

Founded in 1963, one of the oldest in the country; a NYS & Federal historic building, adopted by NASA & Office of Science. A 501 (c)(3) not for profit, chartered by the State of NY, members Assoc. Children's Museums (D. C.), MANY (Museum Assoc. NY), MV Chamber Commerce, OC Conv/Visitors Bureau, rotaryclubny1.com hdqtrts. *Creating an Enjoyable Educational Environment for Kids from 1-101, boldly going where no museum has gone before with our 4 floors of interactive exhibits*



**The Children's Museum of History,
Natural History, Science & Technology**
311 Main Street, Utica, NY 13501
Museum Tel: 315-724-6129 * Fax: 315-724-6120
Home Office: 315-853-1318 * Fax: 315-853-4636
Email: marlenebrown@roadrunner.com
Website: www.museum4kids.net
Executive Director: Marlene B. Brown

2009 Family Festival of Trees/Holiday on Main St Entertainer Agreement

Contact Name: _____

Performing Group Name: _____

Address: _____

City: State: ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Brief description of performance: _____

Preferred date: Friday, November 20th (Times available between 5:00pm and 10:00pm)

Saturday, November 21st (Times available between 10:00 am and 3:00 pm)

Friday, November 27th (Times available between 6:00pm and 8:00pm)

Saturday, November 28th (Times available between 10:00 am and 3:00 pm)

Preferred time: _____ (leave blank if any times listed above would work)

Number of chairs needed: _____ Audio to be used: CD DVD None Microphone needed _____

Other requests: _____ Please note, we may not be able to fulfill all requests.

The undersigned agrees to volunteer to perform at the Annual Festival of Trees/Holiday Gala on _____ Friday, November 20th; and/or _____ Saturday, November 21st and/or _____ Friday, November 27th, and/or _____ Saturday, November 28th, 2009 at the Children's Museum in Utica, NY (please check your choice(s))

Thank you for your interest in participating at the Annual Festival of Trees/Holiday Gala. We will contact you upon receipt of this form to confirm the details and provide additional instructions.

Release: The undersigned releases and forever discharges, and hold harmless the Children's Museum of Utica, NY from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in possession or supervision of the Festival of Trees. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.

Signature: _____ Date: _____

PLEASE COMPLETE & RETURN TO:

The Children's Museum of History, Science & Technology

ATT: Festival Committee

311 Main Street, Utica, NY 13501

Or scan & Email to marlenebrown@roadrunner.com If you have questions, please contact us via email or at the phone numbers in our letterhead. Thank you for your consideration! Best wishes,

Brad Zacek & John Nogas - Co-Chairs, Festival/Gala 2009 & Marlene Brown, Museum Executive Director

CHILDREN'S MUSEUM MISSION: The purpose of the Children's Museum is exclusively educational in nature, improving and serving the community through educational and cultural enrichment to children and their families with emphasis upon history, natural history, culture, science, and technology. No professional solicitors are retained in fundraising activities of the Children's Museum.

**Board of Directors: Michael Pilawa, John Stephenson, Matt Chmielewski, John Nogas,
Dr. Joanne Palumbo-Mozloom, Brad Zacek, Ed Waszkiewicz, Franca Armstrong, Sabina Bajic. CPA – Vin Gilroy Jr.**

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Annual Festival of Trees/Holiday Gala Entertainer Rules & Guidelines

- The length of the each performance will be limited to 2 hours or less (except for Friday night, Nov. 20th). Your group may perform more than once if scheduling permits. Your group should be ready 15 minutes before their scheduled performance and may begin setting up 15 minutes before their scheduled time. Should your group require additional time to set up, permission and planning must be coordinated with the Entertainment Coordinator **in advance** to be sure that there will not be interference with other performers.
- Chairs for performers are available upon request. Please indicate on your form how many you will require.
- Special lighting requests cannot be accommodated. No spotlights or other special lighting is available.
- We have one wired microphone on the stage area which can be available for use.
- You may choose to play audio through a CD or DVD. A representative from your group must be available to operate the equipment with the assistance of the museum staff.
- If you would like to use risers, you must bring your own. Please let us know that you will be bringing in risers in the "Other requests" section of the Entertainer Agreement.
- Promotional materials may be handed out **5 minutes prior** to or **5 minutes after** your group's performance. Your group may not sell anything at the Festival of Trees in conjunction with your performance. You may, however, have your business cards laid out on your table for pickup by those who are interested.
- Each performer in the group will be admitted free of charge through the entertainer side entrance and is welcome to enjoy the event after their performance. Each performer will also be allowed **1** complimentary admission ticket that may be used by a parent or guest. Additional parents or guests are asked to purchase admission tickets upon arrival at the ticket window. Individual ticket prices for the Family Festival are: \$7 for adults; \$6 seniors; \$5 children ages 3 –17; free for children age 2 and under.
- Parents or guests must enter the event through the main entrance of the Children's Museum. Parents or guests will not be permitted to use the entertainer/vendor side entrance.
- A complete listing of performer names and their guest name must be submitted to the Museum Festival Committee two weeks prior to Festival of Trees in order coordinate the proper amount of entrance tickets prior to performance. Please email the list to marlenebrown@roadrunner.com or fax it to 853-4636. Complimentary tickets are available for purchase at the ticketing window at the main front entrance to the Children's Museum.
- Performance groups containing children age 17 or younger must have an adult representative present with the group at all times.
- No practices or rehearsals may be conducted at the Children's Museum prior to your scheduled performance.
- It is the sole responsibility of the group to have a current liability insurance policy that provides insurance for the Nov. 20th, 21st, 27th and 28th Festival of Trees/Holiday Gala, Adult/Child Dance, Holiday on Main St, listing The Children's Museum as additional insured. If the group does not carry insurance or is unable to purchase coverage, representatives must sign the CM Hold Harmless, Indemnify & Release in Full Agreement. This must be submitted by check-in time or the performance will be cancelled.

Please direct all questions to Marlene Brown, Museum Director, at 321-724-6129 or 315-853-1318 or marlenebrown@roadrunner.com Please do not contact the Children's Museum staff directly.

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