

2023 Somerset County Diversity Festival Performing Artist Application and Guidelines

SCOPE OF WORK:

Somerset County is seeking artists and community groups to deliver art forms that reflect the diversity of the various cultures that exist in Somerset County. Artists will perform at the Somerset County Diversity Festival on Sunday, October 15, 2023, between the hours of 12:00 p.m. and 4:00 p.m.; 30 or 45 minutes for musical performances, and 10 to 15 minutes for dance performances. **Completed applications must be sent to grzella@co.somerset.nj.us on or before Monday, July 17, 2023.** Partial applications will not be considered.

RESPONDENTS MUST ON PAGES 3 and 4 OF THIS DOCUMENT:

1. Provide the name and address of the organization, along with name of the primary contact, primary contact phone number, primary contact email and website if one exists.
2. Select one of the following spaces for their performance:
 - **Show Mobile:** This location can only be used for large music performances with a max of eight (8) performers. No dance performances can take place on this stage. The Show Mobile has a stage that is 14 feet deep and 32 feet wide and its own sound system with:
 - A 32 Channel Behringer X32 Digital Mixer
 - 6 top speakers which are flown from the roof of the stage - EM Acoustics EMS – 122
 - 4 subs each box contains (2) 18” woofers - EM Acoustics MSE – 118
 - Approximately 16 SM 58 Microphones
 - Approximately 10 SM57 Microphones
 - 1 Drum kit Microphone set, includes (1) kick microphone and (3) SM 57 microphones
 - 8 stage monitors with 8 mixes
 - The County will provide a sound engineer for the system, but performers are permitted to bring their own and to use discretion about whether that person should be counted as a member of the band.
 - **Dance Stage:** This location will be used for various dance performances with a max of eight (8) performers. The stage will be 16 feet deep and 16 feet wide, carpeted with a 2 foot rise off the ground.
 - Sound equipment will be available at this location; artists must provide a flash drive in .wav format with music or contact festival organizers to make other arrangements.
3. Indicate if respondent has any potential scheduling conflicts on October 15, 2023, between the times of 11:00 a.m. and 5:00 p.m.
4. Provide a stage plot and list of technical needs that the County must supply (e.g.: Electricity, sound system, etc) if applicable.
5. All artists performing at the 2023 Somerset County Diversity Festival are required to sign a Hold Harmless agreement and provide a certificate of insurance naming the County of Somerset and its officers, agents, employees and volunteers as additional insured and specifically name the Somerset County Diversity Festival, Sunday, Oct. 15, 2023, 12:00 p.m. to 4:00 p.m. Respondents must indicate that they will provide a certificate of insurance or are willing to provide a certificate of insurance, but need more information about how to secure a certificate of insurance. Insurance requirements are as follows:
 - a) Evidence of Comprehensive General Liability Insurance: the minimum limits for this insurance shall be \$1,000,000.00 for bodily injury and \$50,000.00 for property damage.
 - b) Evidence of Workers Compensation and Employers Liability Insurance in accordance with the requirements of the laws of the State of New Jersey.

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FEE SCHEDULE:

Artists will be contacted by Somerset County and will be paid an honorarium which will be mailed to artists following the completion of the festival the week after October 16, 2023:

Show Mobile Performance: \$200.00 per musician with a cap of \$1,600.00.

Professional or Community Dance Groups: \$200.00 per adult dancer with a cap of \$1,600.00

Dance School Performances: Flat rate of \$200.00.

Respondents must indicate if the fees outlined above are acceptable.

Performers/Organizations must provide a valid W-9 in order to be paid.

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor no later than Monday, September 18, 2023. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision.

In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

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Somerset County is hosting a Diversity Celebration on Sunday, October 15, 2023, that will feature the various cultures and aspects of diversity that exist in the County through the arts. If you are interested in performing at the 2023 Diversity Festival, please **complete the form below and return it to grzella@co.somerset.nj.us on or before Monday, July 17, 2023**. Partially completed forms will not be considered.

Organization Name:

Address:

Phone:

Email:

Website:

Primary Contact:

Contact Phone:

Contact email:

1. All performing artists must be available on Sunday, October 15, 2023, from 11:00 a.m. to 5:00 p.m. **Are you and/or your organization or group available on October 15, 2023, from 11:00 a.m. to 5:00 p.m.?** YES ☐ NO ☐
2. All performing artists MUST have insurance or be willing to get *insurance.
 - **Do you and/or your organization or group have insurance and are able to provide a certificate of insurance?** YES ☐ NO ☐
 - **If you do NOT have insurance, are you and/or your organization or group willing to get insurance for the 2023 Diversity Festival?** YES ☐ NO ☐ N/A ☐
 - **If you do NOT have insurance and are willing to get insurance for the 2023 Diversity Festival, do you need assistance in obtaining insurance?** YES ☐ NO ☐ N/A ☐

**Note: Each participating organization must provide a certificate of insurance naming the County of Somerset and its officers, agents, employees and volunteers as additional insured; this certificate must specify the Somerset County Diversity Festival, Sunday, Oct. 15, 2023, 12 p.m. to 4 p.m. Insurance needed is:*

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- a) *Evidence of Comprehensive General Liability Insurance: the minimum limits for this insurance shall be \$1,000,000.00 for bodily injury and \$50,000.00 for property damage.*
- b) *Evidence of Workers Compensation and Employers Liability Insurance in accordance with the requirements of the laws of the State of New Jersey.*
3. Our performance slots are 30 minutes and 45 minutes for musical performances and 10 to 15 minutes for dance performances. A time slot will be assigned to performers by the Diversity Festival Event Committee. **Please indicate the set lengths you can do:**
- Musical Performers ONLY: Can do 30 Minutes ☐ Can do 45 Minutes ☐
 - Dance Performers ONLY: Can do 10 Minutes ☐ Can do 15 Minutes ☐
 - **Please note your ideal performance length:** _____
 - **Please note any conflicts and constraints you may have:** _____
4. We have two specific spaces for performances (see Page 1 of this document for detailed specifications), the Main Stage (Showmobile), and the Dance Stage. **Please indicate your preferred location:**
- The Main Stage (Showmobile) ☐
 - The Dance Stage ☐
5. **What are your technical needs?** (e.g.: Do you need a stage? Electricity? Sound system? Etc.) _____
6. Artists will be contacted by Somerset County and will be paid an honorarium:
Show Mobile Performance: \$200.00 per musician with a cap of \$1,600.00.
Professional or Community Dance Groups: \$200.00 per adult dancer with a cap of \$1,600.00 or \$1,600
Dance School Performances: Flat rate of \$200.00.
Please indicate that the honoraria described above is acceptable: YES ☐ NO ☐

Name of Organization

Signature of Authorized Official

Print Name

Date