

10 Things to Know About Independent Showcasing at PAE

1. All artists performing in a PAE Independent Showcase must be represented in a booth in the Marketplace. It is best to reserve a booth by June 13, the booth lottery deadline, but booths are sold until inventory is depleted.
2. To ensure that Independent Showcases are not cross-scheduled with other conference events, PAE will only publish listings in the program book, website and mobile app for showcases that occur during the following times:

Monday, September 25	8:30 pm – 1:00 am	After the Opening Reception
Tuesday, September 26	9:15 pm – 1:00 am	After the Dinner Break
Wednesday, September 27	9:15 pm – 1:00 am	After the Dinner Break

3. Listings for the program book are **\$75 for single artists or \$125 for a group of up to six artists**. Listing are submitted via a form on the PAE [Independent Showcases](#) webpage.
4. Listings submitted between **June 21 and July 28** are listed in printed **program book, website and mobile app**. **After July 28**, artists and managers may continue to submit listings for the website and the mobile app through **September 8**.
5. PAE discourages first-time attendees from arranging an Independent Showcase unless they are represented by, or collaborating with, another agent or artist who is familiar with showcasing at PAE.
6. During the registration process for booth staff, exhibitors will be asked if they are interested in collaborating on Independent Showcases. A list of interested agents will be available in the Exhibitor Service Center.
7. In order to lease space to produce an evening of showcases in a conference venue, you will be required to fill out an online form and discuss your needs with PAE staff in March. See the PAE Independent Showcasing detailed information sheet for more details.
8. Independent Showcasing is typically done both onsite at the conference hotel or convention center, and offsite around the city. Remember that in offsite showcasing, you may need to arrange transportation for presenters to your showcasing site.
9. If showcasing in the hotel or convention center, producers must agree with the facilities' policies regarding signage, food and beverage, promotional materials, and closed doors.
10. In addition to listing Independent Showcases, agents or managers may also choose to [purchase an ad](#) in the program book highlighting their showcases. Ads may be purchased online while purchasing a booth. Ad reservations are due July 13, and artwork is due July 28.

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Checklist for Independent Showcasing at PAE:

- Procure showcasing space (“lease” from PAE, or another agent/artist)
- Reserve a booth in the PAE Marketplace
- Receive booth choice confirmation email and register booth staff online
- Purchase additional PD/Marketplace Artist passes online
- Purchase LISTING for program book, website, mobile app online by July 28
Listings received July 29 – September 8 will only be listed on website and mobile app
- Make Hotel and Travel reservations