

# **INAF A Convention Guidelines**

**(Adopted April 2008 by the Executive Director and the Board of Directors)**

The following are guidelines for the 2008 INAF A convention at the University of Wisconsin-Eau Claire, as well as for all subsequent INAF A conventions. INAF A reserves the right to update and/or alter these guidelines at any time.

## **Performers and Presenters**

1. INAF A members in good standing will be given first consideration in the application process. All presentation and performances are done gratis. No compensation will be provided. Academic gatherings do not provide monetary compensation for presentations or performances. It is an honor to share knowledge and artistic abilities.
2. INAF A does not transact any business with agents, managers, or other representatives of performers, presenters, non-INAF A individuals, or groups. The applicant(s) must personally inquire. If agents, managers, or their representatives attempt to contact, negotiate, and/or make any demands upon the organization, either verbally, in writing, or by e-mail, the performing artist's or presenter's application will be disqualified without further discussion.
3. All convention performers, presenters, vendors, and lecturers must be members in good standing with the International Native American Flute Association, at the time of application and during the convention.
4. All performers and presenters must have a proposal application on file with INAF A, submitted to the executive director of INAF A by the closing date, in order to be considered for a performance and/or presentation slot at all INAF A conventions. No exceptions.
5. Performances and presentations at previous INAF A conventions does not guarantee a performance or presentation slot at subsequent INAF A conventions.
6. A presenter/lecturer must clean up the space before he or she exits the area, so the following presenter will only be responsible for setting up for his or her presentation
7. Any deletions, corrections, modifications, or personalization of the performer/presenter proposal application form will not be accommodated or considered and will negate the application in its entirety.
8. Performers and presenters are not permitted to invite guests to appear on stage or in the classroom, unless approved by the INAF A executive director prior to the event. Requests must be made in writing two weeks prior to the performance or presentation. Attempts to bring guests on stage or into the classroom without prior approval will cause the performance/presentation to be stopped, with the next performer/presenter being permitted to use the additional time in his or her set or presentation.
9. Promotional flyers, pamphlets, signs, posters, etc., of other events must be approved by the INAF A.
10. All performances, presentations, and vendor displays shall not use INAF A functions as a means to participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, unless otherwise permitted by the Section 501 (c)(3) of the United States Internal Revenue Code.
11. No performances or classroom presentations may be video taped or recorded in any manner, without the written consent of the INAF A. Any recorded performances or classroom presentations that appear on the Internet or in any other format is considered to be a violation of INAF A policy and guidelines.

## **Selling and Vending**

1. Private selling of any type at the INAF A convention is strictly forbidden. This includes in the parking lots, dormitories, or anywhere on the property that is the venue site for the convention. For example, if the venue is at a university, then there is no private, unregistered selling anywhere on university property.

2. All vendors, including artists selling CDs, must be registered with INAFA and pay the required vending fee. All vendors shall obtain a local vendor's license, if required. Those in violation of this policy will be asked to leave the event, forfeiting any and all convention fees to the INAFA.
3. All vendors must adhere to the time limits for setup and selling at the convention.
4. Vendor's fees are not transferable. Only the business owners on the paperwork submitted to INAFA are permitted behind the booth or table to sell and/or promote merchandise. No extraneous, nonregistered personnel are permitted behind the table.
5. Booth space may not be shared, in any way, shape, or form.
6. No banners, lighting, or any other appliances, over 8 feet from floor to top of booth, shall be erected over a booth nor infringe on other spaces, banners, etcetera. No booth sound systems or special lighting effects shall be audible/visible 5 feet from any individual space.
7. Promotional flyers, pamphlets, signs, posters, etc. of other events must be approved by the INAFA.
8. The INAFA and the venue are not responsible for stolen merchandise if the booth is left unattended. Please have someone watch your booth, if you must leave.
9. INAFA reserves the right to refuse a vendor application for any reason.
10. All performances, presentations, and vendor displays shall not use INAFA functions as a means to participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, unless otherwise permitted by the Section 501 (c)(3) of the United States Internal Revenue Code.

#### **Miscellaneous**

1. Alcohol and illegal substances are not permitted at any INAFA event. Those in violation will be asked to leave the premises immediately. Those participants in violation will forfeit all fees to INAFA.
2. There is no smoking in any of the buildings. Therefore, smudging is also not permitted indoors. Smoking outside is permitted, provided that all cigarette butts are extinguished and discarded in the appropriate outside containers. Academic buildings have certain doors/entrances marked as "Smoking Permitted," otherwise there is no smoking outside the other entrances. You must be at least 30 feet from any building when smoking outside.
3. Pets are not permitted. Service animals are welcome, of course.
4. Littering is not permitted.
5. For participants who have registered for on-campus housing, only the registered individual(s) may sleep in the room or apartment suite. Allowing guests to share sleeping quarters, sleep on the floor, sleep on the couch, etc., is strictly prohibited. A violation of this policy will cause the guest and the registered on-campus housing individual(s) to be removed from the venue property, forfeiting all fees paid to INAFA.
6. Anyone making a disturbance, ruckus, causing trouble, or making participants, INAFA staff, volunteers, or campus staff/students feel uncomfortable in any way at the INAFA convention will be escorted from the venue property by on-campus police.