

Contact Room FAQ

General Information

What is the Contact Room?

The Contact Room is a place where artists on ArtStarts' Artists on Tour Directory (artstarts.com/aotd) can promote themselves and their performances to delegates. The Contact Room provides the time and space for artists and delegates to connect and network. The Contact Room is part of the annual ArtStarts Showcase, Western Canada's most important performing arts showcase and conference for school and community arts programmers interested in booking performances for young audiences.

Who can rent a table in the Contact Room?

Artists listed in ArtStarts' Artists on Tour Directory (artstarts.com/aotd) and new showcasing artists are eligible to rent a table in the Contact Room.

Is the Contact Room for showcasing artists only?

No. We encourage all artists listed in ArtStarts Artists on Tour Directory (artstarts.com/aotd) and new showcasing artists to book a table in the Contact Room.

When and where does the Contact Room take place?

The Contact Room will take place on **Monday, March 6, 2017**. It will be open to delegates from **4pm to 6pm**.

The Contact Room will take place in **Pyatt Hall** (vancouverSymphony.ca/venues/pyatt-hall), located on the second floor of the VSO School of Music at 843 Seymour Street in Vancouver.

What else is happening while the Contact Room is open?

A reception (appies and wine) will be held in the Contact Room. We expect most delegates will attend the reception in order to mingle and to visit the Contact Room.

Registration and Pricing

How much does it cost to rent a table?

A table in Contact Room costs **\$50**.
There are no taxes applied to the table rental fee.

Can I share a table with other artists?

Sorry, we are not allowing artists to share tables in this year's Contact Room.

When is the deadline to register?

The deadline to register for a table at Contact Room is **February 15, 2017**. Table rentals will be assigned on a first-come, first-serve basis.

What is the cancellation policy?

No refunds will be given on cancellations.

How many tables are available?

There are **20** tables available.

How are artists selected to participate in the Contact Room?

Table rentals will be assigned on a **first-come, first-serve** basis as registration forms are submitted.

Audience

Who are the Showcase delegates?

Educators, administrators and community presenters interested in booking performances for young people are invited to attend the ArtStarts Showcase and Conference. Delegates include school district arts contacts and community arts programmers, all of whom book performances for young audiences in schools and theatres in their communities across British Columbia. Approximately 80 delegates attend each year.

When is the Contact Room open to delegates?

The Contact Room will take place on **Monday, March 6, 2017**. It will be open to delegates from **4pm to 6pm**.

Will I get a list of delegates attending?

You will receive a list of delegate names and which school district they represent when you arrive to set up your table. We cannot share delegates' contact information, such as email addresses or phone numbers.

Artist Tables

Where is the Contact Room located?

The Contact Room will take place in Pyatt Hall (vancouversymphony.ca/venues/pyatt-hall), located on the second floor of the VSO School of Music at 843 Seymour Street in Vancouver. It is a beautiful space usually used for music recitals, with high ceilings and wood features decorating the walls.

What is the layout of the room?

The Contact Room will be set up in a classic trade show style format. There will be 20 tables in the Contact Room. Most tables will be set up around the perimeter of the room, with some tables in two rows in the center of the room.

When are set-up and strike happening?

Set up will occur from 1pm to 3pm. All set up must be complete in order to welcome delegates when the Contact Room opens at 4pm. Tear down will occur after 6pm. More detailed instructions will be provided to participating artists.

Where do I go when I arrive to set up my table?

The Contact Room will take place in Pyatt Hall (vancouversymphony.ca/venues/pyatt-hall), located on the second floor of the VSO School of Music at 843 Seymour Street in Vancouver. An ArtStarts staff member will be on site to manage the Contact Room during set up, strike and open hours. More detailed instructions will be provided to participating artists.

What will my table look like before I set up?

Each table measures 6' x 2.5' and covered in a standard table cloth. 1-2 chairs will be available for each table.

What should I display at my table?

- Your display should clearly represent you as an artist. What images, materials, colours, etc, best show who you are?
- Include informational pieces such as brochures, posters, business cards, etc.
- Photos of performances help delegates visualize what it is you do.
- Consider bringing a laptop or iPad to display a slideshow of photos, play your music, or show a video.
- Please be sure to bring headphones, as sound cannot be played out loud.
- The best displays are clean and uncluttered.
- Consider using inexpensive materials to decorate your booth, such as coloured fabric to place over the standard tablecloth.
- Please note that you cannot hang items from the wall or ceiling.
- Be sure to practice setting up your booth at home first to make sure everything fits properly on a table measuring 6' x 2.5'.

Do I need to have someone manning my table at all times?

Yes. You should plan to have at least one person at your table to represent you or your group when the Contact Room is open to delegates from 4pm to 6pm.

What materials should I hand out to delegates?

Some ideas of promotional materials are: brochures, posters, postcards, press kits, business cards, CDs, DVDs, etc. Be creative, and also be sure to include pertinent information such as your name and a link to your website. Approximately 80 delegates attend each year, so plan your promotional items accordingly.

Can I sell my merchandise?

No. You may give away promotional items if you choose, however you may not sell any merchandise.

Will there be power outlets available for me to use at my table?

Most tables will have access to power outlets. When you register, please specify whether you will require a power outlet.

Will there be WiFi available?

There is WiFi available, but the connection can be sporadic in the Contact Room.

Can I play CDs or DVDs at my table?

Yes. You are responsible for bringing a device to play the CD/DVD, as well as headphones for delegates to use while listening/watching as sound cannot be played out loud. Also please bring a power bar or extension cords if required.

When can I access the Contact Room?

An ArtStarts staff member will be on site to manage the Contact Room during set up, strike and open hours. The Contact Room will be locked when not in use; artists will

not be able to access the room during these times. More detailed instructions will be provided to participating artists.

Is the Contact Room secured?

If you leave the Contact Room between set-up and opening hours, you should consider bringing valuable items with you when you leave. Please be aware of your valuable items at all times, including during tear-down. ArtStarts is not responsible for lost and stolen items.

If I can't attend Showcase in person, can I still send my promotional materials to be displayed?

Yes, you may provide promotional materials to be displayed on a table during the ArtStarts Showcase and Conference. Flat items that fit on a tabletop can be accepted (i.e. no large pop-up floor displays). The display table will be located at the entrance to the Contact Room.