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## 2024 COMMUNITY STAGE HANDBOOK

Thank you for your interest in performing at the 2024 Arizona State Fair!

The Arizona State Fair is thrilled to offer an opportunity to feature local talent in front of audiences of all sizes. These performances are offered to provide exposure and experience for our community.

### APPLICATION 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 have a separate application.
- Multiple groups under one name will not be accepted.
- All applications **MUST** be filled out online and be filled out completely with no missing information in order to be accepted.
- The deadline to apply is **September 9, 2024**. Once you submit your online application you will automatically receive confirmation that your application was successfully submitted.

**\*\*NO FAXES, WALK-INS, MAILED OR EMAILED APPLICATIONS WILL BE ACCEPTED\*\***

All applicants who submit their application by June 30, 2024 will be notified by email no later than **July 30, 2024** should you be chosen to perform. If you are not chosen, you will be placed on our waiting list. If we receive cancellations, we will select from the waiting list. We will confirm performances on a first-come, first-served basis after July 30, 2024. You will be notified of your acceptance and further instructions will be provided at that time. Applications received after September 9, 2024 will automatically be placed on the waiting list.

Please note, each year we start the screening process over. If you have applied or performed for the Arizona State Fair before, you will still be required to fill out a new application.



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## SELECTION CRITERIA

Due to the volume of applications we receive, not all groups may be accommodated. Each application is given consideration by Management on the following basis:

- Timely submission of a completed application
- Uniqueness and stage presence based on link to previous performances
- Appropriateness of the performance for our family-friendly Fair audience
- Overall presentation of application and promotional material
- For returning applicants, performance history and working experience will be taken into account.

## BOOKING INFORMATION

Acts chosen to perform will be contacted by the Arizona State Fair via email. Upon acceptance, further instructions will be provided to each performer in regards to the scheduling process.

Please note, time slots fill quickly on evenings and weekends. Booking is subject to availability. Once booked, further information will be provided regarding performance logistics.

## CANCELLATIONS

Hundreds of applicants are waitlisted to perform at the Arizona State Fair each year. Please let us know if you need to cancel at your earliest convenience so we can give others a chance to perform in your time slot.

If credentials were mailed to you, you are required to mail them back to the following address. If credentials are not received, you will no longer have the chance to perform at the Arizona State Fair in future years.

**Arizona State Fair**  
**attn: Events dept**  
**1826 W. McDowell Rd**  
**Phoenix, AZ 85007**

## STAGE AND TIME ALLOCATION POLICY

Please note, time slots fill quickly on evenings and weekends. Booking is subject to availability. All acts have 30 minutes prior to their performance time to check in with the Stage Lead and



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unload all equipment. Please do not arrive more than 40 minutes prior to your start time. If you are late setting up, **your performance time will not be extended**. All acts will have 30 minutes to tear down after the show.

All songs must be on MP3 technology (iPod, Cell phones, etc.) with a battery fully charged to accommodate the entire performance. Please be prepared to facilitate your own music. For best experience, we recommend bringing:

- Appropriate USB cord
- Backup copy of music

## PERFORMANCE POLICIES AND EVALUATIONS

The Arizona State Fair is a family event. Attire and image of all performers, as well as content of performance, must be family-friendly. Shirts and shoes must be worn at all times. The Fair Management has the right to monitor sound levels and make adjustments at its sole discretion. In an attempt to produce a quality, attractive, family-oriented experience for our patrons, and to determine future eligibility to perform, **all performances are evaluated during the course of 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 Arizona State Fair. These evaluations are based on the following:

- Timely arrival of performer(s)
- Organization of performer(s)
- Attitude and professionalism of performer(s) and director(s)
- Adherence to performance rules & regulations, along with general Fair rules & regulations
- Adherence to scheduled time
- Audience response
- Overall performance

If we experience inclement weather or in case of an emergency, and it is the Fair's decision to stop a performance on any stage, we cannot guarantee that we will be able to rebook a performance. If the performance is canceled and you would like to rebook, please contact us at [communitystage@azstatefair.com](mailto:communitystage@azstatefair.com).



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## PROHIBITED ITEMS AND ACTIVITIES

- Offensive or inappropriate language
- Depictions of pornographic, lewd or obscene images
- Any material that promotes or depicts sexual, racial, or religious harassment or discrimination
- Pyrotechnics or weapons of any kind, including martial arts weapons
- Items are NOT to be thrown from the stage into the audience.

**Please Note:** Fair Management reserves the right to approve, in its sole and exclusive discretion, all merchandise, displays, materials and images. Management reserves the right to determine whether an item is considered offensive or in poor taste, and to prohibit the free distribution/sale/display of such item(s).

## SOLICITATION POLICIES

Conducting personal business on Arizona State Fair property prior to, during or after a performance is prohibited unless authorized by Fair Management. **You MUST have approval in advance from the Entertainment and Event Solutions Department for the distribution of advertising, handbills, flyers, tokens or other marketing material during the Arizona State Fair.** If approval is granted, distribution will be limited to the scheduled performance time at your assigned stage.

The following solicitations are not permitted:

- Tacking or posting of an advertisement, bill, sign, banner or printed matter
- Distribution of materials while roving on the grounds
- Playing for tips
- Merchandise sales
- Offering a gift or gratuity to any employee or officer of Arizona State Fair. Employees and officers are not permitted to accept gifts or gratuities.

## ADMISSION AND CREDENTIAL POLICIES

Credentials are given out to admit performers into the Fair who will be:

1. Appearing on stage
2. Directing or assisting with helping on stage/backstage



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These credentials are not free tickets to the Arizona State Fair and may not be used for anyone else other than those listed in the approved application. The Entertainment and Events Solutions department will not issue admission tickets to relatives, friends, guests or fans of the performers.

Misuse of the credentials will cause the performance to be canceled and will impact future performance eligibility with the Arizona State Fair. Unused admission and parking passes must be turned in to the Stage Lead prior to or on the day of your performance. These may not be used on days outside of your performance. Any usage of these tickets outside of your performance will result in your act being banned from future performances.

## **STAGES**

Approved applicants may choose from the Community Stage or the Backyard Stage to book their performance on. Both stages are subject to availability.

The Arizona State Fair will provide the following:

- Electrical Outlets
- Professional sound tech and lights
- Microphones (limited)
- Mic Stands (limited)
- Monitors
- Tables (limited)
- Chairs (limited)

Performers Will Need to Bring:

- Instruments/Backline
- All Props
- Costumes
- MP3 Aux Cables
- Dance groups and vocalists singing to track must bring all music on MP3 technology, i.e. iPod, iPad, mobile phone. If your music is on a thumb drive you will need to bring your own laptop with a charger.



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## **DRESSING ROOMS**

Performers are to use the dressing rooms provided by the Arizona State Fair at each of the stages. Performers are asked not to use the restroom facilities for costume changes or show preparation. Please note that these dressing rooms are not lockable.

## **FAIR LIABILITIES**

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