



City of Arts & Innovation

## **25<sup>th</sup> Annual Riverside Festival of Lights Call for Professional Entertainment**

The City of Riverside is proud to host the 25<sup>th</sup> Annual Riverside Festival of Lights holiday program, taking place from Friday, November 24, 2017 through Saturday, January 6, 2018, in beautiful Downtown Riverside. The annual *Festival of Lights Switch-On Ceremony*, produced by the Mission Inn Hotel & Spa and the Greater Riverside Chambers of Commerce, will take place on Friday, November 24 at 4:30 p.m., with more than 75,000 expected to be in attendance. The *Festival of Lights Switch-On Ceremony* will launch six weeks of outdoor winter wonderland festivities for all to enjoy.

The *Festival of Lights* features a spectacular exhibition of over five million lights, a culturally-diverse selection of family-friendly live performances, and holiday food and gift items. This unique event draws more than 500,000 visitors to Downtown Riverside each year. Every year the *Festival* has also been featured on local radio and television stations and publications.

The City is contacting all professional entertainers who have previously participated in and/or expressed an interest in performing at the *Festival*.

### **PROGRAMMING INFORMATION**

Beginning on Saturday, November 25, 2017 and continuing through Saturday, January 6, 2018 the City of Riverside will be programming entertainment along Main Street Riverside. Live entertainment will be provided on a daily basis as follows:

#### **November 25, 2017 – January 6, 2018**

Monday – Thursday	5 – 10 p.m.
Friday	5 – 11 p.m.
Saturday	Noon – 11 p.m.
Sundays	Noon – 10 p.m.

Time slots are booked taking into consideration the type of performance, the amount of time needed to set-up and tear-down, and the length of the performance. When completing the attached Performance Application, please indicate the amount of time you will need to set-up, tear-down and the length of the performance (sets and breaks combined).

Entertainer(s) will be required to check-in with the Sound Technician no less than 15 minutes prior to their performance time. Check-in times may vary depending on the amount of time needed for set-up.

### **STAGE/SOUND/LIGHTING INFORMATION**

The City will be contracting with a production company to provide multiple stage locations throughout the venue. Chairs and music stands that are needed for the entertainers' performance are the sole responsibility of the entertainer(s). Risers, if needed, will be provided. If you would like to make special arrangements or would like more information from the production company please let us know.

## HOW TO GET INVOLVED

Entertainers interested in participating during the *Festival of Lights* will need to fill out the attached Performance Application. The Application will allow you to indicate which date(s) you/your group would prefer to perform. Scheduling will take place on a first-come, first-served basis. It is the goal for City staff to incorporate entertainers as needed based on the appropriateness as it relates to the *Festival of Lights*. This Application will also help the City collect information about each entertainer so that the City may include performance information on the *Festival of Lights* website and in the *Festival of Lights* Program. The more complete the Application, the more information we will be able to provide the audience.

**Note: Please keep in mind that it is expected for you/your group to perform for the entire duration of your allotted performance time. If necessary, please come prepared to perform multiple sets to fill your allotted performance time.**

We recommend that you submit your Application as soon as possible to ensure you get the date and time you would prefer.

Once complete, please remit the Request Form to: [SpecialEvents@riversideca.gov](mailto:SpecialEvents@riversideca.gov)

Submitting the Application does not guarantee a booking at the *Festival of Lights*. Once your Application is received, the date requested as well as compensation need to be approved by the City. If your request is approved you will receive a letter with an attached Confirmation. The Confirmation will highlight the performance date and time that are **reserved** for you/your group. In order to **book** your date and time, the original signed Confirmation must be received in our office within fifteen (15) business days of the original mailing date. If the signed Confirmation is not received in this time frame we will release the time slot.

To ensure entertainers are paid on the date of their performance, the following three (3) documents must be submitted with your original signed Confirmation no later than Friday, November 3, 2017 at 4 p.m.

- 1) One invoice for each date you have been confirmed to perform;
- 2) A completed Form W-9; and
- 3) A completed Vendor Form.

Note: The City of Riverside reserves the right to cancel and/or reschedule performance(s) as necessary. Cancelled performances will not be compensated.

## ADDITIONAL INFORMATION

It is known to get very chilly by the *Festival of Lights* Entertainment Stage. We recommend bringing warm clothing. Changing rooms will not be provided.

If you need additional information or need assistance filling out the Request Form, please contact via email at [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov).