

## 1. EXHIBITIONS.

- a. Requests for performances are to be submitted on an Exhibition Request Form to be received by the Exhibitions Committee no later than December 1<sup>st</sup>, 2016. Send completed and signed forms by email to [tangodancer@cox.net](mailto:tangodancer@cox.net).
- b. Time schedules. A draft exhibition schedule for each night of performances will be sent to the email address provided on the Exhibition Request Form no later than **December 26<sup>th</sup>, 2016**. Performers will notify the Exhibition Committee of any desired changes/updates to [tangodancer@cox.net](mailto:tangodancer@cox.net).
- c. It is the Instructor's/ Primary Contact's responsibility to ensure that the information provided on the Draft Exhibition Schedule is correct (spelling of names, studio, etc.).
- d. Upon receiving showcase day/set, any change request must be received by Dec 28. Change in lineup only accepted to allow for costume changes.
- e. Music for the exhibition must be dropped off at the event registration desk by the time indicated below.
- f. During the event any last minute changes requested in the event of cancellations, change in performers additions/deletions or music and must be received by Shelly Brogan by 1:00pm the day of the performance/exhibition to be included in the program/lineup (changes will be accepted at the event registration desk).
- g. Last minute changes or changes after 1:00 pm must be made directly to the DJ that evening to ensure accuracy of play list & to eliminate time lapses for other participating performers.
- h. Bios are encouraged but not required. Only names and studio will be mentioned in the introduction to the exhibition and the bio information must be submitted along with the Exhibition Request Form. However, bios will be published as part of the nightly exhibition program
- i. Copies of the Exhibition Program for the evening will be distributed at each table in the Main Ballroom.
- j. Exhibition Programs will be posted by 2:00pm each day on the bulletin board next to the Event Reception Desk on the 2<sup>nd</sup> floor.