

2018 NORTHWEST FOLKLIFE TRAVEL REIMBURSEMENT FORM

Please Print Clearly and Read our Travel Reimbursement Policy

(Parking reimbursement not accepted)



NAME OF PERFORMER / GROUP: _____

MAKE CHECK OUT TO: _____

MAILING ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP: _____

COUNTRY: _____ DAYTIME PHONE: _____

EMAIL: _____

A reimbursement request for driven miles may be submitted ONLY by the vehicle driver.

I was the driver of a vehicle from (city, state): _____

The one-way distance was _____ miles.

All forms of transportation other than car (train / bus / ferry / plane) require a copy of the original receipts.

I used another form of transportation. Please circle what's appropriate: TRAIN / BUS / FERRY / PLANE

The one-way fare from (city, state) _____ was \$ _____ US dollars).

Please mark ONE box below:

I elect payment by direct deposit and have included my Direct Deposit Form.

I elect payment by check and commit to depositing or cashing this check within 30-days of receipt.

PRINTED NAME

SIGNATURE

Flip to review Travel Reimbursement Policy ----->

Travel Reimbursement Policy

Travel Reimbursement Form:

Each driver or performer who wishes a reimbursement for mileage or other forms of transportation must submit a travel reimbursement form during the Festival Weekend. Reimbursement forms are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance. Be prepared and have your form filled out before checking in. Reimbursement forms must be **submitted by 8:00pm, Monday, May 28 at the Performer Registration booth**. Late requests will not be considered.

General Mileage and Reimbursement Criteria:

Northwest Folklife reimburses performers \$.545 per mile, one way, for those travelling outside the city of Seattle. Mileage is based on MapQuest.com figures using the most direct route. You may submit separate requests for separate vehicles, but not separate requests for individual performers. **The maximum travel reimbursement is \$150 per request or \$500 per group**. All forms of transportation other than car (train / bus / ferry / plane) require a copy of the original receipts. A check will be mailed within 30 days after the festival to the address you provide on the travel reimbursement form.

Go Green and Embrace Direct Deposit:

Northwest Folklife encourages the convenient option of direct deposit for travel reimbursements. By choosing direct deposit it: automatically deposits funds shortly after the festival ends, eliminates a trip to the bank, reduces lost or stolen checks and most importantly, it helps Northwest Folklife staff get you your money quicker and safer. A direct deposit form and travel reimbursement form must be turned into Performer Registration together. Direct deposit slips are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance.

Lost, Stolen and Uncashed Checks:

Keep in mind that check fraud is one of the largest challenges facing businesses and financial institutions today, so please make sure you cash/deposit your travel reimbursement check immediately upon receipt.

Please cash your check within 30 days of receipt! This helps reduce our accounting costs in the monitoring of uncashed checks and saves Northwest Folklife at least a \$1,000 per year. **If Northwest Folklife needs to reissue a check, a \$30 fee will be subtracted from your travel reimbursement check.**

For office use only:

Miles _____ Other _____ # _____ Total _____

Check Date _____



NORTHWEST FOLKLIFE

TRAVELING TO THE FESTIVAL:

DIRECTIONS:

- From I-5 North or South, take the Mercer St. Exit and follow signs to Seattle Center. Keep in mind that I-5 exits can get backed up, so you may want to use alternate routes like Hwy 99.
- From Hwy 99 (Aurora Ave.) going south, turn right on Roy St., left on 3rd Ave.
- From Hwy 99 going north (at 1st & Bell), take the Western Ave. Exit, turn right at Broad St, proceed to Seattle Center.

PARKING AT FOLKLIFE:

- Parking at Seattle Center can be **challenging**, so please plan accordingly. We encourage you to carpool.
- Vehicles under 7'7" high can park in the 1st N. Garage (between Thomas & John Streets) or 5th Ave Mercer Garage.
- Garages have a limit of 10 hours per day.
- Vehicles over one stall wide are not allowed in garages.
- Disabled parking is also available at all Seattle Center parking lots and garages. Even if the sign says 'full', check with the attendant for availability.
- All street parking in the area has been converted to pay parking, except on Sunday and Monday when street parking is free.
- There is **NO** reimbursement for parking.
- The parking garages and street parking are high theft areas, so please take your valuables with you and don't leave valuables in your car.

GETTING TO THE FESTIVAL WITHOUT A CAR:

- Seattle Center Transportation Hotline: www.seattlecenter.com/transportation/traffic.
- Metro Bus - For detailed information on fares and bus routes to Seattle Center, visit the Metro Transit website at <http://kingcounty.gov/depts/transportation/metro.aspx> or call them at 206-553-3000.
- Monorail - For travel between downtown Seattle and Seattle Center. Please visit <http://www.seattlemonorail.com/>
- 🚲 Biking to the Festival? Bike racks are located at all of our entrances.

TRAVEL REIMBURSEMENT:

- Travel Reimbursement Form - Each driver or performer who wishes a reimbursement for mileage or other forms of transportation must submit a travel reimbursement form during the Festival Weekend. Reimbursement forms are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance. Be prepared and have your form filled out before checking in. Reimbursement forms must be **submitted by 8:00pm, Monday, May 28 at the Performer Registration booth**. Late requests will not be considered.
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- Go Green and Embrace Direct Deposit - Northwest Folklife encourages the convenient option of direct deposit for travel reimbursements. By choosing direct deposit it: automatically deposits funds shortly after the festival ends, eliminates a trip to the bank, reduces lost or stolen checks and most importantly, it helps Northwest Folklife staff get you your money quicker and safer. A direct deposit form and travel reimbursement form must be turned into Performer Registration together. Direct deposit slips are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance.
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ACCOMMODATION INFORMATION:

If you're looking for a place to stay while visiting the Festival, check out the below hotels who offer special rates for Folklife patrons! Just specify that you want to take advantage of the Northwest Folklife Festival rate when booking your reservation.

<p>The Mediterranean Inn (Lower Queen Anne Sponsor)</p> <p>425 Queen Anne Avenue North, Seattle (206) 428-4700 (866) 525-4700 www.mediterranean-inn.com</p> <p>This is Mediterranean Inn's 14th year sponsoring the Folklife Festival! It is located right across the street from Seattle Center. Receive \$10 off prevailing rates. Call for current rates or email: info@mediterranean-inn.com</p>	<p>Belltown Inn (Belltown Sponsor)</p> <p>2301 3rd. Avenue, Seattle (206) 529-3700 (866) 525-4704 www.belltown-inn.com</p> <p>Centrally located in the heart of the Belltown neighborhood. Receive \$10 off prevailing rates. Call for current rates or email: info@belltown-inn.com</p>
<p>Hostelling International Seattle American Hotel (International District Sponsor)</p> <p>520 S. King Street, Seattle (206) 622-5443 http://www.americanhotelseattle.com/</p> <p>Minutes away to Seattle Center by car and bus routes. Located in the International District/Chinatown/Japantown of Downtown. Special rate to Festival guests and performers of \$35 per person, per night, for a bed in a shared 4 bed dorm. Special rate of \$128 per night for the rental of an entire room (4 beds together). Please call for festival rate.</p>	<p>MarQueen Hotel (Lower Queen Anne Sponsor)</p> <p>600 Queen Anne Avenue North, Seattle (206) 282-7407 http://www.marqueen.com/</p> <p>Located in the lively Queen Anne neighborhood area of Seattle, Washington, the MarQueen Hotel offers distinctive boutique lodging accommodations. Request the Northwest Folklife Festival Rate and get 15% of prevailing prices. Call for availability or email: info@marqueen.com</p>
<p>Inn at Queen Anne (Queen Anne Sponsor)</p> <p>505 First Ave North, Seattle (206)282-7357 http://www.innatqueenanne.com/</p> <p>The Inn at Queen Anne is located in the vibrant and eclectic Queen Anne neighborhood of Seattle, WA directly across the street from the Seattle Center. Request the Northwest Folklife Festival Rate and get 15% of prevailing prices. Call for availability or email: reservation@innatqueenanne.com</p>	<p>Northwest Folklife thanks all participating hotels for their support!</p> 



NORTHWEST FOLKLIFE PARTICIPANTS' CODE OF CONDUCT

Thank you for participating in the Northwest Folklife Festival. We believe everyone involved in Northwest Folklife events including performers, volunteers, staff, and audience should experience our programs free from any harassment or threats. Please see the following code of conduct to help ensure that we maintain this safe space.

Verbal, Physical, Mental or Emotional Harassment

Northwest Folklife expects civil and respectful treatment of all individuals working for or at, volunteering for or at, performing for or at, participating in, and attending NWFL programs and events. Individuals participating in NWFL events should not harass or be harassed for any reason. The purpose of this policy is to ensure that the event is an inclusive, welcoming, and safe space that is free from threat and/or abuse – verbal, physical, mental or emotional. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, text messages, pictures, images, writings, words, gestures or actions. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any NWFL participant who believes that this policy has been violated must report the situation immediately as per Reporting Instructions below in **Harassment Reporting**.

Sexual Harassment

Sexual harassment will not be tolerated. While it is not always easy to define precisely sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, text messages, pictures, images, writings, words or gestures.

Violations of this policy may result in not being invited back to participate in Northwest Folklife events. There will be no adverse action taken against participants who report violations of this policy in good faith or participate in the investigation of such violations.

Any NWFL participant who believes that this policy has been violated must report the situation immediately as per Reporting Instructions below.

How to Report Harassment Complaints

Incidents or complaints of any type of harassment should be reported immediately to your stage manager or to the following staff member who has been designated to receive such complaints:

Judy Terreberry, Finance Director, at (206) 992-0994 or judy@nwfolklife.org

Thank you for ensuring a safe and welcoming experience for all!



NORTHWEST FOLKLIFE

How You Can Help Spread the Word about Your Performance at Folklife

Thank you for being a part of the 2018 Northwest Folklife Festival!

We know you are planning a great show, and we wish we were able to spotlight each and every performer in our publicity materials and on our website. Unfortunately, with over 5,000 participants, it's just not possible. But there's a lot you can do to help get the word out about your performance!

1. **Post your appearance at Folklife on your website or eNews** along with any other gigs
 - a. Remember it's the **Northwest Folklife Festival**, not Folk Life, or FolkLife, or the Seattle Folk Festival, etc.
 - b. If you are posting on social media, please tag Northwest Folklife! You can find us on Facebook (@northwestfolklife), Instagram (@nwfolklife) and Twitter (@nwfolklife).
 - c. Here is some sample text of how you might want to announce your show:

FACEBOOK:

"I'm excited to announce that I will be performing at the 2018 @NorthwestFolklife Festival, happening from May 25-28 at Seattle Center! Come see me on the ____ Stage at ____ AM/PM. Because of YOU, this Festival is accessible to all, so please donate to help Northwest Folklife continue to make it all possible! See you soon! **#ThisIsFolklife**"

INSTAGRAM:

Join me at @nwfolklife's 47th Annual Northwest Folklife Festival (May 25-28) at Seattle Center! I'll be performing on the ____ Stage at ____ AM/PM. See you there! **#ThisIsFolklife**

TWITTER:

Come see me perform at the @nwfolklife Festival, happening from May 25-28 at @seattlecenter! I'll be performing on the ____ Stage at ____ AM/PM. Learn more here: _____

2. **Post information about when you're performing on your personal or band Facebook page.** Consider creating an event (hosted under either your personal page or your band/organization's page) where your followers can RSVP and connect. Remember to tag Northwest Folklife and make us a co-sponsor of the event! When creating the event page, please title it as: "2018 Northwest Folklife Festival: ____ (name of group or band)"
3. **Put a Northwest Folklife Banner/Logo on your website, eNews, or post it as a graphic to Facebook.** You can find badges with the 2017 Festival artwork on our website at: <http://www.nwfolklife.org/festival/performer-promotion/>
4. **Photographer / Videographer Policy:** Northwest Folklife has a proprietary license for the use of the Seattle Center Campus and Facilities associated with the Folklife Festival during Memorial Day weekend and can determine how they are to be used. Folklife asks that people do not record performers without prior consent from the performer and the Festival. In accordance with the City of Seattle legal department, indoor facilities are not a part of the public discourse; therefore, 1st amendment rights do not have precedent in these venues. We also must maintain



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fire lanes, egress, and safety protocols inside and outside of venues. All video recordings beyond hand held devices, within the confines of a general venue seats, must be pre-approved by both the performer and the Festival.





NORTHWEST FOLKLIFE

DIRECT DEPOSIT FORM

Please Print Clearly and Read our Travel Reimbursement Policy

Authorization Agreement

I hereby authorize **Northwest Folklife** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Northwest Folklife** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Northwest Folklife** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Northwest Folklife** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Northwest Folklife Accounting Department.

Account Information

Name of Financial
Institution:

Name on the Account:

Routing
Number:

Account
Number:

Checking

Savings

Signature

Authorized Signature
(Primary):

Date:

Please include your banking information with account number and / or attach a voided check and return this form to the Performer Registration booth on the day-of your performance. A Direct Deposit Form and Travel Reimbursement Form must be turned into together. Reimbursement forms must be submitted by 8:00pm, Monday, May 28 at the Performer Registration booth. Late requests will not be considered.



April 9, 2018

Dear Folklife Performer,

Thank you for joining us and making the 47th Northwest Folklife Festival possible. Take the time to **read the enclosed Final Performer Packet**. Information will also be located online at: <http://www.nwfolklife.org/perform-at-the-festival/>. Please review your schedule carefully and notify all group members, including callers. The time shown on your itinerary is your actual performance time. Arrive promptly at your stage after checking in at Performer Registration – *at least 40 minutes* before your performance begins. Be prepared to set up quickly. If you have not arrived by 15 minutes before your performance time, we may fill your slot with another group. If your technical needs change before the Festival, please call the performer hotline at (206) 684-4189 or email Programming@nwfolklife.org. Any technical changes day-of the festival need to be brought to the attention of your Stage Manager 40 minutes before your set. Please note that at this point we cannot make schedule changes in the printed program. Loading: If you requested a loading pass, but did not receive one, drive to your load-in gate with your equipment and Folklife staff will help you get your equipment to your stage.

PERFORMER REGISTRATION, located next to the skate park and outside Hospitality:

- Send one group member to Performer Registration to check-in and pick up VIP buttons for your group. One button per performer- **each button allows one additional guest into the Hospitality area. Lost or forgotten buttons will not be reissued.**
- You should register **at least one hour** before your performance and must register **each** day you perform.
- Fill out a travel reimbursement form there. More information about travel reimbursement is in your Performer Packet.
- **Performer Registration hours:**

Friday 9:00am to 8:30pm	Saturday 9:00am to 9:30pm	Sunday 9:00am to 8:30pm	Monday 9:00am to 8:00pm
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ARRIVAL:

- **Arrive at your stage at least 40 minutes before your performance time, or at the time listed in your itinerary.**
- Review your technical requirements as outlined in your application with the Stage Manager. Technical support not requested in advance may not be provided.
- Connect with the MC who will introduce you.
- If you plan to use a CD during your performance, please test it at home in a CD player, not a computer, prior to giving it to your Stage Manager.
- The time shown on your Final Confirmation Letter is your performance time. It does **not** include set up time. We allow transition time between performances.
- **You must keep your performance within the time limits.** If you go over your time, it will affect all of the performers following you as well as your ability to return to the Festival in future years.

SELLING MERCHANDISE AT THE FESTIVAL:

- At each venue, there'll be a merchandise area which will be promoted from the stage.
- Performers **MUST** have a City of Seattle Business License or a Universal Business Identifier before selling anything. Northwest Folklife is not responsible in providing licensing. Visit: <https://www.seattle.gov/licenses> to obtain your license before the festival.

HOSPITALITY LOUNGE:

- **VIP Buttons –Each button allows one additional guest into the Hospitality area.**
- Instrument check, snacks, water, soda, coffee, tea and beer are available in the Hospitality Lounge. We charge a nominal fee for beer (serving from noon-close), but non-alcoholic beverages are free.
- **Hospitality hours:**

Friday 9:00am to 10:00pm	Saturday 9:00am to 11:00pm	Sunday 9:00am to 10:00pm	Monday 9:00am to 9:00pm
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CHECKROOM AND DRESSING ROOMS:

The following secure checkroom is free to Festival participants with your performer confirmation letter or your VIP button. You may check equipment in and out throughout the weekend, though overnight storage is strongly discouraged. Northwest Folklife is not responsible for lost, damaged or stolen items.

- **Hospitality Checkroom hours:**

Friday 11:00am to 10:15pm	Saturday 10:00am to 11:15pm	Sunday 10:00am to 10:15pm	Monday 10:00am to 9:15pm
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- If your venue has a dressing room, please check with your Stage Manager for your room assignment.
- Please do not use Seattle Center restrooms as dressing rooms.

VIDEOGRAPHER POLICY:

Northwest Folklife has a proprietary license for the use of the Seattle Center Campus and Facilities associated with the Folklife Festival during Memorial Day weekend and can determine how they are to be used. Folklife asks that people do not record performers without prior consent from the performer and the Festival. In accordance with the City of Seattle legal department, indoor facilities are not a part of the public discourse; therefore, 1st amendment rights do not have precedent in these venues. We also must maintain fire lanes, egress, and safety protocols inside and outside of venues. All video recordings beyond hand held devices, within the confines of a general venue seats, must be pre-approved by both the performer and the Festival.

ENCOURAGING DONATIONS:

You have the stage, so please encourage donations! This festival can continue only with community support, and your help toward that goal is outstanding- **Thank you!** Below are a few key points to mention:

- Performers, communities, volunteers and donors make the Folklife Festival *Community-Powered*.
- There is no admission charge thanks to your donations of \$10!
- Show your love for Folklife: donate today!

VOLUNTEERING

It takes hundreds of volunteers to staff the Festival and ensure its sustainability. If you're interested in volunteering, sign up online at <http://www.nwfolklife.org/volunteer/>. If you're interested in being an MC, contact the Volunteer Coordinator at volunteers@nwfolklife.org.

SUGGESTIONS AND EVALUATIONS:

We pay attention to your comments! Take some time to fill out an evaluation form. Comment forms are available at Donation Information Stations and Performer & Volunteer Registration. Forms can be dropped in a suggestion box, mailed to Northwest Folklife 305 Harrison St., Seattle, WA 98109 or sent via e-mail to folklife@nwfolklife.org.

FESTIVAL UPDATES: (Map included in Final Performer Packet)

- **Bagley Wright Theatre** – We're returning to the Bagley Wright Theatre to feature spoken word and music performances on Saturday and Sunday from 11:00AM – 4:00 PM.
- **McCaw Hall** – Home to the Pacific Northwest Ballet and Seattle Opera, this brand new dance stage comes to the Festival to highlight performance dance on Sunday.
- **Narrative and Cultural Cuisine Stage Sponsored by Uber Eats** – For the second year, the Narrative Stage at Folklife is located in the Armory Lobby Saturday through Monday. This area will host a collection of food demos highlighting Mexican cultures and cuisines, as well as continued conversations and panels on our Narrative Stage.
- **NW Craft Beer Festival in the Northwest Court** – We at Northwest Folklife realize that a significant part of our regional culture is related to the artisan craft breweries that make some of the nations most renowned beers. Therefore, we brought together some of the best craft beer made in the Northwest to sample at this special tasting event. Saturday and Sunday in the Northwest Court, adjacent to the Back Porch Stage.
- **The KEXP Gathering Space** – Join us in the KEXP Gathering Space for a second year at this Festival for one-of-a-kind programming curated in collaboration with Folklife's neighbors, KEXP.
- **Theatre 4** – Returning for a second year and a second day! Theatre 4 is located in the 4th floor of the Armory building and will host participatory dancing on Saturday and Sunday.

2018 CULTURAL FOCUS: Echoes of Aztlán and Beyond: Mexican American and Chicana/o Roots in the Northwest

Today more than ever, it's important to share how communities evolve with the ever changing societal and cultural shifts we face as a region. Northwest Folklife's 2018 Cultural Focus explores and celebrates Mexican American and Chicana/o communities from around the Pacific Northwest through stories, art, film, music, song, cuisine, dance, language and culture. This program explores what it means to be Mexican and Chicana/o, from exploring the indigenous roots, to immigration, to the building of communities and to envisioning the future. Audiences will understand the history of the Mexican diaspora in a larger picture of history and development of the region and explore the vibrant art and culture celebrated in today's communities.

See you at the Festival!

The Northwest Folklife Festival Programming Staff

Kelli Faryar

Anna Buxton














Vanessa Bankson

Caitlin Romtvedt

Chloë Cudaback

2018 MAP

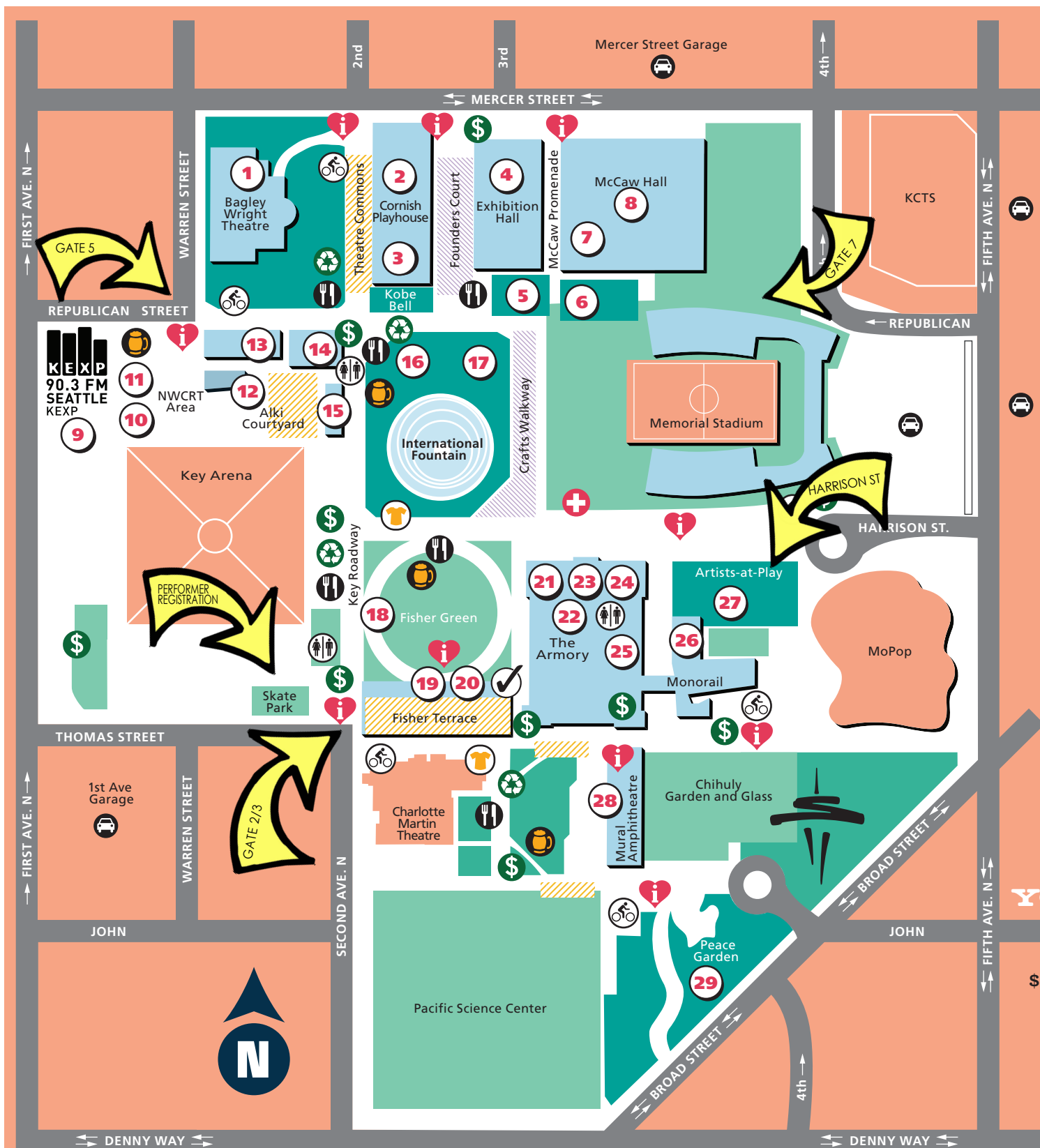
KEY

-  ATM
-  Beer & Wine Garden
-  Bike Parking
-  Check Room
-  Compost Station
-  Crafts Marketplace
-  First Aid
-  Food
-  Donation & Information Station
-  Parking
-  Restrooms
-  Souvenirs
-  Uncommon Market

YOUR DONATION = YOUR LOVE FOR FOLKLIFE

Suggested daily donation:
\$10 per person | \$20 per family

Visit Any Donation Station



YOUR KEY TO NAVIGATING A GREAT EVENT



STAGES, DANCES, WORKSHOPS, AND MORE! (#'s below reference the map # above)

- | | | |
|--|---|---|
| 1 Bagley Wright Theatre | 11 PNW Craft Beer Festival | 21 Theater 4 Dance Workshops |
| 2 Cornish Courtyard - Singing Workshops | 12 Alki Courtyard - Trad Stage | 22 Armory Court Stage |
| 3 Cornish Playhouse | 13 Vera Project - Stage/Art Gallery | 23 Armory Lofts Lobby: Narrative and Cuisine Demo Stage
<small>Sponsored by Uber Eats</small> |
| 4 Exhibition Hall - International Dance Stage | 14 SIFF Film Center | 24 Armory Lofts - Dance & Music Workshop |
| 5 Open-Air Dance Stage | 15 A/NT Gallery: Visual Arts & Paperstock | 25 Center Theatre |
| 6 Boeing Green Jam Tent | 16 Fountain Lawn Stage <small>Sponsored by Western WA Toyota Dealers</small> | 26 Next 50 Annex - Volunteer Registration |
| 7 McCaw Hall Lobby: Folklife Café | 17 Rhythm Tent - Percussion Workshops | 27 Discovery Zone - Family Fun Area |
| 8 McCaw Hall | 18 Fisher Green Stage <small>Sponsored by KBCS</small> | 28 Mural Amphitheatre <small>Sponsored by Seattle Cancer Care Alliance</small> |
| 9 KEXP's Gathering Space | 19 Fisher Pavilion - Warren's Roadhouse | 29 Circle of Indigenous Peoples' Celebration |
| 10 Northwest Courtyard - Back Porch Stage | 20 Fisher Terrace - Friends of Folklife Headquarters | |