



**New England Center Creative Arts
STAGE Demonstration Request Form**

September 13 – 29, 2024

Group or Individual Name:		Town/City, State of Group:		
Contact: First Name	Last Name	Email		
Street Address		City	State	Zip
Phone Number	Cell phone	Description of What Demonstrating		
Emergency Contact Name		Relation		
Emergency Contact Street Address		City	State	Zip
Emergency Contact Phone	Emergency Contact Cell phone			

Demonstrator stage time should be a minimum of 30 minutes, plus questions and answer time. The stage will be reserved for 1 hour for your presentation. If additional time is needed, please contact Creative Arts. Stage times will be scheduled for Monday-Friday from 10:00 am to 7:00 pm. If time is available, you may sign up for additional times. If times are selected back to back, such as 1:00 and 2:00, the demonstrations must be different topics.

Date(s) & Time(s) Requested FOR STAGE DEMONSTRATION: _____
 (Please be flexible and give alternative dates/times if possible. 4-H groups also use the stage some Mondays & Fridays and will be given priority.)

Number of 6 ft. Tables Requested ____ **Number of chairs** ____ **Electricity Needed? Yes or No** (please bring extension cords)

Number participants per presentation _____ (Max 6 – Each participant must be part of the demonstration on stage)

PASSES REQUESTED: Number of Persons Participating _____ **Parking Passes** _____

One Lot 1 (on grounds parking) will be provided per group per day. Please plan to carpool and use alternate parking.

Non-Profit Groups- Donation Checks should be payable to: _____

Please attach a complete list of all people participating with date/times and their emergency contact information. The list of participant information must be provided by August 15.

Note: credentials are only for those demonstrating with your group on stage. Fair management has the right to limit the number of credentials requested.

Parking: The employee parking lots are in Agawam and West Springfield. The shuttle will drop you off at Gate 4 which is closest to the New England Center. You may put your items in the back of the van if not too large. One Lot 1 (on grounds parking) will be provided per group per day. Please plan to carpool and use alternate parking.

Tickets/Parking Passes are to be picked up in person to avoid loss by a representative for the group and a signature is required to insure they are provided to the correct person/group. They will be available in the Creative Arts office in the New England Center, please call for pickup dates and times.

Reminder: Someone from your group must check in at the Creative Arts office near Door 2 of the New England Center upon arrival the day of your demonstration.

Please let us know if you have any questions. Creative Arts: 413-205-5015 or CreativeArts@TheBigE.com.

I have read and agree to abide to the Demonstrator Stage Guidelines _____

Please sign

Return form to: New England Center Creative Arts, Eastern States Exposition, 1305 Memorial Avenue, West Springfield, MA 01089

OR email CreativeArts@TheBigE.com

Please List all People Participating

GROUP NAME:			
First Name	Last Name	Email	
Street Address		City	State Zip
Phone Number	Cell phone	Group Name	
Emergency Contact Name		Relation	
Emergency Contact Street Address		City	State Zip
Emergency Contact Phone	Emergency Contact Cell phone		

First Name	Last Name	Email	
Street Address		City	State Zip
Phone Number	Cell phone	Group Name	
Emergency Contact Name		Relation	
Emergency Contact Street Address		City	State Zip
Emergency Contact Phone	Emergency Contact Cell phone		

First Name	Last Name	Email	
Street Address		City	State Zip
Phone Number	Cell phone	Group Name	
Emergency Contact Name		Relation	
Emergency Contact Street Address		City	State Zip
Emergency Contact Phone	Emergency Contact Cell phone		