



John Glenn Columbus International Airport Performing Arts Program

Artist Information and Guidelines Summary

On behalf of the Columbus Regional Airport Authority (CRAA), thank you for your interest in the John Glenn Columbus International Airport Performing Arts Program. We are pleased to participate as a sponsor of the Greater Columbus Arts Council's Street Performers Program, and to have the opportunity to highlight local talents on the Airport's Melodies in Motion stage.

Below are key details designed to provide performers the information they need to plan their performance at our venue.

Locations

- Performances are held in the center ticket lobby of the airport terminal; however, there have been occasions where music has been staged in baggage claim, and taken post-security for special events. This may be expanded to more frequent post-security sets in 2020.
- Note that during these events, the center area is commonly referred to as the Melodies in Motion "stage", and because there is not an actual constructed stage for these appearances, performance space can vary depending upon size of music group/dance troupe/event.

Performance Schedule

- To capture peak travel days, music performances are [typically] scheduled on Thursday and Friday afternoons 2:30pm-4:30pm, or 3pm-5pm; however, there is room for flexibility. Our experience has been that most musicians perform for 60 minutes to two hours. For two hour performances, a 10 minute break between sets is accounted for.
- All other event activities will be scheduled on a case by case basis.

Equipment (provided)

- CRAA provides the following sound equipment and accessories; however, as a precaution, performers are encouraged to pack their cabling in the event we do not have what is needed. **Note:** Please pack guitar cables as we do not currently provide.
 - Bose L1 Tower system with a T1 ToneMatch (mixer) and B2 bass module.
 - Mackie mixer is also available for larger bands.
 - Microphones and boom mic stands (2/each)
 - High stools (4/each) or regular chairs (upon request)
 - 36" round bistro table for promotional materials or to use as needed
 - 3' table to hold iPad/other as needed (upon request)

Performer's Responsibilities

- Performers are requested to arrive 30-45 minutes before start time to allow for set-up and sound check, particularly if they are unfamiliar with the Bose sound system.
- Performers are responsible for loading/unloading, set-up and breakdown of their personal property.
- Promotional materials, such as CD's and T-shirt, are permitted to be on display during your performance; however, the sale of such products while on airport property is prohibit. Feel free to direct people to a website for purchase transactions. We encourage you to bring business/promotional cards that can be given out to the public, but they must be removed at the conclusion of the performance.
- Tip jars and open guitar cases are not permitted; however, patrons offering tips directly to a performer and/or left on the table is totally acceptable and is a common occurrence.
- Because this is a professional, family-friendly environment, we request that no holey or tattered jeans or inappropriately designed T-shirts be worn, and appropriate song/lyrics be performed.

Sound Check

- Live performance volume must not supersede public address announcements or disrupt the customer's ability to conduct business with Airport partners (airlines, vendors or TSA).

- Acceptable volume level is at the discretion of the CRAA Customer Experience Coordinator.

Event Promotion

- Performance will be actively promoted on the Airport's social media sites including Facebook and Twitter.
- Sign announcement identifying performers, sponsors and set time will be on display in the center ticket lobby (Melodies "stage") the day of event.

Performer Compensation

- \$50/hour per performer paid directly by Greater Columbus Arts Council.
- Customized compensation will be considered on individual basis.
- Large group compensation varies and is at the discretion of the sponsors.

Parking

- Park on level 4 of the short term garage, or level 5 of the long term garage, as both are convenient to the escalator/elevators to reach the ticket level and performance location.
- In the event the garage is full (most Tues/Weds), contact the CRAA Customer Experience Coordinator at (614) 582-6098 for alternate parking options.
- Be sure to bring in your parking ticket for validation.
- If there is a need to unload several pieces of equipment, curbside arrangements can be made with the CRAA Customer Experience Coordinator.
- Pre-arrangements should be made with the CRAA Customer Experience Coordinator for any larger groups arriving by shuttle bus.

Cancellation Policy

- CRAA reserves the right to cancel or terminate a performance at any time in the event of an emergency and/or at the sole discretion of a CRAA representative to protect the health, safety, security, or convenience of the public.
- If CRAA cancels performance less than 24 hours in advance, performer will be paid in full.

- If CRAA provides no less than three (3) days advanced notice of performance cancellation, performer will not receive compensation.
- If performer cancels performance at any time, they will not receive compensation.
- When possible, performers are requested to provide at least three (3) days advanced notice of performance cancellation when possible.