with the most availability have the best opportunity of getting booked to perform. Weekend spots are the hardest to accommodate. Each year we start the screening process over. If you have applied or performed for the Fair in the past, you will still be required to fill out an application.

Community Entertainment Applications are only for certain stages. They include:

- Meadows Stage
- Plaza Stage
- The Hangar Stage

Performers DO NOT get to choose their stage. Stages are assigned by the Entertainment Department staff and are based on several factors. Please be as accurate as possible in the number of performers in your group, style of music and availability when filling out your application. This is extremely important so that you are assigned to the best stage for YOUR performance. **All performance times are 25 minutes minimum and 40 minutes maximum.**

Booking Information

Once we process your application and you are chosen to perform at the 2023 OC Fair, we will send out a GREETINGS FROM THE OC FAIR EMAIL with the date and time you have been given. Because the Entertainment Department does most of the correspondence by email, be sure to list an email address on your application that you will check regularly. Also make sure to check your spam/junk file for anything from community-entertainment@ocfair.com . If you change your email or your availability after you submit your application, but within the application submission window, please email the above email address with the new information. Once you accept the offer you will receive an email with the **Next Steps** information.

Note: There are deadline dates included in the **Next Steps** document. Please make sure to submit all information by those assigned dates. We will cancel your performance if information is not submitted by the deadline.

PLEASE DO NOT CALL THE OFFICE TO CHECK ON YOUR BOOKING STATUS. YOU WILL BE NOTIFIED VIA EMAIL NO LATER THAN MAY 31, 2023.

Megan's Law

Once you have accepted your time slot and sent the **Next Steps**, each performance group representative must complete a Megan's Law screening form. It is the representative's responsibility to verify **all performance group members and crew members** (age 14 and over) have been processed through Megan's Law screening and each individual, as certified by the representative, is not a registered sex offender per the Megan's Law registry. To screen all performers and crew go to www.meganslaw.ca.gov and enter the names. If nothing comes up, list the cleared name on the form that will be provided.

Selection Criteria

We appreciate everyone who has the desire to perform at the Fair - we could not have a Community Entertainment program without you! Community Stages are meant to promote the talent in our communities across Southern California. This Fair has extremely limited entertainment budgets so scheduling is given to those who are willing to perform on a stage with professional lighting and sound, large crowds and on a volunteer basis.

Due to the sheer volume of applications received, not all groups will be accommodated. Each application for performance time during the Fair is given consideration by the Entertainment Department on the following basis:

- Date of application submission
- Open availability
- Appropriateness of the performance for the Fair audience
- For returning applicants, a satisfactory history of evaluation, as conducted by OC Fair Entertainment staff

Compensation, Travel, Ride Passes and Meals

The OC Fair DOES NOT provide compensation, travel, ride or meal passes to Community acts booked to perform at the Fair. Community Entertainment is for exposure only.

Stage and Time Allocation Policies

Returning applicants might not get the same stage or time from year to year. We do try to accommodate all requests for dates and times, but please understand it is not always possible. Directors/performers must check in with the Stage Manager **at least** 60 minutes prior to your performance time. All songs must be on MP3 technology (iPod, smart phone, etc.) with the following requirements:

- Someone to facilitate the music if performing to a track
- Appropriate USB cord
- Backup copy
- Battery fully charged to accommodate full set

Cancellations

If you need to CANCEL your performance, your Notice of Cancellation must be in writing, via email to community-entertainment@ocfair.com, 48 hours prior to performance date to allow arrangements to be made for replacements. We do understand that that life happens and a 48-hour cancellation is not possible but those are very few situations. Performers who fail to appear without adequate advance notification will not be allowed to perform in the future.

Performance Policies and Evaluations

The OC Fair is a family event so attire and image of all performers, as well as content of performance, must be respectful of accepted community standards. Performances deemed offensive or conducted by performers that are considered disrespectful of OC Fair staff and guests will result in the performance being canceled immediately. The OC Fair staff has the right and sole discretion to monitor and manage sound levels. Violations of Performance Policies may be a factor when being considered for future participation at the OC Fair. To produce a quality, attractive, family-oriented experience for our patrons, and to determine future eligibility to perform, all performances are evaluated during the Fair. It is the performance group director's responsibility to inform all performers of the impact these evaluations have on future participation at the Fairgrounds. These evaluations are based on the following:

- Timely arrival of performer/group
- Organization of the performer/group
- Attitude and professionalism of performers, director, ALL crew and **parents/family members of performers** towards the OC Fair staff and guests
- Adherence to performance rules and regulations, along with general Fair rules and regulations
- Adherence to scheduled time
- Overall performance

Please see the section of "Prohibited Items and Activities" in the Community Entertainment Guide for the complete list.

Merchandise Sales and Solicitation Policies

Arrangements for the sale of merchandise must be made in advance. Please indicate requests to sell merch on the **Community Entertainment Agreement**. A 6' or 8' covered table will be at the stage designated for the sale of merchandise. Please make sure to use it during your designated performance time. Once you are done, please clean up after yourself and dispose of all trash.

Please note that flyers may **NOT** be distributed to the Fair audience. Flyers may be made available at the corner of the stage or the merch table. An announcement may be made to the audience those flyers are available for pick up after the performance.

Tacking or posting of an advertisement, bill, sign, banner or printed matter is prohibited. No one is allowed to solicit or distribute materials while roaming on grounds. No "playing for tips" or another tip solicitation is allowed.

Prohibited Items and Activities

The following items and activities by Community Entertainers are prohibited:

- Performances or merchandise that include offensive or inappropriate language
- Performances or merchandise that include depictions of pornographic, lewd or obscene images
- Performances or merchandise that include depictions of drugs or drug-related material
- Performances or merchandise that promote or depicts harassment or discrimination based upon sexual orientation, race, ethnicity, gender, or religion
- Performances or merchandise that promote political or controversial statements, slogans, flags or emblems
- Smoking is prohibited at the OC Fair on and off stage. This policy includes the use of electronic cigarettes, vaporizers and oil/wax pens
- Impolite or discourteous behavior towards OC Fair staff

- Stickers: Any performer found to be selling or giving away stickers will jeopardize future participation at the OC Fair
- Flyers: see Flyers and Merchandise section of this document. Any violations of this policy will jeopardize future participation at the OC Fair
- Items are NOT to be thrown from the stage into the audience
- Inappropriate attire by performers/crew which includes revealing tops or bottoms, offensive slogans or drug/gang paraphernalia.

NOTE: The OC Fair Entertainment staff reserves the right to approve, in its sole and exclusive discretion, all merchandise, displays, materials, images and attire. Staff reserves the right to determine whether an item is considered offensive or in poor taste, and to prohibit the free distribution/display/sale of items.

Admission and Credential Policies

Each performance group will be allotted one (1) admission credential for each performer per performance day. Additionally, admission credentials for crew and administrators will be allocated based on the size of the group:

- 1 – 5 performers: 2 crew/administration tickets maximum
- 6 – 10 performers: 3 crew/administration tickets maximum
- 11-30 performers: 4 crew/administration tickets maximum
- 31+: At the discretion of the Entertainment Dept

Admission tickets will not be issued to relatives, friends, guests or fans of the performers. For those performers with several small children in their group, extra crew/administration tickets may be available but will be issued at the discretion of the Entertainment Supervisor. Child performers in large groups DO NOT automatically get accompanying chaperone tickets. All performers and friends and family of performers age 5 and up will need admission tickets to enter the Fairgrounds.

NOTE: Single-day admission tickets MUST be purchased online in advance, as we have a cap on how many tickets are sold per day. Tickets may not be available for purchase at the gate. We will sell out. Please visit ocfair.com for more information regarding admission tickets. (You will need to do this if you are purchasing tickets for family and friends who are not a part of your performance group.)

MISUSE OF THE CREDENTIALS will result in the performance being canceled and will affect any future participation with the OC Fair. Unused admission and parking passes must be returned to the stage manager prior to your performance.

Parking Policies

Parking at the OC Fair is extremely limited. We encourage performers to carpool whenever possible. Community Entertainment performers will receive complimentary parking passes for Orange Coast College Merrimac/Lot E. There is NO complimentary parking on the fairgrounds for entertainers. If you wish to park on the fairgrounds, you may pay \$12 per vehicle. **Vehicles that do not have a pass or the pass is not visible will be ticketed by Orange Coast College.** An appropriate amount of parking passes will be determined by the OC Fair Entertainment Staff. We will issue 70% of parking passes in relation to the confirmation information, due to limited parking spots. We highly recommend carpooling, mass transportation and rideshare options. Acts that abuse their parking passes by using these for purposes other than your performance WILL NOT be allowed to perform in the future.

Equipment Vehicle Drop- Off Pass. These passes are very limited (maximum of 3 per performance group) and may only be issued to performers with heavy equipment. If you have secured an equipment vehicle pass, proceed to the Gate 4½ Loading and Unloading area before going to your final parking destination. Please make sure your parking pass and equipment vehicle pass is visible at all times.

Acts that abuse their Parking Passes by using these for purposes other than your performance WILL NOT be allowed to perform in the future.

Violation of Policies

Violations of the OC Fair Community Entertainment Policies will result in having your performance canceled and or affecting any future Entertainment performances.

List of possible Community Entertainment Violations include:

- Selling Fair admission credentials
- A record of canceling at the last minute
- Performers, family members/friends, crew, directors mistreating or verbally abusing OC Fair staff

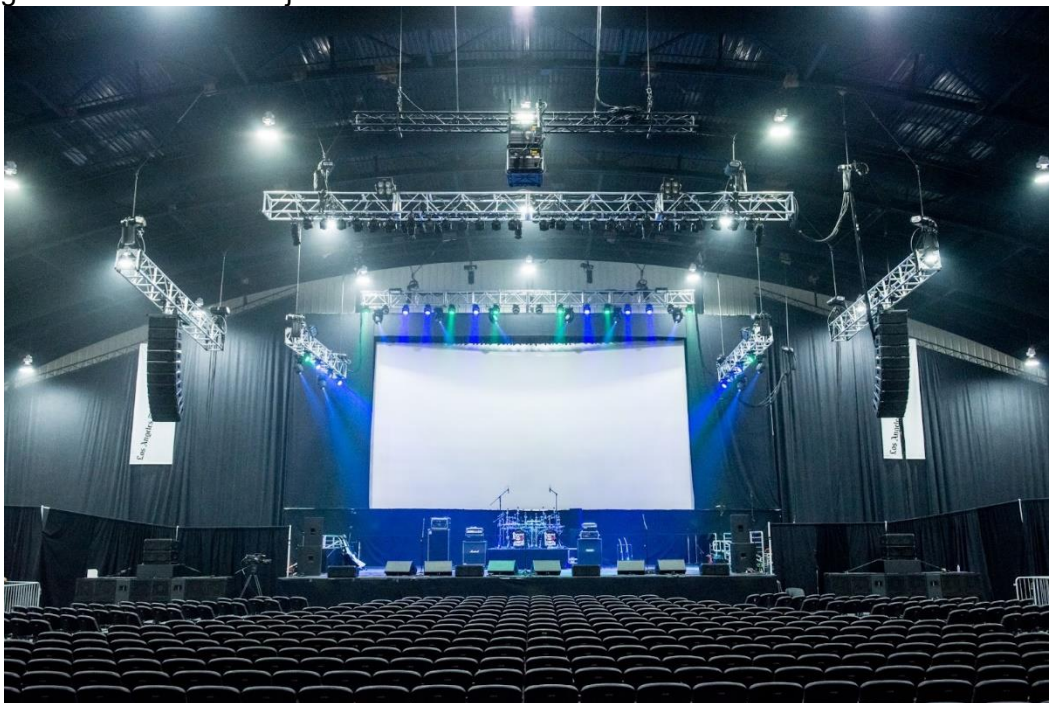
- Inappropriate attire or behavior
- Not submitting a Megan's Law form

Fair Liabilities

The OC Fair and Event Center is NOT responsible for fire, theft, damage to, or loss of vehicles, or articles left in vehicles, on the premises. Those parking in non-designated areas do so at their own risk and are subject to towing or storage fees. The OC Fair and Event Center reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions or differences in regard to those rules and regulations, or otherwise arising out of, connected with, or incident to the OC Fair. The OC Fair and Event Center further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its sole judgment it may determine necessary.

Available Community Stages

The Hangar: 40'x24'x48' (dance groups and larger bands) includes two (2) dressing room trailers and adjacent restrooms



Meadows: 16'x24' (acoustic performers, solo performers, duos or trios) includes two (2) 10'x10' dressing room tents



Plaza: 24'x24' (duos, trios and bands up to 5 people) Includes two (2) 10'x10' dressing room tents



View from Plaza Stage

Dressing Rooms

Dressing room space is scarce and could possibly be shared. Each group will be allowed **one** dressing room regardless of how many people in the performance group. If you have a large number of performers, we advise that you have a dressing schedule when you arrive. Only performers and crew/administrators will be allowed to access this area. The entertainment crew will assist in securing dressing room space, but please be aware that no one performer or group will be allowed to take over all of the dressing room space. We ask that you vacate the dressing room area as soon as the performance has been completed. When vacating the dressing area, remove all trash and leave the dressing room as tidy as possible.

Photography and Videography

Performers may bring a photographer and videographer but they do need to be cleared by the Entertainment Department and notified of our rules and regulations. They will need to be added to your Performer Information sheet, so an admission ticket can be given. Photographers and videographers with any professional equipment or tripods will be treated as part of your performance group's crew; if information is not provided prior to performance, access is not guaranteed. They will also need to be in full compliance with the stage manager for that day.

NOTE: Professional videography is still offered in **The Hangar Only**, for \$60. If you are scheduled in The Hangar, you will be notified with more information.

Backline & Available Equipment

- For **The Hangar Stage**, the OC Fair will provide:
 - Electrical outlets
 - Professional sound tech and lights
 - Stage manager
 - Microphones: 8 wireless available
 - Full drum kit microphone package which includes instrument mics, vocal mics and direct boxes
 - Mic stands: per band requirement
 - Monitors: 8 monitor mixes on stage plus side fills
 - Merchandise table & 2 Chairs
 - Dressing rooms
- Performers will need to bring:
 - Instruments/all backline which includes amps

- All props
- Costumes
- Dance groups and vocalists singing to track must bring all music on MP3 technology (iPod, smart phone, iPad or thumb drive). If your music is on a thumb drive, you will need to bring your own laptop.
- MP3 Auxiliary Cables

***New this year:** The OC Fair is now offering Backline for entertainers performing on the **Plaza and Meadows stage only**. You will be notified with more information in the Next Steps document once your performance has been scheduled.

- For the **Plaza & Meadows Stages**, the OC Fair will provide:
 - Specific backline choices
 - Electrical outlets
 - Professional sound tech
 - Stage manager
 - Microphones
 - Mic stand
 - Monitors
 - Merchandise table and 2 chairs
 - Dressing rooms
- Performers will need to bring:
 - **Instruments & pedals only**: If backline is brought in, you will be asked to take it back to your vehicle. You will be given more information on backline once the performance has been scheduled.
 - All props
 - Costumes
 - If singing to track, performers must provide all music on MP3 technology (iPod, smart phone, iPad or thumb drive). If your music is on a thumb drive, you will need to bring your own laptop.
 - MP3 auxiliary cables (if needed)

Post-Performance

After your performance, all of your equipment must be removed from the performance area. A member of the Community Entertainment Department will assist you with breaking down your equipment and hand carting it back to the drop off area at Gate 4 ½. You may then get your car from OCC/Merrimac Lot E and bring it back to Gate 4 ½ to pick up your gear. Please leave a member of your group with your equipment at all times. OCFEC will not assume responsibility for your gear. Once you have loaded up your equipment, you may park your car back at OCC

or pay for parking in the Fair lot. Please make sure to get a hand stamp at the gate before leaving the Fair if you wish to come back in.

Heavy Equipment Storage

If your performance begins after 2 p.m., you will be eligible to have us store your heavy equipment after your performance. All equipment will be escorted back to Gate 4 ½ by a band member and checked in with our Heavy Equipment Storage Tent. All equipment will be signed in and out by that same band member and will run similar to a baggage claim system. This will allow for less congestion on the road back to the parking lot at OCC when streets begin to close due to Fair traffic. Pick up is no later than 10 p.m. (no exceptions). Please do not abuse this option, please be on time. The OC Fair does not take responsibility for lost or stolen items. If you are performing before 2 p.m. and would like to use the storage option, that decision will be up to the discretion of the Entertainment Department Supervisor.