

Terms and Conditions

2027 Private Showcase Room Hosts

**All Hosts are required to read and agree to all terms.
(Terms have been updated since last year)**

Regarding the individual presenter ("Host") of private showcasing ("Private Showcase") musical acts during the Private Showcase portion of the 2027 Folk Alliance International Conference (the "Conference"), to be held at The Hilton Chicago ("the Hotel") located at 720 S Michigan Ave, Chicago, IL 60605, from January 27 - 31, 2027, is as follows:

I. FOLK ALLIANCE INTERNATIONAL (FAI) WILL:

1. Designate non-smoking floors in the Hotel as music floors for Private Showcases;
2. Provide a Fire and Alcohol Rules and Regulations (FARR) safety protocol mandatory attendance training session for all hosts;
3. Arrange for the Hotel to offer a special catering menu to Hosts for purchase of food for room hospitality;
4. Include a schedule of all Private Showcases in the Pocket Guide, Conference App, and online;
5. Provide Hosts advertising space and marketing opportunities for purchase in the Conference App, Pocket Guide, and at the host hotel;

6. Provide identifiable volunteer security on each designated music floor during Private Showcase hours;
 7. Permit Hosts to hang posters (using painters tape) on the Private Showcase music floors (posters are not permitted in any other conference area, in elevators, or on elevator doors);
 8. Provide video screens in common conference areas displaying digital ads (additional costs apply);
 9. Not have influence on or responsibility for the selection and booking of artists for Private Showcases; and
 10. Track the number of private showcases for each artist to ensure that the cap of no more than six private showcases is maintained.
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II. PRIVATE SHOWCASE HOST OBLIGATIONS

1. Host understands that the Private Showcase segments of the Conference are official events and that Hosts shall be bound by all of the rules and regulations of the Conference, as well as those of the Hotel.
2. Host agrees that all of the terms and conditions in this agreement will be met and/or understood prior to the Host booking or confirming a room or suite on the designated Private Showcase music floors of the Hotel.
3. Host agrees and understands that any failure to abide by this Agreement or the rules and conditions of the Conference, as well as all of the rules of the Hotel, may result in the loss of Host's Private Showcase room/suite, and the Host's conference registration badge, without refund.

4. Host agrees to indemnify and hold FAI, its officers, agents and employees, harmless from any liability, loss, or damage suffered as a result of claims, demands, costs, judgments, or lawsuits due to the actions and/or negligence of the Host, or their agents, employees, volunteers, guests, invitees, or showcasing artists.

5. Host is solely responsible for the costs of conference registration, showcase hosting fee, showcase room rental, advertising, transportation, accommodation, meals, any/all production costs related to the presentation of a Private Showcase, and/or any other costs of attending and participating in the Conference.

6. Host must pay a Private Showcase Hosting application fee for each room they host performances in. This fee is separate from the cost of the room, chair rental, bed removal, hospitality, and conference registration. Failure to pay fees in a timely manner may result in loss of future opportunities to host Private Showcase rooms. FAI will reimburse the fee if an in-person conference cannot occur; otherwise the application fee is non-refundable.

7. Host agrees to attend the Fire and Alcohol Rules and Regulations (FARR) training session provided by FAI and the Hotel, in advance of setting up and presenting in a Private Showcase room/ suite. Failure to attend the FARR Training session results in immediate termination of this agreement.

8. Host, and any associated room hosts, assistants, and all Private Showcase artists (and their accompanists) must be registered for the Conference. The Host is responsible for confirming their participants are registered. Failure to register for the conference may result in future penalties as defined by FAI.

9. Host agrees to abide by the Terms (Section III) for producing and presenting Private Showcases at the Conference, and to ensure all showcasing artists are aware of and follow these Terms. Failure to observe the Terms will constitute termination of this agreement, warrant closure of the Private Showcase room, and may result in withdrawal

of the Host and/or artist(s) Conference registration without refund.

10. Host is responsible for managing the activity of all individuals in their Private Showcase room/suite and are required to report issues to the FAI Private Showcase Coordinator, FAI security volunteers, or Hotel security.

11. Host is responsible for reiterating the private showcase limits to artists. The limit is six private showcases per an artist.

III. TERMS FOR PRIVATE SHOWCASES

1. **TRAINING:** Every Host is required to attend a training session that goes over Fire and Alcohol Rules and Regulations (FARR) prior to setting up their Private Showcase room. FAI will provide two opportunities. Attendance will be taken and a mandatory FARR information sheet (to be posted on the inside of the Private Showcase room door) will be distributed to Hosts. Without exception, failure to attend the mandatory training session or post the FARR information sheet will terminate this agreement and will end the Private Showcase.

2. **TIME:** Private Showcases shall not start before 10:30 PM. All Private Showcase will end by 3:00 AM.

3. **ROOM:** Hosts are required to book a room for a minimum of three nights.

4. **POSTERS:** Hosts are permitted to hang posters on the Private Showcase music floors and stairwells using painter's tape. Posters are not permitted in any other conference area, in elevators, or on elevator doors. The full poster policy is posted on the conference website.

5. **TAPE:** Only painters tape or 3M Command Tape may be used for hanging posters, decorations, or lights in the hotel. A fine of \$25 per violation will be levied against anyone who uses the incorrect tape.

6. **SAFETY:** Fire detectors and alarms in each room/suite must never be concealed or have anything hung from them. No furniture or free standing items or displays are permitted in the hallway outside the Private Showcase room/suite. Instruments and cases must not be stored in the hallway.

7. **SOUND: Private Showcase Rooms (acoustic only):** Sound systems and amplification are **not permitted** in standard Private Showcase rooms. Exceptions: small keyboards, naturally quiet instruments, and very small electric bass/guitar amps for instruments that do not make sound without the use of an amp. Amps can be checked out at the FAI instrument check room the day of the showcase, first come first served.

SOUND CONTINUED: Suites & Premium Rooms (amplification permitted): The Chicago Hilton is in a unionized hotel with strict rules on professional sound, so Premium rooms will work differently than in past years. Modest amplification is allowed in Suites and Premium rooms until 3:00 AM in the following formats:

- **Small PA:** A small (8" typical) powered speaker with no more than 3-channels to support vocals will be allowed with a roving union engineer who will set up the system at the beginning of the night, then move from room to room as support. These systems should not require a mixing engineer and small adjustments can be made by the artists/hosts. Amps are still allowed for instruments that do not make any sound otherwise.
- **Full PA:** A PA with 4 or more channels. Hosts source their own PA. A union sound engineer is required at \$1,000/night. This amount is figured into the cost of the room.

FAI staff and/or designates have final authority over volume levels at all times.

8. **PERCUSSION:** Drum kits and bass drums are NOT PERMITTED at any time in any private showcase room or suite. Percussion may be used judiciously and MUST NOT

disturb any adjacent rooms. FAI staff and/or designates have absolute authority to determine appropriate volume levels and will stop the use if the volume level is not maintained as requested.

9. **FURNITURE:** Any rearranging or removal of furniture from Private Showcase rooms/suites may only happen with the express permission of the Hotel as managed by FAI. Extra chairs may be reserved in advance and rented from the hotel, as managed by FAI. FAI shall not be liable for any related fees, expenses, or damages.

10. **LIGHTING:** No candles or open flame of any kind are permitted at any time. Electronic candles, Christmas lights, or additional lamps are permitted. LED lighting is encouraged. Changing Hotel lamp bulbs to low watt colored bulbs is permitted (originals must be replaced). Lighting must not be covered with cloth of any kind and must be kept away from all fabric/curtains.

11. **ARTISTS:** All Private Showcase artists (and all accompanying musicians) must be registered for the Conference and must comply with the Private Showcase Terms. Hosts are responsible for ensuring that all Private Showcase participants are registered prior to advertising their Private Showcase list in Conference materials, and must ensure all artists are aware of the Terms.

12. **ACCESS:** Only registered conference delegates are allowed on the Private Showcase music floors during performance hours. NO PUBLIC TICKETS are sold for the Private Showcases.

13. **LISTINGS:** Hosts are responsible to provide accurate Private Showcase schedule information to FAI for the Pocket Guide and Conference App.

14. **FOOD AND BEVERAGE:** External food and beverage is allowed in hotel guest rooms on level 5 and up. The 4th and 5th floor "Meeting Rooms" are not allowed to have external F&B and must go through the hotel F&B for refreshments for their rooms. Folk Alliance International will facilitate this process.