



INTERNATIONAL JUGGLERS' ASSOCIATION

Mike Sullivan
Future Festival Site Coordinator
2014 - 2015

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Dear Sir or Madam :

The International Jugglers' Association is seeking host cities and venue facilities for our week-long festivals in 2014 and 2015 now. We would love to hear from your CVB, Chamber of Commerce or convention authority to discuss how your city can host our festival.

Our experience from 64 years of annual festivals shows that our festival is most successful and brings the most economic benefit to a host city when we visit smaller cities with a regional population under 250,000 and a convention and hotel district located in close proximity to food outlets and live performance theaters.

Our attendees like to spend their entire week **on foot** in the convention and theater district, getting to all of our festival venues within an easy walk of their hotel. We find it works best for the host facilities and the IJA when our convention is "the big deal" in town for that week, using most of the available convention space as well as a substantial portion of the headquarters hotel capacity.

Please see the accompanying materials for specifics on the requirements for our festival, and some additional background information. Please note that the festival requirements document is extensive, but there are very few "show-stopper" items in it; i.e., we can work without or around nearly any item on the list if the balance of your proposal is solid.

I would be pleased to speak to you by phone to discuss how your city and facilities can fit into our plans for a future festival.

Sincerely,

Mike Sullivan

IJA Future Festival Site Coordinator 2011 - 2015

IJA Festival Director 2009 & 2011

IJA Memberships Director 2003 - 2008



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About The International Jugglers' Association

The International Jugglers' Association:

- ...was founded on June 17, 1947 at the William Penn Hotel in Pittsburgh, Pennsylvania
- ... is an IRS 501(c)(3) tax-exempt educational non-profit organization
- ... is a membership organization with 1,500 members around the world; 80% are in the United States
- ... is a volunteer-run organization, with all official and staff positions except bookkeeper unpaid; festival director is paid a stipend plus bonus if specific fest financial goals are met
- ... publishes the quarterly *JUGGLE* magazine, a four-color slick 48-page magazine for its members only
- ... holds an annual week-long juggling festival during July of each year, attracting hundreds of jugglers from all over the world for a week of workshops, competitions, performances and fun
- ... is funded by membership fees, merchandise sales, profits from the annual festival, member donations and a sustaining donation of 20 years by a generous IJA member, instituted in 2010.



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IJA Festival Profile

The International Jugglers' Association holds a week-long summer festival, bringing between 500 and 750 jugglers of all kinds and all ages from around the world together for a week of amazing fun, world-championship competitions, dazzling theater shows, and dozens and dozens of workshops taught by talented jugglers and variety artists.

Festival attendees span the age ranges from grade schoolers on up, with many, many young people and children attending with their parents, large youth groups of jugglers coming to learn and compete, and hundreds of adults of all backgrounds and experience levels.

World-class professional performers, championship-level competitors, hobbyists, recreational jugglers, educators, kids and their parents all attend the IJA festival for the unique mix of fun, friendship, learning and exciting performances and competitions.

Here's what a typical week's schedule looks like for the IJA festival from the perspective of a potential host city:

- Thursday or Friday prior to festival: Festival director arrival. Pre-convention meeting with hotel & convention center staff on Friday. Facility walk-through with convention services team if possible. Breakout rooms and pre-set for convention center space can be done on Friday or over the weekend if desired by the facility operator.
- Saturday & Sunday prior: Early arrivals of IJA staff & some VIPs.
- Monday: Convention center move-in and vendor set. Gym opens for free day of juggling about 10:00 AM. IJA operations and registration area setup. Pre-registered attendees check-in starting about Noon. Most VIP arrivals on Monday. Bulk of attendee arrivals on Monday and early Tuesday. Heavy airport arrivals and hotel check-ins Monday afternoon through Monday evening.
- Monday night: IJA Volunteer welcome reception party.
- Tuesday 9:00 AM: on-site registration opens. Workshops begin.
- Tuesday through Saturday: convention space and workshop rooms remain set as on Monday.
- Thursday through Saturday nights: IJA shows and competitions in the performance theater, open to the public. Late-night show (11pm - 1am) in an club or bar venue Thursday-Saturday nights.
- Sunday: facility tear-down & load-out. Most hotel guests departing. Convention space cleared by 2:00 PM.
- Monday morning: post-con meeting & billing settlement. Festival director departure.



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IJA Festival Economic Impact

The week-long International Jugglers' Association festival can bring a nice shot of business to your downtown / convention center district, with between 500 and 750 jugglers from around the world visiting for a full week of fun, learning, performances and competitions.

Our experience from 64 years of annual festivals is that no matter what the macroeconomic climate is in the world, the IJA can organize a festival that attracts attendees who make the IJA festival their summer vacation without fail. And depending on the city and region in which our festival is held, and the affordability of transportation to and from and lodging at the festival, hundreds of additional jugglers may attend as well.

Our jugglers like to be close to all the action, so they want to stay at the closest hotels to the convention center and theaters. Affordability of hotel room-nights is a key factor in getting the best attendance at our festival, and in filling the HQ hotels with jugglers for the week.

Here's what you can expect to see happening in your city if the IJA festival is held there:

- 900-1,200 hotel room-night pick-up across the week-long festival, with between 150 and 200 room-nights on peak at the HQ hotel(s)
- 250-500 round-trip airport travelers & associated ground transfers
- 200-400 nights of parking fees for attendees driving their own vehicles
- 4,000+ meals in local restaurants through the week
- Three or four nights rental of a local live-performance theater space
- Ticket sales, sales taxes & service charges for tickets sold to the general public
- Locally-procured printing, supplies, rental equipment, audio/visual
- Local hiring of ushers, theater staff, stage crew, DJ, cashiers, photographer, security, registered parliamentarian when possible
- IJA Benefit fundraising show for your local Boys & Girls Club or other children's charity or hospital
- Visually striking public relations media opportunities for local print and TV news



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What Works for Us: Ingredients for a Strong Proposal

The IJA is very fortunate to receive many inquiries from cities and venues interested in hosting our annual festival. As an aid to those interested in submitting a strong proposal, we've prepared this list of success factors that we consider important attributes in selecting a festival venue or city.

- **Affordable:** None of our jugglers are on a company expense account. They are all paying their own way to come to the festival. Economical choices for lodging and dining are very, very important, and the lower the hotel rates for our group, the more people we'll bring to town. **Sleep is an interruption for our attendees**, and the less time they spend in their hotel rooms, the happier they are. Affordability is a priority for our group, luxury is not.
- **Close:** Our jugglers are **on foot all week**. The hotels, juggling facilities, restaurants and performance theaters need to be easily walkable from one another, and the closer the better. **If it's not within a 5-minute walk** of the hotel, the juggling space and the theater, no matter how nice it is, we're not interested in it and we won't use it.
- **24-hour access:** Once the gym opens for our festival, it won't close it until the week is over. We have people juggling 24/7, so your main juggling space facility has to be open to us around-the-clock. If you require security or other overnight staff during the hours of 5 pm to 9 am each day, please advise us of those costs so we can budget for it.
- **Eats:** Our jugglers like variety and choice in their meal options during the week. A large number of independent, casual and midrange restaurants, sandwich shops, diners and other quick-service food options are essential. Breakfast and lunch outlets are especially important.
- **Budget:** Facility rental costs for our juggling and workshop spaces need to come in under \$30k for the week if possible. Theater rental (exclusive of labor) should be less than \$4k/night for our four nights of shows. Rates any higher than that will be a real challenge for our budget.
- **Show decorator:** Our needs for tables, chairs, riser stages and other amenities are modest. If the convention facility can meet our needs without requiring us to procure these items from a show decorator, it really helps our budget.
- **Connectivity:** IJA's operational requirements in the juggling facility depend upon Wi-Fi Internet access, and we want to offer Wi-Fi access to our jugglers as well. Festival facilities and hotels need to provide free or very affordable no-hassle Wi-Fi for all our jugglers all week, or offer IJA a set price for unlimited access for our jugglers while they are in the facility.
- **Comps:** We depend on earned hotel comps to pay for the housing of our special guests and festival team leaders, and a 1:45 comp rate works well for our needs. Hotel rate rebates paid to the IJA don't really do us much good, because we'd rather show a lower room rate to our attendees and use it to bring more jugglers to town.
- **No F&B Minimums:** Jugglers come to the IJA festival to juggle and watch other jugglers juggle -- everything else is an interruption. Mandatory F&B minimums requiring banquets or receptions are a distraction from our normal week of fun and we prefer not to have an F&B minimum in our facility rental contracts.



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Why You Want The International Jugglers' Association Festival In Your City

Being the host city for the International Jugglers' Association brings your city many benefits, both economic and social, and injects a week of fun, world-class entertainment and a nice dollop of tourism revenue into your local economy — without a lot of hassles.

- **We will fill your hotels.** In 2011, 82% of our festival attendees stayed in one of the two official festival headquarters hotels. The ramp to peak occupancy during our week happens fast, with 81% of the room-nights taking place Tuesday-Saturday nights.
- **We check in on Monday and we don't check out until Sunday.** Your hotels get full and stay full for the week, with long-duration stays that bridge both weekdays and the weekend. Low room turn-over means your hotel makes more money per guest with fewer room turns during the week. Jugglers come to our festival, regardless of global macroeconomics.
- **We set up once and keep the same set all week long.** Your convention and banquet staff will have a very well-defined setup plan to work from long before we arrive, and once set, our meeting room and space requirements don't change during the week. That means less work and less stress for everyone.
- **Our jugglers eat in your restaurants and drink in your bars and clubs.** Jugglers get very hungry and thirsty and we like to eat and drink! We favor the local flavor over chain outlets whenever possible, because we like to sample the local culture and cuisine in our festival city each year. Expect to see jugglers eating three (or more!) meals per day in your nearby food outlets, all week long. From early-morning coffee and breakfast through late-night pizza, sandwiches and bar business, a typical week's festival will mean **many thousands of meal opportunities** for your local restaurants, clubs and bars to serve our jugglers.
- **We'll help your Chamber promote your local merchants.** We'll work with you to reach out to local merchants, restaurants and service businesses to make sure our jugglers know their visit is welcomed by local businesses. Your merchants can sponsor ads in our festival program or work with us in other ways to drive business through their doors while we're in town for the week.
- **We'll reach out to children and parents in your town.** The mid-week program to introduce kids and their parents to the fun of juggling, "Planting the Juggling Seed," is free and open to the public, so everyone can come and learn to juggle and see how much fun they can have at our festival even as a visitor!
- **Our festival brings young people, families and international visitors to your city for a full week.** 30% of our attendees are under 18 years of age, and 25% of our total group are families with parents and one or more children attending together. The IJA championship competitions and workshops

attract world-class visitors from Asia, Europe and Central and South America, as well as Canada and Mexico, to our festival, bringing an international flavor to our attendee mix. You'll have visitors from age 5 to over 80 in town for our festival!

- **We bring world-class variety entertainment to your theater for the local community to enjoy.** All of our ticketed evening shows and competitions are open to the general public, and they provide the residents of your region a chance to experience the kind of exciting, high-quality, family-friendly live variety entertainment so rarely performed anywhere today. Without any doubt, the IJA's week-ending "Cascade of Stars" show will be the variety entertainment highlight of your city for many years to come, as astonishing jugglers and top headlining performers take the stage in front of the world's most appreciative juggling audience.
- **Our benefit show will raise thousands of dollars for your local Boys & Girls Club or other local children's charity.** For many years, the IJA has put on benefit shows for local children's charities in our festival cities. Our veteran benefit show director knows the special needs for such a performance, and he carefully selects the performers so that the children, their parents and the whole community get a great fundraising show that they will never forget.
- **We use your airport and your ground transportation.** Typically, about half of our attendees arrive by air into the local airport, and all of those arrivals will use local ground transportation companies to get them to the festival site.
- **We're clean, law-abiding, and environmentally low-impact.** Unlike a comparably-sized trade show or trade association meeting, hosting an IJA festival does not leave your convention center filled with dozens of dumpsters full of trash to dispose of in your local landfill. Our happy-go-lucky jugglers are friendly, respectful, law-abiding people who are visiting your town on their vacation, not to work, so they're ready to relax, have fun and not hassle your residents or shopkeepers. And aside from the normal air-conditioning and lighting requirements that you'd have for any meeting, we have no special facility requirements that cost you money or take staff time to provide.
- **We'll fill up your theater for three or four consecutive nights.** With several nights of ticketed shows and competitions Wednesday through Saturday of our festival week, your theater will get some great mid-summer sell-out business.
- **We hire and procure locally.** We'll source our rental equipment, staging, registration materials, printing, A/V, theater crew, cashiers, security, professional services and other requirements for the festival from local businesses in your community if at all possible. That's money that the IJA brings into your town that **stays** in your town, providing work and paying taxes in your city.
- **We're easy to work with.** With a single point of contact for our entire week of activity, the IJA Festival Director is the one person your team will work with to make sure everyone enjoys their week and that your community is glad to have us visiting. There are no committees to deal with, so decisions are taken quickly by the single person in charge for the entire week.
- **We'll pay our bill in full before we leave town.** Present us with a final bill for the convention facility, banquets, hotel rooms and other festival expenses on the Monday morning after our festival, and we'll write you a check for the full amount before we leave town. You get paid, and there are no follow-up hassles with billing or collection.

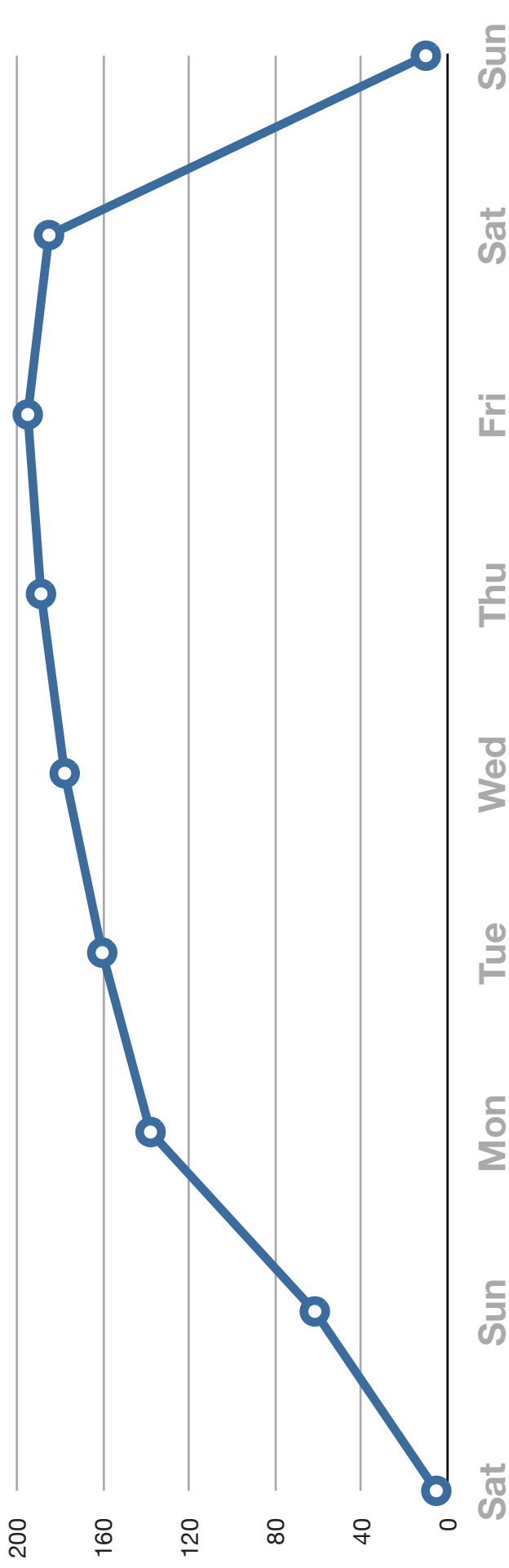
IJA Festival Hotel Pick-Up History 2004-2011

| YEAR | CITY | IJA HEADQUARTERS HOTEL(S) | IJA ROOM RATE | OFFICIAL CITYWIDE HOTEL PICKUP AS PER CVB |
|------|-------------------|-----------------------------------------------------------|-----------------------|-------------------------------------------|
| 2011 | Rochester, MN | Doubletree Hotel Rochester & Hilton Garden Inn Downtown | \$109 & \$104 | 889 |
| 2010 | Sparks, NV | John Ascuaga's Nugget Resort & Casino | \$97 + \$5 resort fee | 840 |
| 2009 | Winston-Salem, NC | Marriott Winston-Salem & Embassy Suites Winston-Salem | \$104 & \$114 | 914 |
| 2008 | Lexington, KY | Hyatt Regency Lexington | \$102 | 1132 |
| 2007 | Winston-Salem, NC | Marriott Winston-Salem & Embassy Suites Winston-Salem | \$99 & \$109 | 1114 |
| 2006 | Portland, OR | Inn at the Convention Center & Red Lion Convention Center | \$79 & \$88 | 880 |
| 2005 | Davenport, IA | Radisson Hotel Downtown & 3 other downtown properties | \$55 - \$89 | 1534 |
| 2004 | Buffalo, NY | Hyatt Regency Buffalo (sold 1277 room/nights at Hyatt) | \$79 | 1443 |

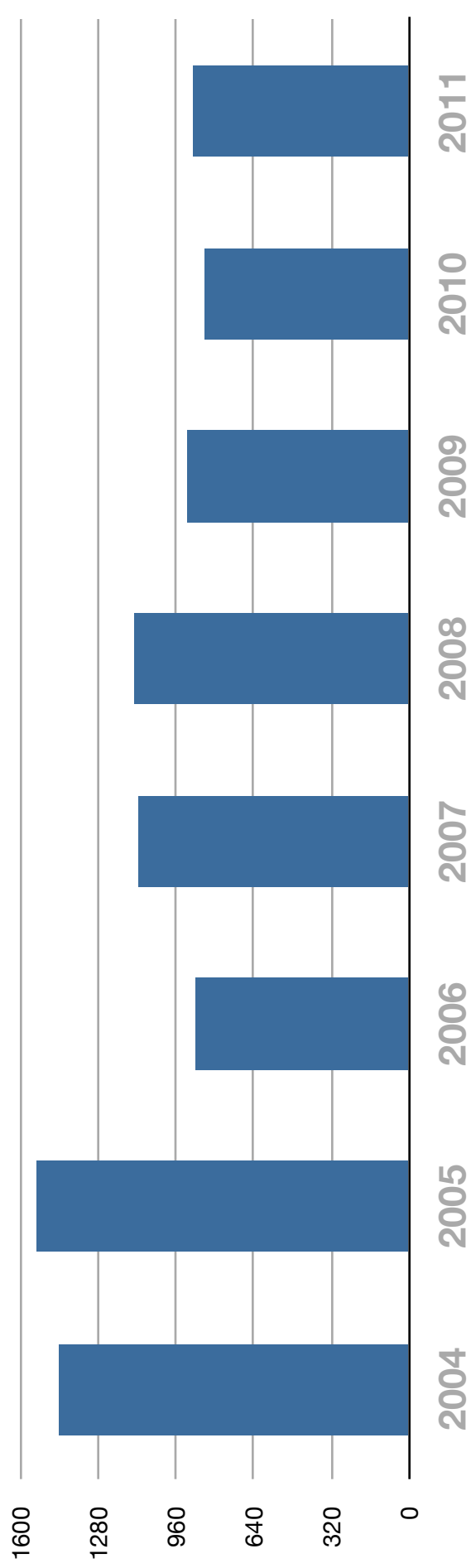
| IJA Room-Night Pickups | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total |
|----------------------------------|------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|-------|
| 2004-2011 By Festival Day | | | | | | | | | | |
| 2011: Rochester, MN | 3 | 48 | 116 | 137 | 145 | 157 | 156 | 124 | 3 | 889 |
| 2010: Sparks, NV | 1 | 49 | 105 | 115 | 136 | 141 | 146 | 135 | 12 | 840 |
| 2009: Winston-Salem, NC | 3 | 45 | 124 | 148 | 155 | 157 | 152 | 122 | 8 | 914 |
| 2008: Lexington, KY | 4 | 53 | 149 | 174 | 193 | 200 | 197 | 158 | 4 | 1132 |
| 2007: Winston-Salem, NC | 7 | 51 | 151 | 166 | 169 | 190 | 191 | 184 | 5 | 1114 |
| 2006: Portland, OR | 8 | 45 | 99 | 112 | 131 | 159 | 160 | 161 | 5 | 880 |
| 2005: Davenport, IA | 6 | 121 | 188 | 210 | 233 | 234 | 263 | 266 | 13 | 1534 |
| 2004: Buffalo, NY | 8 | 68 | 150 | 198 | 228 | 241 | 256 | 270 | 24 | 1443 |
| Average: | 5.3 | 61.7 | 138.0 | 160.4 | 177.9 | 188.9 | 195.0 | 185.1 | 10.1 | |

Total pick-up may include nights before and after festival week Sat-Sun shown above and hotels other than official HQ hotels named.
All pick-up figures are as per local CVB report.

Average Room-Night Pickups By Day - 2004-2011



Total IJA Room-Night Pickups By Year - 2004-2011



IJA Festival Site Requirements

I. Festival Dates 2014-2015

- A. Preferred dates: Monday-Sunday of the second full week in July
 - a) 2014: July 14-20
 - b) 2015: July 13-19
- B. Secondary dates can be later in the month, into the first days of August. We do not want to hold our festival too early in July, in order to avoid conflicts with Independence Day plans.

II. Convention Facility

A. Main Juggling Space

1. All IJA convention and theater space must be smoke-free, ADA-compliant and air-conditioned.
2. Main juggling and vendor display space is 20,000 sq.-ft. minimum; 25,000+ sq.-ft. desired, clear span.
3. 20' ceiling height minimum, higher is better. If ceiling in main juggling space is less than 25', adjacent atrium space with higher overhead clearance can be used for some events.
4. Cement or carpeted floor; no load-bearing requirement aside from normal occupancy loads. If cement, IJA will need to cover approximately 80% of the floor space with show carpeting; please include estimate for trade show carpeting in proposal.
5. Space available 24/7 from 9:00 am Monday morning through 2:00 pm Sunday afternoon of festival week. IJA provides no security staff outside of 9:00 am to 5:00 pm Tuesday-Saturday. Facility security is optional.
6. Lighting: well-lit; indirect overhead lighting preferred. Direct lighting may be acceptable after site visit inspection. Minimum normal brightness 250 lux (normal office brightness).
7. Wi-Fi high-speed Internet access required throughout the facility; needed for IJA operational requirements and attendee convenience. Specify costs, if any, to provide free, open access to attendees during the week.
8. Access from loading dock & elevator to main juggling space level for freight load-in & load-out.
9. 100 chairs for attendee seating along the walls.
10. One 8' x 2' IJA banner hang over registration entry door
11. Two 6' or 8' folding tables in atrium or lobby for registration forms
12. Two easel stands or sign holders for directional / informational signage
13. Four drinking water stations inside main juggling space.
14. Mens and Ladies restrooms located within or nearby main juggling space.
15. Four large trash receptacles inside main juggling space; emptied each night & checked / emptied mid-day.

B. Workshops space

1. Five (minimum) or six (preferred) workshop breakout rooms, each 1,200-sq.ft. minimum

(1,500-sq.ft. preferred), 20' ceiling height minimum, higher is better.

2. Lighting: well-lit; indirect overhead lighting preferred. Minimum normal brightness 250 lux (normal office brightness).
3. Contiguous to or within a short walk of main juggling space.
4. 20 chairs per room, along walls.
5. Two drinking water stations or water fountains in pre-function, atrium or common hallway for workshops area.

C. Vendor Space

1. Space for up to 40 6' vendor tables with one chair each, **LOCATED INSIDE MAIN JUGGLING SPACE** along walls. No pipe-and-drape needed. Standard 6' folding tables with table covers and skirts are fine.
2. Access to standard 120VAC wall electric to at least half of the vendor space.

D. IJA registration & festival operations requirements

1. 12 to 16 6' folding tables with skirts & table covers for IJA registration & operations.
2. 16 chairs.
3. 12 standard 120VAC electrical outlets.
4. Single direct-dial analog telephone line required for IJA credit card terminal, RJ-11 jack.
5. Wireless handheld microphone on a floor stand, with mixer and patch to house sound for PA throughout juggling space
6. 2-way radio or Nextel phone system between facility staff & IJA festival director.
7. Two portable 75-watt Public Address systems with integrated mixer/amplifier, two speakers & speaker floor stands; each with wired or wireless handheld microphone and microphone floor stand. These items can be rented by IJA and brought into the facility if needed.
8. One 20-watt battery-powered bullhorn. This can be rented by IJA and brought into the facility if needed.
9. One medium-duty (30-45 ppm) B&W office copier with automatic document feeder, duplexing / stapling / collating finisher. This can be rented by IJA and brought into the facility if needed.

E. Storage / lock room space

1. One 10' x 20' lockable storage rooms adjacent to main juggling space for securing IJA property & cash counting. Rolling lockable 120 cu-ft. trade show crate or wire mesh container is acceptable.

F. Daytime events stage / annual membership meeting space

1. Contiguous to or nearby main juggling space
2. 30' x 16' x 2' riser stage with pipe-and-drape backdrop, side drapes & access stairs at left & right stage front.
3. Four 6' folding tables with table covers & skirts plus 12 chairs on stage for annual membership meeting
4. Theater-style seating facing the stage for 300; single aisle, folding or side chairs.
5. Connection to house PA with mixer and patch to house for iPod/CD player; portable PA

acceptable if no house sound system is available.

6. Mixer / patch panel near/on riser stage.
7. Wireless handheld microphone on a floor stand on stage.
8. Table stand for microphone for use during the annual membership meeting

G. Other juggling space requirements

1. Outdoor open space for prop high-toss events on Friday and Saturday; proximate to main juggling space; large open area for 200+ people (standing) with access to electrical outlet for portable PA
2. (Optional) Hard-surfaced outdoor area for unicycle / machete / trick bike / bowling ball / bullwhip & other hard/sharp/loud/wheeled prop workshops
3. (Optional) Outdoor area for fire prop demo workshop taught by a licensed professional firefighter; local fire officials are welcome to attend to supervise or learn.

H. Convention space decorator

1. Specify names and supply rate schedules for any exhibit decorator company required to be used for staging, tables, chairs, etc. mentioned above; please estimate costs for items specified above.

III. Performance Theater

A. Proscenium stage live performance theater

1. Minimum plaster width 40' height 30', stage minimum width 65' depth 35'
2. Minimum height to lighting grid should be 32' for high-throw prop competitors & performers. If there are high-clearance "lanes" along the grid space with ample height, this will work. Certain performances require throwing props as high as 35', so ample overhead clearance is required.
3. Theater is within short walking distance from convention hotels and convention facility
4. Audience seating for 800 minimum on lowest level
 - a) ADA accessible
 - b) Clear sightlines
5. No orchestra pit or orchestra lift requirements
6. Stage floorboards: tempered hardwood preferred painted brown or black, not waxed or trapped
7. Computerized house and stage lighting and sound reinforcement systems typical of mid-sized live-performance theaters; show director and producer stations located inside a production booth
8. Closed-circuit stage manager's video and wireless audio monitoring system with cue circuit and intercom to dressing rooms/green room
9. House intercom system with wireless headsets for stage crew; wired or wireless connections to theater manager, show producer and show director stations in production booth, lighting and sound engineers, spotlight operators
10. One or two follow spotlights operated from balcony or cove positions
11. Loading dock or loading door on street or alley, clear load-in door minimum 8' x 8'; ramps or freight elevator must be provided to stage level

12. Guillotine or traveling fireproof house front curtain
13. Full width and height scrims, one white, one black
14. Full width and height blackout drop
15. Personnel lift to access overhead rig, draperies and light grid from stage
16. Gobo projector, B- or M-size, for IJA logo gobo onto front curtain
17. Small 6' x 6' platform for IJA videographer w/patch to house sound & clear sightline to stage in mid-house or lower level rear seating area

B. Dressing & warm-up rooms

1. Three (minimum) to six (preferred) dressing rooms adjacent to backstage
2. Green room
3. Warm-up room or space with full-length mirrors, 20' ceiling
4. IJA self-catering of green room permitted

C. Front-of-house services

1. Ticket box office open from 90 minutes prior to each night's performance to sell tickets to the general public
 - a) Accepts cash, Visa, MasterCard for payment
 - b) Provides daily sales report and settlement sheet
 - c) Please specify commission amount
 - d) Specify if house box office must be used for tickets sold in advance to the general public
2. Ushers & ticket-rippers as appropriate for an audience of 800
3. Security / police as required by local custom or ordinance
4. Concessions
 - a) Specify availability of pre-show and intermission concession sales
 - b) Is IJA permitted to sell souvenirs / props / videos / books in the lobby?

IV. Athletic track facility

- A. IJA will rent an indoor or outdoor closed-loop running track for the juggling competition event. The track can be a local public track, or a high school, college or university track.
 1. Outdoor track should be all-weather construction
 2. Permanent lane markers required
 3. Distance markings and start/finish lines for all common running events: 100m, 400m, 800m, 1600m, 5km
 4. Computerized timing system preferred if available
- B. The Juggling competition is normally scheduled for 9:00 AM on the first or second day of the festival; i.e., Tuesday or Wednesday morning
 1. Track should be within close proximity to the other festival venues. Please specify walking distance from main juggling space to track.
 2. Competition activity will run from 7:30 am until approximately Noon
 3. IJA will supply bullhorn, stopwatches, number bibs, water and first-aid

V. Late-Night Show Space

- A. Club Renegade is the late-night anything-goes amateur stage event held during the festival, typically on Wednesday through Saturday nights
 - 1. Venue open by 10:30 pm; performance usually begins about 11:00 pm; usually ends by 12:30 am
 - 2. Seating for 300, more is better
 - 3. Air-conditioned indoor space or sheltered outdoor space
 - 4. Liquor licensee with full bar service preferred
 - a) Alternate: roll-in cash bar with bartenders and servers provided by venue
 - b) Food service a plus but optional
 - 5. 12' deep x 20' wide minimum riser or permanent stage, 15' ceiling height minimum
 - 6. Stage lighting, controllable brightness with blackout capability
 - 7. House sound or portable 100-watt PA/mixer/amplifier with iPod/CD input patch, two wireless handheld microphones & microphone floor stands

VI. Hotel / motel requirements

- A. Hotel accommodations adjacent, contiguous with or within a short walk from convention space, performance theater and late-night performance space
 - 1. IJA guest room room block requirements & week room-night profile attached
 - 2. Specify type and cost for in-room Internet connection for guest rooms
 - 3. Specify type and number of available guest rooms; room rate (single, double or quad occupancy)
 - 4. Specify guest room rate, and applicable local & state taxes per night
 - 5. Specify standard guest room amenities, i.e., mini-fridge, coffeemaker, microwave oven
 - 6. IJA festival attendees often book quad-occupancy rooms; please specify room rates for single through quad occupancy
- B. Complimentary rooms
 - 1. Specify type and comp rate of **earned** comp rooms per paid guest room reserved under the IJA block; i.e., one comped room night for IJA use per XX paid room nights
 - 2. Specify type and number of complimentary, VIP and IJA staff rooms included as a concession for the group booking
 - 3. Specify in and out dates during which complimentary rooms may be used
- C. Other concessions
 - 1. Specify any other amenities or concessions available under the hotel booking contract
- D. Room block details
 - 1. Specify the cut-off (release) dates for room block reservations
 - 2. Specify the minimum room block sales attainment required under the contract
 - 3. Specify the penalty for failing to meet the room block sales attainment
- E. Reservation system details
 - 1. Specify means by which festival attendees can reserve rooms under the IJA room block
 - a) Direct phone to hotel reservations

- b) Hotel chain central reservations toll-free
 - c) Web-based computer reservations by attendees
 - d) Fax reservation number
2. IJA requires monthly room pick-up reports each month starting in March of the festival year, increasing to weekly room pick-up reports for the four weeks prior to the room block reservation cut-off date, with weekly reports continuing each week until the festival start date. Reports should be e-mailed to the festival director in PDF or Excel file format by Friday close of business each week.
- F. Type and number of in-house food and beverage outlets on-property in each headquarters hotel

VII. Local food & beverage outlets

- A. Number of local food and beverage outlets within four blocks walking distance from the destination hotel
1. Number open for breakfast (7:00 am - 10:30 am): full-service & quick-service
 2. Number open for lunch (11:00 am - 2:00 pm): full-service & quick-service
 3. Number open for dinner (4:30 pm - 9:00 pm): full-service & quick-service
 4. Number open late-night (with food service after 11:00 pm)
 5. Bars / taverns / nightclubs in the district
 6. Legal drinking age in destination city

VIII. Air & ground transportation

- A. Name of the commercial airport serving the destination city
1. Names of each commercial airline providing service
 2. Number of daily arrivals and departures during the summer months
 3. Can IJA welcome signs be shown on airport electronic signboards?
- B. Names of international hub airports serving the destination city
1. Distance by car from nearest hub airport
 2. Number of US and International cities served through the hub airport with one connection from the destination city (approximate)
 3. Info on any commercial ground transport serving the hub airport
- C. Local airport ground transfers
1. Distance and direction from local airport to convention facility & hotels
 2. Availability of:
 - a) Local hotel free airport shuttles
 - b) On-demand taxi or livery
 - c) Scheduled airport shuttle or limo
 - d) Other commercial airport shuttle
 - e) Local Destination Management Company or other ground transport agent
- D. Specify any concessions, grants or complimentary ground transportation allowance for IJA festival
- E. Regional & national private car arrivals

1. City located along / near which US Interstates
2. Driving distances to closest major cities

IX. Other

- A. Specify any local, state or CVB grants, development funds or other credits or concessions available to IJA to offset or subsidize any IJA costs or services required for the festival
- B. Specify any available labor assistance or promotional support (cashiers, CVB attendance-builder at prior year's festival, local PR, advertising support in IJA publication year prior to festival, etc.)
- C. Specify any required food & beverage minimum for hotel, convention facility or late-night show space. List sales tax and any other applicable taxes or service charges.
- D. Specify any available administrative, pre-registration, registration or other operational support available to the IJA through the CVB, convention facilities or hotels.
- E. IJA is an IRS 501(c)(3) federally tax-exempt educational non-profit. During our festival, we retail a small quantity of magazines, books, t-shirts and other festival souvenirs.
 1. Is IJA required to collect and remit local and/or state sales tax for sales made by IJA during the festival?
 2. What state tax requirements are there for IJA festival vendors who retail at the festival?