



MARYLAND
STATE ARTS
COUNCIL



Organized by:

PJMA
Power Jam Music Alliance

All Events are: Tobacco Free
Drug Free
Alcohol Free
Obesity Free

Park Rock Arrival Info.

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Park Rock Contacts

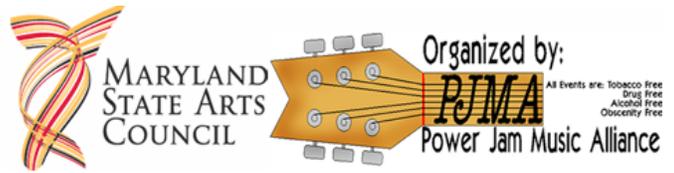
Here is who to contact while at the Park Rock Site:

- Director: Fred Heather 240-925-8659
- Executive Producer: Drew Zimmerman 717-348-0726
- Admissions: Sue Heather 240-925-5347

Performance Contract

Only the names signed on the contract will be allowed in to the event as an Artist or staff member. Everyone else is expected to pay the \$20 gate fee or have an advance ticket (\$15-\$10). Artist's parents and guardians are required to pay the gate fee.

As part of your artist's booking you provided the artists group's members names and contact person. We also need the name of your group's roadie. If you have not do so already please reply to this e-mail with the names of your group's roadie (normally we allow only one roadie).



All artist's group members, roadies and staff will be put on the access list so they can be issued a no fee wrist denoting they are Artist group members and a parking pass for in the Production Parking Lot.

Directions

The address for the Park Rock Fest site is:

Saint Mary's County Fairgrounds
42455 Fairgrounds Rd
Leonardtown, MD 20650

However, the production entrance for the Artists and Staff is further south on Route 5 to the backside of the fairgrounds. The address to the back entrance is:

23896 Point Lookout Road
Leonardtown, MD 20650
38.269777, -76.608079
38°16'11.2"N 76°36'29.1"W

The turn will look like the picture below. If you are at the gas station, opposite the school you need to travel south an 1/8 mile.



Arrival, Unloading and Parking

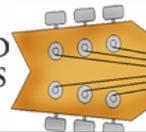
All artists are expected to support the entire event and to remain onsite from load in until gates close.

We have a hard load in time of 9 AM for local artists (bands/DJ's) and 10 AM for touring acts. You must be on time for load in or you risk losing your spot on the lineup. The morning check-in will give the artists adequate time to check-in, provide their stage pass to their stage producer and setup a merch tent.

Artists that are not on-site and checked-in by 10:30 AM will be replaced by the hot backup artists. The late artists will be placed in the Hot Back-up list and get the next available slot if there is one, no guarantees.



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When artist's group members arrive by the back production entrance, they should park in the back fairgrounds Production Parking Lot and walk up to the Production Check-in Gate on the left at the end of the road into the fairgrounds, the gate staff will ask everyone to show their driving license to verify their name with the access list. Artists group members will then be issued na Artist access wristband and if appropriate an over 18 years old wristband, if they must smoke tobacco or e-cig. (note: the police are enforcing the state law that forbid minors having or smoke tobacco products).

>>>>Smoking is only allowed in the Smoking Areas<<<<<

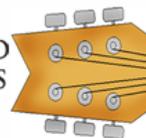
Warning: If a group's staff is not on the access list they must pay the \$20 gate fee and then have to find Sue Heather to get a refund.

Concurrent with getting wristbands, the gate staff will ensure that we have the signed Artist contract, log-in that your group is on site, and settle advance ticket sales.

Lastly, the group will be issued a Stage Pass. At the earliest opportunity provide the Stage Pass to the producer for your stage where the Artist is to perform. **The producer will only be allowing Artists that have provided a stage pass to play.** The Stage Passes are being used to coordinate the artist check-in, allow the stage producer to know the Artist is on site, and available to play, and to record that the Artist has performed.



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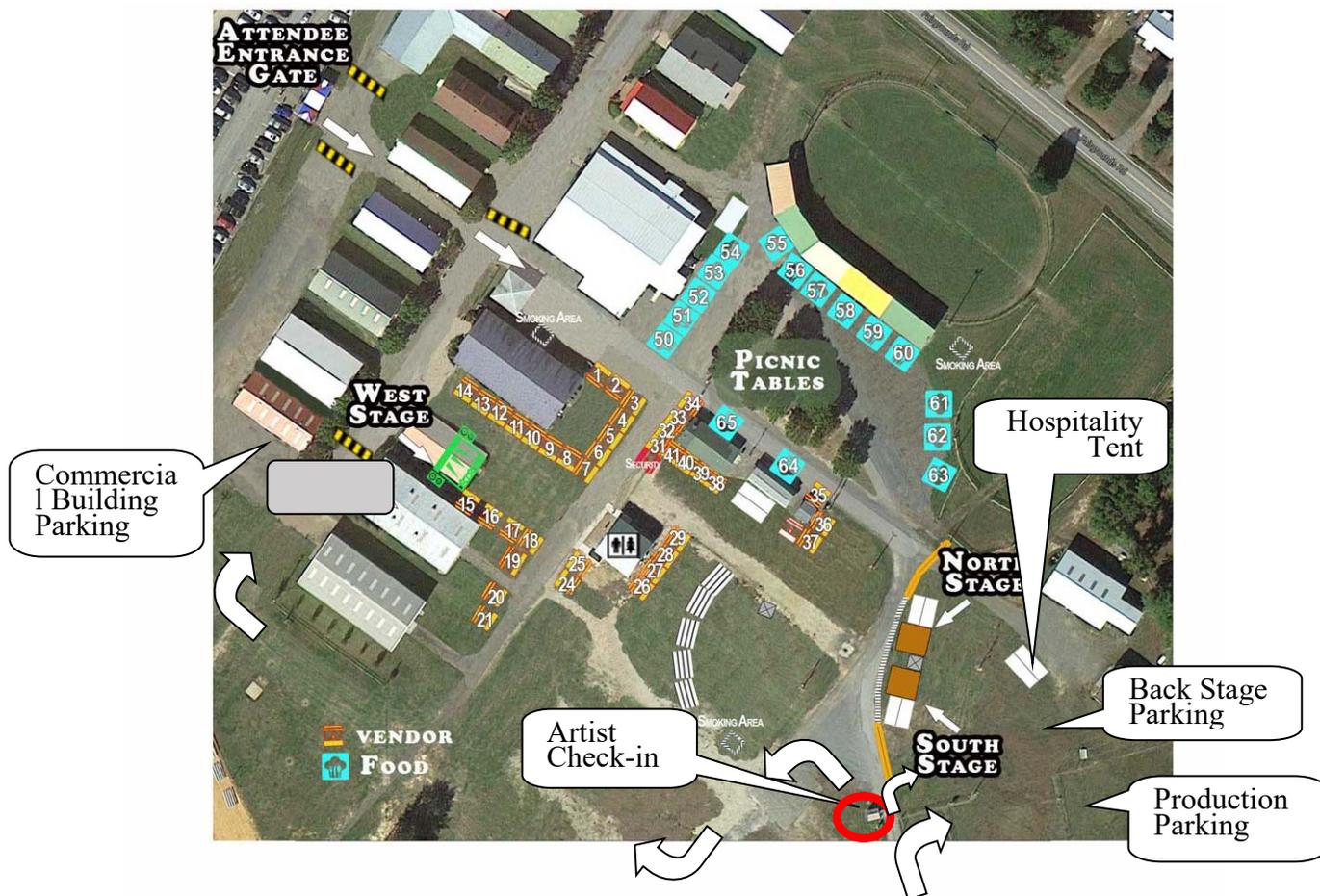


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If your Artists is not performing within 90 minutes of your arrival time on any of the 3 music stages or the Cuantm Flix venue, then park your vehicle in the Production Parking Area in the back of the fairground and walk through the Artist Check-in gate to your assigned stage to meet your Stage Producer and provide your Artist's Stage Pass and get from the producer any updates on the stage's program. After meeting with the Stage Producer then setup and staff your merch table until 90 minutes before your set time.



If your Artists is performing on the North or South Stage within the next 90 minutes Then, drive in the Production Check-in Gate, (Note: Get the Artist's group members on the access list to avoid being kept outside and having to pay the \$20 gate fee, yuk!) immediately after the gate make a right turn onto the grass area behind the North and South Stages, drive around to the rear and park. Carry the Artist's gear to the appropriate north or south white staging tent and keep it there until the Artist moves on the stage. There will be guards at the staging tent. The guards will only allow people with Artists or staff wristbands access to the tent. Please pick a spot for the Artist's gear and try to keep it together. Space is limited so do not go there earlier than 90 minutes. Please provide your stage producer with your Stage Pass if you have not done so. After unloading at the North or South Stage, please drive the artist's vehicles to back-stage parking areas away from the stage. That will leave space for the next groups to have parking space behind the stage.



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If you are performing with Acoustic West Stage within the next 90 minutes Then drive in the Production Check-in Gate, (*Note: Get the Artist's group members on the access list to avoid being kept outside and having to pay the \$20 gate fee, yuk!*) immediately after the gate make a left turn onto the pavement, drive around on the left keeping to the south side of the fairgrounds over to the Commercial Building Parking Area. Leave your vehicles parked in the Commercial Building Parking Lot. Carry the Artist gear to the Outdoor Pavilion for the Acoustic Stage. Please pick a spot for the artist's gear and try to keep it together. Space is limited so do not go there earlier than 90 minutes. (**Put mailing address labels on all your artist's gear, so there will be no confusion as to who owns the gear and who to return it to if left behind!**). Please provide your stage producer with your Stage Pass if you have not done so.

Note: Put mailing address labels or artist's stickers on all artist equipment to make it easy to decide ownership. Artists may want to bring signs or a cloth sheet with then artist's name to cover all the artist's gear while in the staging areas

Although we have guards and staff people in the staging areas, PJMA is not responsible for the Artist's gear in these areas. Please be respectful of other's gear and hold no-one harmful for missing or damaged gear.

Setup & Getting on Stage & Off Stage

- Lineup times will be sent in a separate email.
- At 2 hours before the Artist's performance time, the producer will be checking the Artists check-in list and cross checking with the Stage Passes. *If the Artist is not checked-in and has not provided a stage pass, then the producer will start to arrange for a replacement act from the standby Artists.*
- At no less than 60 minutes before the Artist's performance time, the Artist must be present in the appropriate area for their stage (**please have the Artist's gear assembled and ready be put on the stage**).

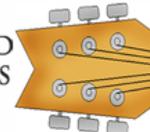
Please be advised that if the Artist's whole group is not in the staging area 60 minutes before the Artist's performance time, the producer may cancel the Artist's act and replacing the Artist with a standby Artist for the slot and not rescheduling Artist (the missing Artist will become a standby Artist).

The Producer for the Artist's stage will greet the Artist and advise the Artist on the status of the program; when you are expected to play, when and where to move the Artist gear on the stage and ask for last minute updates to the Artist's bio/history. The stage's staff members are listed on the www.parkrock.com website for the appropriate stage.

The North and South Stages will alternate break times between Artists. While one stage has an Artist's group performing, the other stage will be exchanging groups. When the group's performance ends, the other stage's group should begin playing. Please be respectful of the other groups and the program overall and stick to your set time without running over. Please respect the performing Artist by keeping quiet. The goal is to have non-stop music for the audience. The Artist's group must plan to move on to their respective stages 30-45 minutes before their set time.



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The Acoustic West Stage has 10 minutes to exchange acts, this should be easy since it only involves acoustic instruments. The Cuantm Flx venue will have a hot position to swap in DJ equipment allowing non-stop EDM music for the audience.

If fans want to talk with the artists after a performance, then have them meet the artists at the Artist's merch tent or the Park Rock Artist Meet and Greet once the artist loads out their gear safely in their respective vehicles (as described next)

Load Out

North and South Stage After performing, first move the artist's vehicles from the Artist and Staff Parking Lot to the appropriate backstage access area for their respective music stage.

Once parked out in back behind the staging tent, move the artist's gear from the staging tent to the vehicles. After loading please relocate the artist's vehicle back to the Artist and Staff parking lot, so that other Artists can access the staging tents to load and unload.

West stage Pack up your gear and carry it back to your vehicle parked in the commercial Building parking lot. When you leave the fairground, please exit out the back Production Gate.

Only Artists and their group have in and out privileges throughout the event. Wristbands and names will be checked each time a person re-enters. We will be at the park from 7 AM to 11:30 PM. The gates open for the public at 11 AM and close at 10 PM. Artists performances are from Noon to 8:30 PM.

Money

The amount of money that will be paid was agreed when the artists signed their respective contract. After the artist has performed and loaded out they should check with the Stage Producer to find out the time when the Artist's stage pass will be provided to the Admissions Team. Once the Artist's stage pass has been received at the admissions team the Artist may send the contact person on their contract to the General Admission gate to get paid according to their respective contract. Advance Ticket Sales will be settled at Artist Check-in.

Promoting and Posters & Flyers

The big poster and small postcard flyers can be picked up from Fred Heather (call 301-863-5782, cell 240-925-8659). The Artist's can also download the flyer from www.pjma.info or www.parkrock.com. The most important thing is to get the word out about the event and the Artist's performance.

All local Artist's are expected to obtain promo materials and distribute these throughout the Southern Maryland areas. We have several street teams helping to promote the event but everyone is expected to add to these efforts.

Advance Tickets

The normal price is \$20 at the Gate. Advance Tickets are \$15, either on-line from the www.parkrock.com website or from retail music stores (Island Music in La Plada MD and Allegro Music in Lexington Park MD)

For 2018 we are providing the bands the option of selling tickets with a big incentive. For each ticket sold by a bands at \$15 they will get \$3.50, up to 30 tickets. For every ticket sold over 30 tickets incentive goes up to \$6. For example, a bands that sells 30 tickets, will get paid \$140, if



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they were to sell 15 more that would add \$90 for a grand total of \$230. 5/\$5 up to 15. \$10. The incentive would be provided at check-in. (For Artists that have a contracted fee, that fee would be subtracted from the incentive and the fee paid as described in the money section above.)

Solo Artist on the Acoustic Stage have a different incentive package. The artist is to sell a minimum of 5 Park Rock Fest Advance Tickets at \$15 each (Total value \$75 to PJMA). The artist receives a \$5 bonus for each ticket (\$25 bonus) up to 15 tickets (\$75 bonus) and \$10 bonus for all advance ticket sold greater than 15 by the artist. All monies from advance tickets sales and unsold advance tickets shall be provided to PJMA upon check-in at the Park Rock Fest and bonus will be also paid at check in.

Food & Drinks

There will be snack, lunch and dinner provide to the Artists (and their group) at the backstage hospitality tent. At the stage sound booths there will be free water for the Artist's group. For the Artist's performance please take no more than 1 bottle of water per member at a time and no more than 2 total per member.

Clean Performances

We have developed a reputation for clean obscenity free performances. Everyone was highly impressed with the professional performances of the Artist's and their audience in past years. We have many vendors and community groups that have signed on with this event because it is obscenity free, alcohol free, tobacco free. The contract goes into the details of the high standards we operate by. Please make sure all the artist's group members have read the sections of the contract that define these standards. Practice your songs and stage act so that it will be a clean Park Rock Fest. Our hard work has drawn a lot of attention. We are all going to benefit greatly by continuing to keep these high standards at the Park Rock Fest 2018.

PJMA & Park Rock Merchandise

We will have a PJMA merchandise booth where we will be selling Park Rock T-Shirts and Posters. Show your artist wristband and get a special unadvertised wholesale discount on all PJMA merch.

Sound & Electrical Support

The basic setup for all stages are 3 vocal mic's, 2 instrument mic's, drum microphones, bass guitar direct line-out, two DI boxes (for keyboard or bass without direct out) and CD Player. (We do not provide backline equipment/instruments) If the group needs more or special support for sound please send me an email fred@pjma.info and we will try to accommodate the artist's needs. For electrical support there will be one GFI outlet on the stage with 4 sockets. The acoustic stage will not have drum mic's. The Cuantm Fix venue will have Left and Right PA inputs (XLR and ¼ phono plug) and power. Please bring artist's extension cords and plug strips to extend the power to the artist's equipment. Again if the artist needs more, please send me an e-mail fred@pjma.info and we will try to accommodate the artist's needs. Our stage producers are contacting artists for their stage plots.

Artist Merchandise Sales

Artists can setup in any open vender space not used by paying vendors. Please check on-site Facility Coordinator, if there are any questions about where to setup. The suggested artist's merch area is a 12 by 12 or smaller free standing canopy tent, with a table and chairs and



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anything else needed to display the Artist's merch. **Artists are responsible for bringing tents, table, chairs and etc.** We highly encourage Artists to merch before and after their performance on stage. We do not tax or restrict the quantity of Artist merch sales. The fans need to know when you play, what is the Artist's sound and where can they find the Artist's next. It is all about exposure!

Meet & Greet (Artist Photo and Autograph Session)

There is a special area set aside at the PJMA Merch booth for Artist's to hold a Meet and Greet, including a Photo and Autograph Session. We will have a photographer at the booth with a special park rock back drop. Each Artist is required to come to the booth and get at least one picture taken of the Artist (and group). These pictures will be printed out and are to be autographed by the Artist's group, then sold to a fan. A portion of the fee will be given back to the artist for each autographed picture sold. Fans can join their favorite Artists in a special picture too; be sure to autograph that picture; the fan pays for the picture. The stage producer will provide the artist with the time schedule for the artists to be at the autograph and Picture Booth that will not conflict with their performance schedule and stage setup or take down.

Press

We are accepting press/photo requests for Park Rock 2018. Only approved press personnel will be allowed to use professional equipment at the event. You can direct interested press to fred@pjma.info for approval. We will be allowing the use of personal cameras and cell phone cameras by patrons. If your artist has specific photo or press requirements please make us aware of these needs to fred@pjma.info.

Artist BIO

The artist can help promote by writing up a short bio of the artist. Here are the facts we would need to have:

- Name of each member and crew member, what is their part in the artist group
- Describe the music the artist makes and or who influence/inspires the artist's music:
- Where is the general area the artist is from
- How long have they been playing together and are they from other groups with more time and experience
- What Artist merchandise is sale here at the fest: CD, T-Shirt or other good stuff:
- What is the Artist's website
- Where is the Artist next performance
- Any other information the Artist would like to be known about the Artist (record label, tours, breakup, managers, news)
- Stage plot (where you want gear and artist group members)
- Press/Photo requirements
- Special Needed set up items

Please send me an e-mail fred@pjma.info with the above info and I will make it available to the producer.