

# 2024 Florida Folk Festival Participant Guidelines

## **Mission:**

The mission of the Florida Folk Festival is to provide a Florida heritage-based celebration while conserving and interpreting Florida's diverse folk cultures and traditions.

## **Purpose:**

The Florida Folk Festival celebrates the folk songs, music, dance, stories, crafts, foodways and other forms of traditional expression that reflect the folklife of Florida. **The festival's primary purpose is to present Florida folk artists and other keepers of Florida's traditional knowledge to the public.** This is accomplished through family friendly performances and demonstrations by folk artists and other tradition bearers.

## **Selection of Participants**

The content of the Festival is organized by Park Staff from public and professional contacts, recommendations from the folk community and a formal application process. In selecting participants, priority is given to folk artists and other individuals and groups who bear traditions as set forth in the definition of Florida folklife.

**Preference is given to current and previous residents of Florida. Applications which don't clearly identify a group/individual as a resident or fails to clearly identify a group's/individual's association with Florida will not be reviewed. Preference is also given to participants that can be present all three days of the festival.**

Other factors taken into account for participant selection include: participant history, quality, and uniqueness. Individuals who are accomplished interpreters or collectors of folk expression and who can further the understanding of folk traditions by their participation may also be invited.

*Florida folklife* is defined in Florida law as "the traditional expressive culture shared within the various groups in Florida: familial, ethnic, occupational, religious and regional. Expressive culture includes a wide range of creative and symbolic forms such as custom, belief, technical skill, language, literature, art, architecture, music, play, dance, drama, ritual, pageantry, and handicrafts, which forms are generally learned orally, by imitation or in performance and are maintained or perpetuated without formal instruction or institutional direction."

## **ORGANIZATION of FESTIVAL**

The festival combines a variety of interpretive areas on the grounds of the Stephen Foster Folk Culture Center State Park. Stages, workshops, craft areas, food pavilions, and folklife areas enhance the educational value of the cultural traditions presented.

**Performance** – Permanent and temporary stages with facilities to accommodate large audiences provide settings for presentation of many folk arts. These areas serve as stages for formalized performances and demonstrations geared to the entertainment of all festival visitors.

**Workshops** – Festival workshops offer a forum for extended, informal interaction between interpreters and the public. Loosely structured, these workshops may be led by either an individual or a group and include discussion and hands-on participatory activities. Workshop areas are educational and instructional sites intended for hands-on demonstrations and are not intended to be performance venues.

**Folklife Areas** – Folklife Areas combine several types of presentations relating to a common theme. Stories, music, crafts, foods, and other expressive traditions that have a common ethnic, occupational, or regional source provide visitors with an understanding of Florida's folk heritage. A new Folklife Area theme is announced by the Florida Department of State each year. Demonstrators and presenters are selected by Florida Folklife Programs based on research into the year's folklife theme. The Folklife Areas are coordinated and scheduled by the Florida Folklife Programs in cooperation with the Festival Coordinator at Stephen Foster Folk Culture Center State Park

**Traditional Arts Demonstration** – Traditional artists are featured demonstrators whose skills and experience reflect traditional cultures of Florida.

## ORGANIZATION of FESTIVAL continued

**Craft Square Artists** – Those artists featured in the Craft Square demonstrate their skills throughout the year at Stephen Foster Folk Culture Center and must have volunteered in the program for at least 12 days during the previous 12 months. Recipients of the Florida Folk Heritage Award also qualify to demonstrate in the Craft Square.

**Festival Marketplace** – The Festival Marketplace provides an area for individual and organizational vendors to sell popular fine arts and crafts, recordings, publications and other items deemed appropriate by festival coordinators.

**Food Vendors** – Menus feature some of the distinctive types of Florida foods available during the festival by both community groups and professional concessionaires. Concessionaires must meet state and local health regulations for preparing and serving food.

**Environmental and Cultural Awareness Exhibitors** - The Florida Park Service is pleased to provide an area devoted to educational exhibits dedicated to promoting environmental protection and cultural conservation and awareness.

**Florida Fine Arts** – The festival continues to work to develop an area for Florida’s painters, sculptors and other fine artists to showcase and sell their works depicting Florida’s environment, history, culture and the “spirit” of Floridians.

## PARTICIPANT CATEGORIES AND REMUNERATION

Complimentary entrance passes are extended to all official participants. Volunteers are covered by state liability protection and worker’s compensation in accordance with Chapter 110, Florida Statutes. Honoraria travel, and reduced camping fees may be offered, depending on the festival budget for participants, space limitations at the Stephen Foster Folk Culture Center State Park, and the actual costs of goods and services in the vicinity of White Springs. Special Guest Performing Artist/Interpreter, Paid Performing Artist/Interpreter, Consulting Specialist and Vendors may not be eligible for state liability protection and worker’s compensation.

Official participants must be invited to attend in one of the six categories described below. These categories apply to groups as well as individuals. The categories reflect standardized practices for determining payments to festival participants and are not intended to suggest any judgment regarding the quality of a person’s work or the aesthetic values it reflects.

**Performing Artist/Interpreter** – A skilled artist, group of artists or interpreter of traditional folk expression invited without pay for performances, demonstrations, or related presentations during the festival. Artists usually are expected to appear before public audiences for two to three stage performances, workshops and/or narrative area presentations. Preference is given to those who can present all three days of the festival.

**HONORARIUM:** Based on Honorarium Policy

**TRAVEL:** None

### Honorarium Policy for Performing Artists

All group members of selected Performing Artists at the Florida Folk Festival receive the following benefit:

1. Up to 4 nights camping for each group member plus a guest and any dependent children (approximate value, \$5.00 per adult per night, \$1.00 per child per night).
2. A weekend festival pass for each group member plus a guest and any dependent children (approximate value, \$80.00 per pass for adults, \$5.00 per child age 6-16).
3. Option to pay for additional guests to the campground (\$5.00 per adult per night and \$1.00 per child per night) with purchase of a weekend pass.

**Participant Categories and Remuneration (continued)**  
**Honorarium Policy for Performing Artists (continued)**

4. Additional benefit of an honorarium is available to each group based on the following criteria:
  - a. Performing Artist must perform on at least two days of the festival.
  - b. Performing Artists must reside more than 50 miles\* from White Springs\*\*. Maximum allowable Honorarium is 1104 miles (White Springs to Key West).
    - i. Honorarium is given at the current State of Florida travel reimbursement rate of .445 cents per mile round trip and is based on the verifiable address of the contact person for each group.
    - ii. Honorarium vouchers will be provided to the group contact person via email when schedules are sent on February 1, 2024. The contact person for each Group/Performing Artist that wish to receive honorarium must submit the honorarium voucher to the Festival Director no later than March 1, 2024.  
**Honorarium checks will be mailed following the festival.**
  - c. based on DEP Travel policy  
\*\*based on Google Maps city to city mileage

**Special Guest Performing Artist/Interpreter** – A skilled artist or interpreter well recognized in Florida for his/her contributions to folk traditions and cultural diversity, invited with pay (negotiated honorarium) for key performances or demonstrations to augment the educational outreach, entertainment, and public appeal of the Florida Folk Festival.

**HONORARIUM:** Subject to negotiation and budget.      **TRAVEL:** None

**Consulting Specialist** – An individual, regarded as an authority by virtue of informal experience or formal training in one or more areas of folk tradition, invited with pay (honorarium and expenses) to interpret aspects of folklife during the festival, usually expected to appear before the public for a long period, as in the folklife area or the traditional arts demonstration area for the entire festival. Preference is given to those who can participate during all three days of the festival.

**HONORARIUM:** \$100.00 per day minimum      **TRAVEL:** None

**Site Volunteer** – An individual invited without pay to work at festival sites: stage, workshop, craft area, folklife area, food areas, campground, or some other workstation. Volunteers are required to work a minimum of 12 hours during their time at the festival. Preference in inviting site volunteers is given to those who can participate all three days of the festival. Selection of volunteers will also depend upon their availability prior to and following the festival. A maximum number of 150 volunteers will be selected to participate in each festival. Festival coordinators may increase or decrease the number of volunteers selected based upon need.

**HONORARIUM:** None      **TRAVEL:** None

**Vendor/Exhibitors** (Crafts, Food, Marketplace, Traditional Demonstrators, Exhibitors, Artists and Craft Square Artists) A group or individual invited to the festival to sell accepted items or to provide environmental and cultural awareness exhibits. Preference is given to skilled interpreters of traditional folk expressions. Vendors are expected to work all three days of the festival and are required to pay fees associated with their vendor area.

**HONORARIUM:** None      **TRAVEL:** None

## APPLICATION AND ACCEPTANCE PROCESS

### **Application and Review**

To be considered for participation in the festival a fully completed, current year festival application and required support materials must be submitted by the festival participant to the Stephen Foster Folk Culture Center State Park within the appropriate application period outlined under the Timelines and Deadlines section. **Applications and materials received from prospective participants outside of that period will not be reviewed. Applications submitted without appropriate supporting documentation cannot be fully reviewed and will not be considered for participation in the festival.**

Prospective participants must submit a new, updated application for each year. *Please note: "information on file" is not an acceptable response on applications and applications containing this terminology will be considered incomplete.* Prospective participants may apply for consideration in any of the categories described below, but a participant may only be included in one category per year.

### **Terms of Acceptance**

Invitations to participate in the Florida Folk Festival are issued by the Festival Coordinator following a selection process. An invitation to participate in the Florida Folk Festival is considered an honor and privilege by many festival participants. The festival receives many applications each year and unfortunately, due to space limitations, we cannot accept every applicant to participate. Applicants are selected and scheduled based on the needs of the Florida Folk Festival, not an individual's preferences, wants or demands. The festival does maintain a waiting list of qualified applicants that are always willing to fill a vacant participant position at any time.

Participant invitations may be withdrawn by the Festival Coordinator for, but not limited to the following reasons: failure to comply with festival guidelines, failure to meet established deadlines, significant changes in application information, failure to meet availability requirements and untoward demands on festival staff.

### **Notice of Acceptance**

Applicants will be notified of their status as outlined under the Timelines and Deadlines Section.

**Additional application information may be obtained by calling the festival office at (386) 397-7009, Monday through Friday from 9 a.m. – 5 p.m.**

### **Performer Specific Application Information**

The Florida Folk Festival prefers to correspond specifically with the performing artist. **Applications submitted by booking agents must have a letter authorizing the booking agent to accept/decline terms of the festival acceptance on behalf of the applicant.**

**Returning in 2024:** Along with first time applicants, as of 2016, ALL applicants must submit a new recording of their current group configuration for review. Recordings will not be maintained on file. Video recordings submitted on a USB drive are preferred.

## FESTIVAL ADMISSION

### **Admission to the Florida Folk Festival**

The Florida Park Service relies on entrance and user fees to fund outstanding programs annually in over 170 state parks. The Florida Folk Festival is one of the largest festivals produced each year by the Florida Park Service. Complimentary Passes are available for the participants in the festival as outlined under their specific category of participation.

**Performing Artists/Interpreters/Consultants** – Provided one complimentary pass for themselves and one complimentary pass for a guest.

**Volunteers** – Provided one complimentary pass for themselves and one complimentary pass for a guest for no less than 12 hours of scheduled work.

## **Festival Admission (continued)**

**Vendors/Exhibitors** – Provided one complimentary pass for themselves and one complimentary pass for an assistant. Non-profit educational exhibitors may request up to 6 passes to cover shifts.

**Food Vendors** – Commercial vendors provided with a maximum number of 4 complimentary passes for operation of their booth. Registered, not-for-profit community organizations accepted as vendors for the Festival may receive up to 8 complimentary passes.

**Dependent children of participants** (ages 0 – 17) will be admitted free of charge and require that a pass be issued for them.

**Complimentary Pass Requirements** - Each person receiving a complimentary pass must be identified by First and Last Name in order for them to qualify for passes.

## **FESTIVAL CAMPING**

### **Admission to the Folk Festival Campground**

Camping at the Stephen Foster Folk Culture Center State Park is a privilege granted to accepted festival participants and their registered guests. Campers must be identified by First and Last Name in acceptance materials distributed with acceptance letters. Each person camping in the campground must have a three-day pass for the festival (either a complimentary pass or an advanced purchased 3-day pass). Festival camping is provided free of charge for each registered festival performer, volunteer, exhibitor, demonstrator, vendor and their registered guest.

**Camping Registration** is accomplished when accepted participants return their required acknowledgements. There is no additional camping application form required.

## **SCHEDULING**

The festival program schedule is based on the information submitted in a performer's application. In order to vary the activities and performances presented from one year to the next, themes and individuals are rotated throughout the festival. Returning participants, therefore, should expect to be scheduled in different festival settings and at different times from year to year. In the event schedules cannot be fulfilled because of staff errors, a revised schedule will be issued. Schedules will not be revised because a performer/group/volunteer has failed to provide correct information on their application.

**Performers** - Performers will be notified of their anticipated festival schedule by February 1 of each year. If an individual/group is not able to fulfill this schedule, festival staff must be notified no later than February 15.

Festival staff understands that there may be instances where groups may need to change group members. It is the responsibility of the group to find someone that does not have a schedule conflict with other performances during the festival to fill their opening. Under no circumstances will the festival schedule be changed to accommodate a conflict created by a group/individual after the festival schedule has been completed.

Performance schedules are based on **one** performance each day of the festival, excluding participation in Jams and Workshops. Performers are expected to be available all **three** days of the event. **The Festival Coordinator has the responsibility to make any necessary changes in festival scheduling at any time.**

Festival invitations will be withdrawn for any group/individual that significantly changes the scope of their performance from their original festival application: Example: Application submitted as group is now a solo performer; application submitted as a duo is now a group.

Performers that fail to notify the Festival Coordinator that they will **not** be able to participate in the current year's festival by December 15 will jeopardize their ability to participate in the following year's festival.

**Scheduling (continued)**

**Volunteers** – Volunteers will be notified of their anticipated schedule by March 15th of each year.

Volunteers are expected to be available for a minimum of 12 hours work during the festival. Although we do try to be as accommodating as possible, the Festival Coordinator has the responsibility of scheduling volunteers as needed for the good of the Florida Folk Festival. Volunteers are not guaranteed specific volunteer areas. **The Festival Coordinator has the responsibility to make any necessary changes in festival scheduling at any time.**

**In the event volunteers do not complete their volunteer hours as scheduled, they will jeopardize their participation in future festivals.**

## **TIMELINE and DEADLINES**

It is the responsibility of each festival participant to comply with deadlines established by the Florida Folk Festival. Failure to comply with deadlines has serious repercussion on the operation of the entire festival. Invitations to participate in the festival will be withdrawn by the festival director for anyone that fails to meet established deadlines through the application and scheduling process.

August 1	<b>PERFORMER</b> application period open through October 1.
November 1	<b>VENDOR, EXHIBITOR, DEMONSTRATOR</b> application period open through January 1.
January 1	Deadline to submit <b>VENDOR</b> applications (Postmarked by December 31 if submitting through US mail) <b>VOLUNTEER</b> application period open through February 15
January 15	<b>VENDORS, EXHIBITORS, DEMONSTRATORS</b> notified of application status  Deadline for <b>PERFORMERS</b> to notify festival if they <u>cannot</u> participate
February 1	<b>PERFORMER</b> schedule distributed to performers
February 15	<b>Deadline to submit VOLUNTEER applications</b> (Postmarked by February 15 if submitting through US mail)  Deadline for <b>PERFORMERS</b> to notify festival of schedule conflicts

**Timelines and Deadlines** (continued)

March 1	Festival performer schedule posted to website
March 15	VOLUNTEERS are notified of application status and Volunteer schedules are distributed
April 1	Deadline to purchase advertising in festival program  Deadline for Volunteers to notify the festival of scheduling conflicts or scheduling issues
April 15	Performer and Vendor Deadline for Pass Request
May 1	Final Festival operations schedule distributed
May 23	Participant Registration and Campground open at 10:00 a.m.

# FLORIDA



**FOLK FESTIVAL**  
*The Best of Florida Music , Arts, Culture*