



**RUSSIAN AMERICANS CHAMBER OF COMMERCE**  
**FOR THE GREATER PHILADELPHIA AREA**

25 BUSTLETON AVENUE, FEASTERVILLE, PA 19053  
TEL: 1-215-969-2364; FAX: 1-215-969-1143  
WWW.RACHAMBER.COM RACC@RACHAMBER.COM

# RUSSIAN MOSAIC FESTIVAL

Sunday, September 9<sup>th</sup> of 2007, 12pm-7pm, Penn's Landing Place, Philadelphia, PA

## PERFORMANCE CONTRACT

Name of Artist: \_\_\_\_\_

Name of Producer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Repertoire:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use Addition list if needed

Time of performance \_\_\_\_\_ Start from \_\_\_\_\_ to \_\_\_\_\_

Honorarium: \_\_\_\_\_

Signature \_\_\_\_\_

Additions:

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\*Fax completed form to RACC Office (215) 969-1143 or (215) 969-1189, or e-mail: [racc@rachamber.com](mailto:racc@rachamber.com)

## Russian Americans Chamber of Commerce - Performer Letter of Agreement

The following document confirms the understanding between THE INDIVIDUAL or PERFORMING GROUP or ATTRACTION named in a form which can be accessed by a link at the end of this document, and referred to hereinafter as YOU or the PERFORMER, and the RACC NON-Profit Corporation for an appearance by you or your group in the free RUSSIAN MOSAIC FESTIVAL series.

YOU will present submitted time of performances in The Penn's Landing Stage at the Penn's Landing Place, Columbus Boulevard in Philadelphia.

## Date

The date of the RUSSIAN MOSAIC FESTIVAL performances is September 9<sup>th</sup>, 2007 12:00pm-6:00pm

## Honorarium

We will pay you an honorarium according the agreement above for the performance - your performances at the time stated above. Payments are issued in the name that appears on the contract unless otherwise requested in writing, and are mailed to you on the Tuesday following your performance at the address you have provided.

## Cancellation

Shows or other attractions booked on the Penn's Landing mainstage, or severely inclement weather conditions, occasionally preempt a RACC performance. In the event of such a conflict, your RUSSIAN MOSAIC performance may be canceled, even on relatively short notice. Unfortunately it will not be possible to re-schedule you within the current season, but you will receive your honorarium, provided we have already confirmed an agreement by email. We will make every effort to re-schedule you (with an additional honorarium, of course) in our NEXT season (2008 Fall).

In case of severe inclement weather, please call 215-969-2364 to determine whether the performance will take place.

## Staging Areas

Seating is NON movable; we need to know which area you prefer, so that the seats can be set up in advance.

## Staging Area



## Measurements:

10'	0"	Front edge of stage to back curtain
7'	10"	Stage Floor to Ceiling
15'	0"	Stage Opening (less curtain storage at sides)
4'	0"	Front edge of platform to long removable step
0'	15"	Depth of long removable step
8'	10"	Platform level to Ceiling
0"		Platform width
0'	42"	Platform height from floor
0'	33"	Width of 2 movable stairs, 3 steps/stair

## Lighting

STAGING AREA: Simple stage lighting is available. The available equipment may be re-gelled or re-focused, but not removed from its permanent installed positions.

You agree to use only installed equipment and not to bring lighting equipment into the Stage.

## Props and Scenery

You will supply all props necessary for the performance. Platforms and large pieces of scenery which require portage by other than performers are not allowed. You will ensure that no scenery or properties are brought into the Stage except such reasonable effects as might be carried by performers such as you and your company into an elementary school or high school for an assembly program. Scenery may not be placed so as to block fire exits. For safety, insurance and security purposes, and to meet any Fire Marshall inspection, you agree to keep fire exits and all other points of Entrance/Exit clear of scenery, furniture, props and equipment.

## Sound Equipment

Penn's Landing can supply two microphones on stands, a four-channel mixer, speakers and an audio and DV cassette player. We have a single-slot CD players, so if you have music or cues they can be most easily managed on a single CD. Sound control will be "out front" in Area "A" and to the side rear in Areas "B" or "C". You agree not to bring additional sound equipment other than acoustic instrument amplifiers, or a very basic P.A. system into the Stage. National program assistants will unlock the cabinet containing the permanently-installed sound system, and show your stage manager the sound and lighting controls.

## Pre-Show Music

If you are not yourself performing music, consider bringing with you a CD of background music which would be appropriate to get your audience in the mood for your show. Our MC will play it on our equipment. Don't forget to reclaim your CD following your performance.

## Advance Tour of Staging Area

You agree to send a representative to the orientation meeting prior to the beginning of the Event, to meet our staff and check out the space and available equipment in advance, and select the staging area you prefer. We understand that for groups already familiar with the Penn's Landing Stage, this is not necessary, and that for groups from outside the Philadelphia Area, or groups which have performance conflicts at the time of our orientation, this may not be possible.

## Video Taping

You agree that should you wish to videotape any portion of your performance, you will use only a self-contained, battery-operated, portable home battery-operated video camera and battery lights, none of which require plugging into wall electrical receptacles. You agree not to use the services of a camera crew other than a single videographer. The use of a support crew, or any more-elaborate video equipment which is connected to Penn's Landing Corp., or which involves monitor screens, sound consoles, etc., is a violation of our union stagehand contract.

## Flyers and Posters

You agree not to post flyers or posters anywhere outside the Penn's Landing in the vicinity of the Stage. The District Government levies a fine of \$15 per flyer for any materials taped to utility poles or other public or private property downtown.

## Printed Programs

Although the RACC does not supply printed programs for each individual show, you are welcome to bring and distribute your own programs. If you are duplicating them for this particular performance, please mention The Penn's Landing Place, and the date. You are; of course, free to put advertising or promotional and contact material for your group of presentation in the program.

## Tickets, Contributions, Saving Seats and Selling Souvenirs

RUSSIAN MOSAIC FESTIVAL program are announced as a free outreach series open to the public on a first-come, first-seated basis, and the contributors who help make the shows possible would expect that we adhere to this policy. Therefore, you may not issue tickets or reserve seats. You may admit with you a *maximum of three individuals other than performers* at each performance prior to the admission of the public. You may sell souvenirs such as music CD's, tapes, books or T-shirts if you are VENDOR. The selling of food and drink is permitted to the signed VENDORS. Again, since the performances are underwritten, and advertised as free to the public, we do not allow the collection of contributions by baskets or by announcements at the performances.

## Suitability of Material

You will inform us if we need to place this parental warning in our promotional material with regard to the appropriateness of your material: **\*\* Parental guidance suggested for children under 13 years of age for shows marked with ★13+** We tend to be conservative on this to prevent a situation in which a parent or guardian feels insufficiently forewarned about the content of one of our programs.

## Arrival/Security

You and your company will arrive at the stage entrance one half hour before your scheduled performance. Your group leader will be responsible to greet, organize and lead your company as a group upstairs to the Penn's landing stage when all company members have arrived. You will ensure that none of your company goes into the main stage, or strays away from the Stage, except to the lower area, in which case you will ensure that no other persons are left any time. While our stage security person will admit you and show you how to get to the Stage, security prevents her or him from leaving the stage to escort late-arriving performers to the Stage.

## Departure

The Stadium must be vacated no later than 45 minutes following your performance, so that fire and security systems may be armed and the Stadium secured. You will alert your company to limit your after-show greeting of guests accordingly. If your performance runs beyond one hour, you will have little time to gather your equipment. You may greet audience members following your performances, but there will not be time to linger in the Penn's Landing Stadium.

## Rehearsal

It is not possible to provide rehearsal time in Penn's Landing Stadium. By special arrangement it may be possible to allow an early arrival on the day of performance, but we cannot guarantee that option. Food, Drink and Fire

Eating, drinking are accepted in the open space during set-up, performance or take-out, except that smoking is permitted in the outer street level.

## Publicity

As this is a showcase production, you will assume responsibility for getting the word out to your potential audience through phone calls, emails, postcards, announcement on your website, etc. We depend on your support to help publicize the show. We will publish and distribute flyers with a photo and description of your show, and press releases. We will list your performance with a photo on our website at:

<http://www.rachamber.com/businessstopeople.html>



Any additional promotion and publicity which you are able to do to help get the word out to your potential audience and publicize the show will be appreciated.

Please send immediately one or more good clear promotional **color** or **black and white** photographs. We are not able to credit photographers. Photos with lots of content - faces, props, costumes, scenery - and a minimum of plain background are the most interesting. We will use your photo both on our website and also in our printed flyers.

The ideal photo is a high-quality digitized photo **300 d.p.i.** (dots per inch) or larger sent by email to:

racc@rachamber.com

If you ask us to retrieve an image from your website, we will get an image of **72 d.p.i.** This is fine for *our* website, but it means that **your photo on our glossy color flyer may look blurred and muddy.**

Unless you are a solo performer, the photos that work best are a good group shot with clear performer faces.



A horizontal or "landscape" photo orientation works best for us since the text block descriptions on our flyers and website are horizontal.

Rather than vertical ("portrait") shots.



See:

<http://www.rachamber.com/businessstopeople.html>

If you do not have scanned photos, please send hard copies by messenger or postal mail. The photos should be:

1) Any size up to 8" x 12"



2) True photographic copies. Do not send Xeroxes, faxes, computer print-outs, or other "printed" pictures. Photos in magazines and newspapers are printed using a method called half-toning. Pictures are printed as a series of overlapping dots that fool the eyes into seeing a blended image.

Because the photo has already been reduced to dots, if we **re-scan a photo from printed-on-paper sources** we will get a blurry Moiré pattern copy.

3) Similarly, if you send a laser print rather than a photographic print, you may be represented on our flyer and lobby billboard by a blurry image.

4) If you *must* have your photos returned, please note this instruction with your address, on the back of the photo, and include a Self-Addressed Stamped envelope.

5) Please do not send or ask to substitute *art, lettering, or a logo*. The inconsistency of such material among photos is aesthetically undesirable, and raises promotional inequity issues among the other individuals and groups performing in the series.

6) We are unable to use negatives or 35mm slides.

7) Mail to: RACC, 10175 Northeast Ave, Philadelphia, PA 19116

## General Information

If you have any questions, please call The RACC Executive Office between the hours of 11 a.m. and 5 p.m. Monday through Friday, at 215-969-2364.

The following instructions condense some essential contract material and other day-of-performance information for your company. Please copy them to all members of your group as necessary, and make sure everyone reads and understands them.

## Penn's Landing Stadium - Special Performance Instructions

Strict area security, insurance requirements, and union regulations prompt all these guidelines. Please be cooperative

## Parking

For more information, please email [parking@pennslandingcorp.com](mailto:parking@pennslandingcorp.com)



### The Parking Lots are located at:

**Festival Pier** - Spring Garden and Columbus Boulevard: This lot serves the events on Festival Pier, Cavanaugh's River Deck and Club Egypt. This parking lot has 300 spaces.

**Pier 24 Parking Lot:** Columbus Boulevard adjacent to Cavanaugh's River Deck. This lot serves the events at Festival Pier, Cavanaugh's River Deck, Rock Lobster and Dave & Buster's. This parking lot has 120 spaces.

**Vine Street Parking Lot:** Is located at Columbus Boulevard and Vine Street directly across the street from Dave & Buster's. This parking lot has 280 spaces.

**Penn's Landing's Market & Walnut Street Parking Lots:** Are located on Columbus Boulevard at Market & Walnut Streets. The Market Street parking lot has 400 spaces and the parking lot at Walnut Street has 220 spaces.

**Lombard Circle Parking Lot:** Is located at Columbus Boulevard at Lombard Circle and has 220 spaces.

**South Street Pedestrian Bridge Parking Lot:** Is located at Columbus Boulevard at the foot of the South Street Pedestrian Bridge and this lot has 400 spaces.

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### Parking Rates

Parking rates are \$12-\$15 per day. Oversized vehicles are double the posted parking rate for that day. Once you pay to park, you park all day for that price. For Ticketed Concerts at Festival Pier-the rate is \$20

### Monthly Parking Permits

Monthly parking permits are sold the last five days thru the first five days of the month. They can be purchased at the Penn's Landing Operations / Visitor's Center at 301 S. Columbus Blvd. for first time buyers. After that, customers can send in parking form along with payment. We offer 24 hour parking for monthly parking permit holders, along with assistance for vehicles in need.

#### Cost:

Mon-Fri =\$85.00  
Mon-Sun=\$100.00

#### Group Discount (15 more more)

Mon-Fri=\$70.00  
Mon-Sun=\$85.00

**Advanced Parking**-for events on the Spirit of Philadelphia, Liberty Belle, Moshulu, etc..

Advanced Parking is available. In order to pay with a Check you must pay 2 weeks in advanced. To pay by Credit Card you must pay a week in advance.

**Oversized vehicles (bus parking, etc..)**

Oversized vehicles are double the posted parking rate for that day. There is no overnight parking for RVs.

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### Hours of Operation

**Festival Pier:** Varies depending on events. The Lot closes an hour after an event has ended.

**Pier 24:** Open 24 hours a day with a self pay machine

**Vine Street:** Opens 5:30 a.m. closes 12:00 midnight

**Walnut Street:** Open 24 hours a day

**Lombard:** Reserved for the Spirit of Philadelphia & Moshulu. Opens at 6:45 AM and closes at 12 Midnight

**South Street:** Opens at 6:30 AM and closes at 11 PM

### The following lots are managed by DLC Management

*Experts in Parking and Transportation Services.*

**Pier 24 Parking Lot:** Columbus Boulevard adjacent to Cavanaugh's River Deck

**Vine Street Parking Lot:** Columbus Boulevard and Vine Street directly across the street from Dave & Buster's

**South Street Pedestrian Bridge Parking Lot:** located at Columbus Boulevard at the foot of the South Street Pedestrian Bridge.

For more Information on these Parking Lot's you can call 215.829.8200 or visit us on the web at [www.IMPARK.com](http://www.IMPARK.com) or [www.dlcpark.com](http://www.dlcpark.com)

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### Which lots are used for which businesses?

**Festival Pier - Spring Garden and Columbus Boulevard:** This lot serves the events on Festival Pier, Cavanaugh's River Deck and Club Egypt.

**Pier 24 Parking Lot** serves the events at Festival Pier, Cavanaugh's, Rock Lobster and Dave & Buster's, Vine Street Parking Lot serves the events at Festival Pier, Cavanaugh's, Rock Lobster and Dave & Buster's

**Vine Street Parking Lot:** serves the events at Festival Pier, Cavanaugh's, Rock Lobster and Dave & Buster's, Vine Street Parking Lot serves the events at Festival Pier, Cavanaugh's, Rock Lobster and Dave & Buster's

**Penn's Landing's Market & Walnut Street** serves the events on the Great Plaza, La Veranda and the Old City community

**Lombard Circle Parking Lot** serves the Moshulu and the Spirit of Philadelphia.

**The South Street Pedestrian Bridge Parking Lot** serves South Streets business, Queen's Village & Society Hill communities, as well as the Moshulu, Spirit of Philadelphia and visitors to the Dockside apartments.

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### When do we run shuttle buses from the Parking Lots?

We run shuttle buses over Memorial Day Weekend, Welcome America, Singer-Songwriter Weekend and Labor Day Weekend. The service is free and the operating hours mirror the event times with an hour variation from when the gates open & close.

### Security and Lighting in Parking Lots

Each parking lot is well lit, supervised by security and parking attendants staff booths at the entrance to each lot.

**Distances:**

Everything is in walking distance at Penn's Landing.  
Festival Pier to Vine Street Parking Lot: 0.3 miles  
Festival Pier to Market Street Pedestrian Bridge: 0.7 miles  
Festival Pier to the Great Plaza: 0.8 miles  
Great Plaza to Market Street Pedestrian Bridge: 0.1 mile  
Great Plaza to Market Street / Walnut Street Lots: 0.05 mile

**Unloading and Loading Equipment**

Loading can be a challenge. The driver should stay with the vehicle, and move it to legal parking immediately after unloading. Don't leave your vehicle unattended.

**Arrival Time at the Penn's Landing Stadium**

\* Please do not arrive at the Penn's Landing Stadium before 8:00 a.m. Enter through the Main Parking Area Entrance to the Left area.

**Area Security**

No performer or other personnel are allowed in the backstage, or in any areas other than the Penn's Landing Area (see MAP), for any reason. Violation of this rule could result in a costly infraction of union contracts. Do not bring valuables to the theatre, and keep your clothing and belongings together so you don't lost anything.

**Refreshments**

Smoking, eating or drinking (except water) are strictly prohibited at the Stage of Penn's Landing, except in the street-level outer area.

**Video Taping**

Only self-contained, battery-operated hand-held cameras are allowed. Plugging lights or other video equipment into wall sockets is prohibited.

**Departure**

We must vacate the theatre completely by 45 minutes following our performance, so do not linger too long with after-show guests. Everyone will help pack up and move out our equipment, and put the Penn's Landing back in order. Check your belongings and leave nothing behind.

**Agreement**

A performance agreement will be considered concluded when:

- 1) We agree upon a date.
- 2) You fill out and return the form found at:

**Fax completed form to RACC Office (215) 969-1143 or (215) 969-1189, or e-mail: [racc@rachamber.com](mailto:racc@rachamber.com)**

- 3) We then return a confirmation email of our mutual acceptance of these terms.