

Artist Registration Pack 2021



Nau mai, haere mai!

Welcome to Dunedin Fringe

18 – 28 March 2021

Dunedin Fringe is an annual 11-day festival produced by the Dunedin Fringe Arts Trust, a not-for-profit charitable trust. Established in 2000, Dunedin Fringe is an open-access festival for innovative and experimental visual art and performance created by emerging and established artists.

2021 MARCH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18★	19★	20★
21★	22★	23★	24★	25★	26★	27★
28★	29	30	31			

We're one of the largest fringe festivals in New Zealand but we pride ourselves on producing an intimate festival experience for both artists and audiences. Dunedin is a beautiful and compact city with an exceptional history arts activity; it is also a UNESCO City of Literature. Thousands of artists from throughout New Zealand and around the world have taken part in the Dunedin

Fringe and we hope you'll be one of them!

Please read (and refer back to) this Registration Pack as it contains vital information for anyone thinking of taking part.

Ka kite - see you soon!



*A1 The No Show, (Dunedin Fringe 2018)
Photo courtesy of Enterprise Dunedin*

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A crowd gathers on Princes St to watch a performance in 'The Black Box' @ Fringe HQ

As part of our registration process, you will be required to speak with us. Ideally, this will be in person but phone or Zoom also works. We recommend reading through this guide and taking notes about anything you're unsure about or would like to discuss further. Then contact the festival team to book a time to kōrero (talk). If you're based in Dunedin, Fringe HQ is 26 Princes Street - just a couple of doors from the Octagon.

REGO KŌRERO:

Please email: info@dunedinfringe.nz to make an appointment to speak with us.

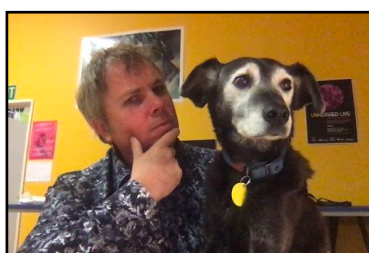
This email goes to a part time Administrator and therefore the reply may take up to 2-3 days.

Festival Director: Gareth McMillan

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Administrator: Katrina Thomson

Office: +64 3 477 3350



Festival Director Gareth and Office Dog Kola are waiting for your call.

Key Dates 2020-21

Monday 7 September	Artist Registrations Open
Wednesday 30 September	Free Registration ends
Friday 27 November	Artist Registrations Close Artist Final Withdrawal Date
Wednesday 17 March	Opening Night Showcase

18 March – 28 March Festival Dates

Saturday 20 and Sunday 21 March Fringe Street Party

Sunday 28 March Awards Night

Other Important Dates

No closing date	DCC Arts Small Project Grants <\$500
4 September	Performing Arts Fund (University of Otago) Round Two Closes
25 Sep 2020	DCC Creative Communities Closes DCC Arts Grants Closes DCC Performance Underwriting Closes DCC/CNZ Professional Theatre Fund DCC Community Events Grants
November (TBC)	Performing Arts Fund (University of Otago) Round Three Closes
16 Feb – 20 Feb 2021	O-Week, University of Otago
23 Mar 2021	Otago Anniversary Day

Other Fringe Dates

15 Jan – 14 Feb	Fringe World (Perth)
19 Feb – 21 Mar	Adelaide Fringe
15 Feb - 6 March	Auckland Fringe
26 Feb – 20 Mar	NZ Fringe (Wellington)



*Elemental (Dunedin Fringe 2018)
Photo courtesy of Cassandra Lynne*

Festival Overview

There are two types of events at Dunedin Fringe: Artist-produced and Festival-produced.

Artist-produced events make up the majority of the programme. Dunedin Fringe, like most fringe festivals around the world, is open-access so anyone is welcome (and encouraged!) to register a show and take part.

As the name suggests, artist-produced events are organised entirely by the artist. So you book your venue, set your dates, times, and price and undertake your own marketing. Artists take 100% of the box office income and pay 100% of the bills. But you're not alone! The Fringe office will support you, especially if you're not familiar with event production. Some of the ways we do this includes...

...**Festival-produced events** which are designed to mark significant points in the Festival and help promote artist events and festival visibility. The biggest and most exciting event we produce is the Opening Night Showcase, a 2-hour extravaganza featuring 5 minute previews of artist events. The Showcase happens on the eve of the festival (Wednesday 17th March 2021). We're also celebrating our 21st birthday with a Street Party on Saturday 21st and Sunday 22nd March. This is will be a family friendly day event, with both trailer stages and small performance spaces.

We may need to be adapt these events owing to COVID 19 restrictions.

Registration Fees

If you want to be an official event in the festival, you'll need to pay a registration fee which contributes towards production expenses. This in turn, unlocks all the advantages of being a member of the Fringe whānau (family) including eligibility for Fringe awards, artist passes, and everything we do to enable you to achieve success.

We're offering free registration during September!!! To help the creative sector during these COVID 19 times, if you register before 30 September you won't have to pay a fee unless:

- The total value of registrations surpasses \$5000 before you register;
- You're not a NZ citizen or resident (our Creative NZ funding for this only supports the creation of NZ work);
- If you register more than one event, only one will be fee free.
- You will need to pay the \$50 bond before the 30 Sept (see below) as after this date the free fee option will be removed. You don't need to fully complete all registration by the 30 September but do need to complete through to the end of the 'ticketing' step.

All events (including fee free) must pay a bond of \$50.00 although this is refunded once the artist has completed an online Artist Event Report following the festival. This report is critical to the festival as it provides important data such as attendance figures and artist feedback which helps shape future festivals.

The Artist Final Withdrawal Date is Friday 27 November. If you cancel your event after this date – your registration fee and bond will not be refunded.

Be advised that payment of the registration fee/bond also incurs a \$4 processing fee from the ticketing provider.

Dunedin Fringe 2021 Registration Fees (1 Oct - 27 Nov):

	Excl. Bond	Incl.Bond (+fee)
Free Event	\$100	\$150(+\$4)
Donation/Koha Event*	\$175	\$225(+\$4)
Ticketed Event	\$275	\$325(+\$4)

- * Donation/Koha registration fee is priced in recognition that some events of this nature can generate income comparable to ticketed events.

Please refer to page 9 of this guide for further information about the S.E.A.T. option for donation /koha events. By choosing this, Artists can give their audiences the opportunity to secure guaranteed entry in advance of the performance, while still having the opportunity to make further contributions directly to Artists at the event.

Want to be part of the Fringe but don't want to register? Ask us about performing in our pop-up venue 'The Black Box'. The Black Box is also available for registered events to perform and promote their other work.

Digital Events

Do you have an existing digital event, or an amazing idea for one, that you want to bring to fruition? Ka pai, we'd love to hear about it and enable you to innovate in this developing area. Our platform currently best supports events with live audience engagement but we will adapt if this is what is best for our artistic community.

Thinking Laterally...

Fringe celebrates innovation, experimentation, and being brave. In this COVID times, even the most experienced practitioner should consider new ways of working - and where better to try new things than a Fringe Festival. Here's a link to an article with suggestions for [socially distant theatre](#) to get you thinking.



*Lines of Flight
Dunedin Fringe 2007*

How to Register

Dunedin Fringe utilises the Eventotron registration system:

- It's a cloud based system so you have your own portal and can come and go as you please;
- You can find venues via Eventotron or tell us about your own unique performance space;
- Eventotron will automatically generate a preview of your event listing in our printed guide, and you can amend this easily (before 27 November);
- Registration fee payment is linked into the Eventotron system;
- Eventotron doesn't have a manual but is user friendly once you are familiar with it. Some quirks that may seem unusual to you may be there for a very good reason - it drives our website, printed guide, and ticketing. We'll always seek to improve the system though so welcome feedback and are happy to help if you get stuck.
- Many Fringe Festivals throughout the world also use Eventotron, including NZ Fringe and Whangārei Fringe. Once you've got an Eventotron account you'll be able to use it to access many other festivals.

Follow these steps:

1. Go to www.eventotron.com. Click [Login / Sign up] in the right hand corner.
2. Existing users sign in (go to step 5); new users will need to create an account (steps 3 & 4)
3. Enter your email address and a password in the new users section. Eventotron will notify you if this was successful, and you should then be able to sign in using these details in the existing users section.
4. You'll be prompted to complete your profile.
5. Click [Create event].
6. You will be prompted to [apply] to a festival. Select Dunedin Fringe Festival and then enter all fields to complete our registration. You can stop and start as often as you wish - and contact us if you hit a major roadblock.
7. You can navigate through the various sections using the menu on the left - registration does not need to be completed in sequential order.
8. Registration fees are paid within Eventotron using a credit card. Alternatively you can request Eventotron to generate an invoice and pay via direct debit.
9. Once you [Finalise] your event you won't be able to amend details. All events are required to be finalised by the 27th November. If you don't finalise by this date, we reserve the right to withdraw you from the festival.

Venues (& Eventotron)

Finding the right venue is one of the biggest challenges, especially for those events requiring a professional theatre space. Eventotron can help you identify an existing venue to meet your needs, or if you're the type of practitioner that likes to use found spaces/something a little bit different, you can also create your own venue. The venues listed in the venue finder section are by no means the only places you can present your event!!!

Scenario A - I'm looking for a venue.

1. Use the venue finder menu to identify suitable options. You can search by name, facilities, or graze the list.
2. A short summary tile will list basic venue details. If you click [more info/join] you'll see the full listing with additional information. Most venues still require you to contact them via the listed email or phone contacts, or in person.

3. Once you've got a booking the old fashioned way (outside Eventotron) navigate back to this page and click [join_venue_name].
4. You will now be able to enter the details of your event session dates and times.

Scenario B - Bring your own venue.

1. This option works for both existing venues that aren't in Eventotron (double check first!) or if you're using a found space that isn't a regular venue.
2. In the Venue Finder menu click [Add my own venue] and fill in the details.
3. The default setting here means the venue will be invisible to other Eventotron users (except the festival) but in the event you want to set up a venue that can be used by other Fringe events select the [appear in venue finder] field.
4. Remember that venues may go by other names, so if you're using this option with an existing venue check all the possibilities before setting it up in Eventotron and make sure you've got a confirmed booking with the actual venue first.

Post Rego Eventotron Activity

Keep using Eventotron after you've finished registering - you'll find useful Fringe documents stored there and it will link to the backend of our ticketing provider (so you can check your sales figures etc). You also need to undertake various post registration activities including: uploading your media release; letting us know about your artist passes; uploading reviews; and the link to your post-event survey.



*Dunedin Fringe Launch Event 2020
Photo courtesy of Alex Lovell-Smith*

Ticketing

All tickets must be sold via the festival's ticketing partner, Super Simple Box Office (SSBO). Exceptions are only made for venues that have contractual obligations to use another ticket provider, and this will need to be approved by the Fringe Office in advance (nb their fee structure will be different than ours). Your audience will be able to buy advance sale tickets via the Fringe website and at Fringe HQ (26 Princes St.). You will be responsible for administering door sales, although your venue may offer full front of house facilities (make sure you ask them about this when you organise the hire).

Artist Ticket Fees (aka Promoter Fees or insider charges)

In 2021, events will keep 100% of the ticket sale price - **there is no insider charge for Dunedin Fringe events**. Previously this was \$1.50 from every pre-sold ticket.

Audience Ticket Fees

There is a BOOKING FEE for your audience when they buy advance ticket sales. For each ticket valued \$30 or less (ie most Fringe events), this fee is \$1.50 per ticket. For tickets \$30.01 or greater, the fee is \$2.50 per ticket. The booking fee covers the cost of the service including credit card charges.

There is an additional fee for purchasing in-person at the Fringe Office box office.

Advance Sales

All ticketed events are required to have advance ticket sales. Advance ticket sales close two hours prior to your show start time. We can set this to one hour upon request, but advise against this option as it leaves little time to prepare your physical box office for door sales. Approximately 30 minutes after advance ticket sales have closed you will be emailed details. It will include the total of tickets sold and the purchasers. Use this list at the Front of House, for example if someone forgets to bring a printed copy of their ticket you can check them against the list.

Door Sales

All events must sell tickets on the door unless tickets have previously sold-out via advance sales. It is not the Festival's responsibility to manage any aspects of your door sales, although we may be able to source volunteers to assist. Your advance sales report will enable the Front of House to work out how many seats are available to sell on the door.

Artist Passes

All registered events receive a limited number of **Artist Passes** for performers and key personnel. Not everyone who has contributed to the development, production, or presentation of an event will be entitled to receive an artists pass; use common sense and the Fringe Office reserves the right to limit the number of passes issued to any event. The Artist Pass gives the owner a discount off the full price of all ticketed events – DOOR SALES ONLY.

Events may allow Artist Pass holders free standby entry to any show once all paying members of the public have entered, and only if seats are available. Artists seeking this standby entry must stay well clear of the theatre entrance, be respectful of paying audience members and obey the instructions of box office staff at all times.

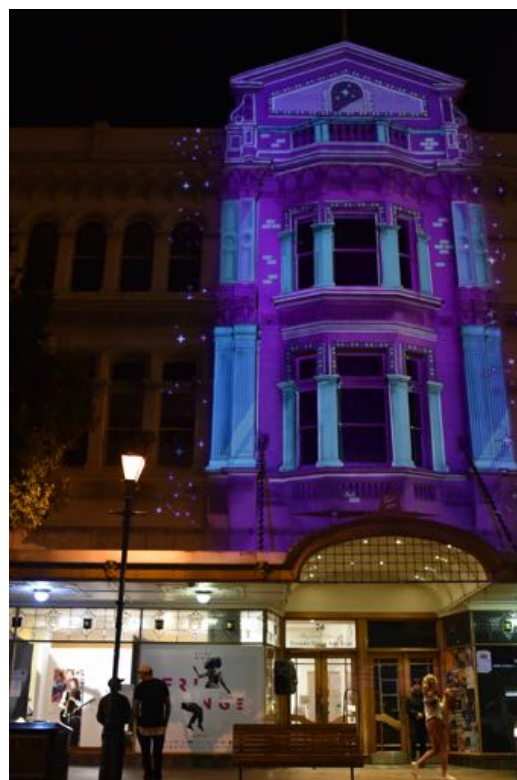
Festival Comps

Every registered event must set aside complimentary tickets to the Festival office to the amount of 10% of each of their first two shows and four tickets to every show thereafter (exceptions will be made for venues with extremely small capacities). The Festival will use these tickets for judges, media, staff, volunteers, and festival supporters and sponsors. In the event that we don't require our allocation of held comps, they will be released back to you to sell. You have no obligation to provide the Fringe Office with more comps but it is possible we might request some additional, for example if a large number of judges wish to attend (this is a good thing).

Donation/Koha & S.E.A.T Tickets

The Te Reo Māori word 'koha' has many meanings and is used in different ways by different tribes in Aotearoa. A common meaning is the offering of a 'gift' and it has become a popular phrase for asking people to make a financial donation either before or after an event. The Dunedin Fringe preference is to describe this transaction as a donation, unless the use of the term koha is culturally appropriate. Our documentation will refer to donation/koha when our policy is intended to cover use of both terms.

Many Dunedin Fringe events use a donation system and feedback from artists suggests it can generate better goodwill and income than a traditional fixed-price ticket. For audiences however, donation/koha events can mean they have no guarantee of getting into an event as it is usually first-in, first-served. To help with this issue, artists can select the option of offering a \$3 **'Secured Entry Advance Ticket' (S.E.A.T)**. The kaupapa (idea) behind this ticket option is that it gives an audience member the security of having a ticket (and as a result guaranteed entry) at a very low cost and they can then make their donation/koha at the venue.



*Video Projections by Lady Lazer
Light (Dunedin Fringe 2019)
Photo courtesy of Kerry Hodge*

Some events have reported that audience who have purchased a S.E.A.T don't understand they should make an additional donation at the event. Although this is stated in our ticketing info, you may want to consider your donation/koha collection method to ensure this is understood. Be aware that some S.E.A.T. ticket holders may be Fringe judges, sponsors or supporters who have already made their contribution to your event in another way, and not all of these people are in a position to make an additional financial contribution.

Concession Tickets

A concession ticket refers to any ticket buyer other than a full-price adult ticket. This often includes students, seniors, unwaged or low income, children, care companions. Please ensure your Front of House personnel understand the application of concession priced tickets. Our kaupapa includes accessibility of the arts to all, and therefore we feel it is important that you offer these concessions.

Fringe Mates and Promo Codes

We are initiating a subscriber scheme in 2021 and Fringe Mates will be entitled to a 10% discount off pre-sale tickets (off their own ticket only). You can also choose to offer promotional priced tickets (eg two 4 one) but please allow at least two working days notice for the Fringe Office to action this. If you think you might want to offer promotional priced tickets, we recommend getting these loaded in the back-end in advance - they won't be activated until you give us the go-ahead.

Settlement

Money from advance sales will be held by the Stripe payment platform until one week after your final event. You can request settlement then via Eventotron - unless the event was cancelled, in which case the purchaser will be refunded.

COVID 19

The Dunedin Fringe will follow best practice and Government advice when assessing if we need to change our plans for the 2021 festival. You should also consider the potential impact of COVID 19 on your event.

Important information for event organisers can be found on:

The NZ Major Events website and NZ Govt COVID 19 website

Many Fringe events will be able to proceed at Level 2 (even 2.5) , providing you and your venue take increased precautions. At Level 3 and above, only events that are delivered digitally will be possible.

If the 2021 Festival is cancelled owing to a change in COVID Alert Levels, then your registration fee and bond will be refunded. The Dunedin Fringe shall not be liable for any other losses resulting from the cancellation.

If you are unable to deliver your event owing to a regional restriction preventing travel then your registration fee and bond will be refunded. The Dunedin Fringe shall not be liable for any other losses resulting from your inability to present in the festival.



Please note, if you cancel your event after 27 November 2020 for any other reason than those listed above, you will not have your registration fee and bond refunded.

*Opening Night Showcase (Dunedin Fringe 2018)
Photo courtesy of Enterprise Dunedin*



Venues (continued)

Dunedin is rich in interesting and untraditional spaces such as vacant shops and community facilities. But the city has very few professional venues and hardly any that are set up especially for the Fringe. This has been compounded by the 2018 closure of the city's only professional theatre, The Fortune. If you are coming from outside of Dunedin it can be hard to find a space that comes with infrastructure such as box office and tech although there are various options. Feel free to contact the festival office for further advice - we're here to help.

Emersons Festival Theatre

The Fringe runs one venue called the Emersons Festival Theatre. This venue was established in 2016 for artist shows and late-night music events. It is a (subsidised) venue for hire with 6pm and 8pm shows daily, and a 10pm show Thursday to Saturday. The Festival Theatre is in high demand and you can apply within Eventotron. Capacity is 120 seated, and it comes with simple tech, technician, bar, and Front of House supplied. The Festival Theatre is a pop-venue; a converted community gallery space located within the same building as the Fringe Office. There is a private dressing room and bathroom.

Black Box Pop-Up Space

The Fringe Office also hosts a pop-up performance space known as the Black Box. This is a low-tech, high profile space in a large window located on the main street near the centre of town. Although some performances in the Black Box are not registered Fringe events, it is also a good promotional opportunity for suitable registered events. Contact the Fringe Office for more info, or to apply.

Artist Funding

Owing to COVID 19 disruption of our funding cycles, we are currently waiting to confirm if we can offer Fringe Artist Grants. If our application is successful we will advertise this opportunity at the end of September with a four week application process, and notification of outcomes before the end of October.

As this funding is sourced from CNZ, you can not receive a Fringe Artist Grant and another CNZ Grant (including Creative Communities) for the same project. Use of a Fringe Artist Grant to present work in Dunedin that has previously been developed by alternative CNZ funding is fine - providing the Dunedin presentation was not part of the other funding agreement.

For more ideas on seeking and raising funds, check out the *Funding Options* doc on our [website](#).

Public Liability Insurance

All Dunedin Fringe Events should hold their own appropriate insurance including Public Liability Insurance. The Dunedin Fringe Arts Trust uses Rothbury Insurance Brokers:
kerri.bridgman@rothbury.co.nz

Hot Tips

Choose Your Timing: Many events are on weekend nights starting at 8pm. Consider an early or late session to give audiences more options. Sunday, Monday, Tuesday and Wednesday nights have less competition. Please ensure all shows are finished by 7pm on the final night of the Festival (Sunday March 28) – as we want to see y'all at the Fringe Awards! Don't forget Otago Anniversary is Tuesday 23rd March which means some (but not all) businesses will be closed.

Pricing: Set your prices based on your budget and how many people you think will realistically attend your event. Be conservative – many events budget on as little as 30-40% of venue capacity. Fringe prices usually range between \$10 and \$20 and having donation/koha entry is an increasingly popular option. Check the ticket section of this pack so you're fully informed about tickets fees and options.

Promote your event in advance: Artists who rely on their listing in the Festival programme or a Facebook event don't usually do as well as the artists who put the time into a full promotional campaign. It is your responsibility to promote your event and take the time to develop a strong publicity plan. Do more than just print a poster: consider a mix of printed material, radio, online advertisement, publicity stunts, and social media. Turn up several days prior to your event to network, hand out fliers and conduct media interviews!

Performance Rights: If you are using someone else's music, script or artwork, you need to acknowledge and pay for the rights to use it. A couple of helpful websites include:

For music see: <http://www.apra.co.nz/>

For scripts see: www.playmarket.org.nz



On Display (Dunedin Fringe 2019)

Photo courtesy of Yu-Hsuan Yang

Why Dunedin Fringe?

Being part of the Dunedin Fringe brings a wealth of opportunities and creative satisfaction (and the following):

- **Dunedin, Ōtepoti** is a vibrant and compact city nestled amongst NZ's beautiful East Coast South Island landscape. The city is rich with culture and enjoys a diverse and supportive arts community.
- **Dunedin Fringe** works hard to provide an intimate and fulfilling festival experience for artists and audiences. We extensively market the festival to let people know the fringe is on and support your marketing campaign to get them to your event.
- **Festival Guide** – Your event description and image in thousands of full colour printed Festival Guides distributed locally, regionally and nationally. These guides translate to a combined readership of approximately 30,000.
- **Festival Website** – Your own event page on the Festival website (with your own URL link to promote it). Your audience can search your event and buy tickets to your show direct from your event page.
- **Artist Pass** – You will get an Artist Pass that provides free standby entry to many artist events and discounted entry to all of the others!
- **Promote & Network** – Build new audiences, develop relationships with Dunedin media and network with other event organisers. Make lifelong pals!
- **Festival Events & Venues** – Promote your show at our Festival-produced events including the Opening Night Showcase event. Hang out, recover, or find your next collaboration partner at our Festival Club.
- **Be in to win a Festival Award** – Have your hard work recognised and build a track record for funders by potentially being nominated for (or winning) a Festival award.
- **Experience** – Whether you're a local or a visitor, there is nothing quite like being part of Dunedin Fringe – the world's southernmost fringe festival!

More Fringe?

Dunedin Fringe is proud to be part of the World Fringe network. We also work closely with our Australian cuzzy and NZ sister festivals. So why stop at one when you can do two or three! Be sure to check in with these other wonderful fringe festivals that happen at a similar time of year (noting that NZ borders remain closed to international visitors, and touring to Australia is difficult in 2021).

- Auckland Fringe aucklandfringe.co.nz
- NZ Fringe (Wellington) fringe.co.nz
- Fringe World (Perth) fringeworld.com.au
- Adelaide Fringe adelaidefringe.com.au



Terms & Conditions

Festival Terms & Conditions 2021

As a participant in the Dunedin Fringe Festival 2021 (the 'Festival') I understand and agree:

1. That it is my responsibility to produce the event I have registered and that:

- a. For my registration to be accepted I must have completed the registration process and paid the appropriate registration fee before 5pm, Friday 27 November 2020;
- b. The Festival reserves the right to reject late or incomplete artist registrations;
- c. I am responsible for securing all necessary performance rights or permissions in order to perform at the Festival;
- d. An event that has previously won a Dunedin Fringe Award will not be eligible for a further award;
- e. My event must comply with New Zealand laws and any applicable local council regulations.
- f. I, and all cast and crew associated with my event, agree to the Festival's Code of Conduct and Objectionable Material Policy.

2. That the Festival cancellation policy is:

- a. If the 2021 Festival is cancelled owing to a change in COVID 19 Alert Levels, then my registration fee and bond will be refunded. The Festival shall not be liable for any other losses resulting from the cancellation.
- b. If my event is unable to proceed owing to a regional COVID 19 Alert Level restriction preventing travel then my registration fee and bond will be refunded. The Festival shall not be liable for any other losses resulting from the cancellation.
- c. I can withdraw my event registration up to and including 27 November 2020 and receive a full refund of my fees and bond. If I withdraw my event after 27 November 2020, I acknowledge I will not receive any refund of either my registration fees or my bond.
- d. Additional to clauses 2.a and 2.b above, a refund will only be considered at Fringe's discretion where circumstances are beyond the artist's control to produce the event, eg natural disaster. All decisions will be final.
- e. The Festival may at its discretion elect to cancel my registration, or the registration of any other participant, at any time at its discretion and in such event the Festival shall not be liable to me for any loss suffered by such cancellation.

3. That my event description may be edited and that:

- a. The Festival reserves the right to crop programme images or to reject images it deems inappropriate. Inappropriate text may also be edited;
- b. My event description, image and publicity material may be used by Festival staff to promote the Festival, including Festival staff passing copies of this material to media outlets;
- c. I will not promote details of my event prior to the official Festival programme launch event (generally 5 weeks prior to the Festival start date) without the written permission of the Festival Director.

4. That all ticketed events agree that:

- a. The Festival will set up advance ticket sales on SSBO for all ticketed events;
- b. The Festival will make all changes to events on SSBO;
- c. All ticket sales will incur ticket fees as outlined in the Artist Rego Pack document 2021;
- d. My event tickets will not go on public sale until the official Festival Programme Launch;

- e. 10% of the venue capacity of my event's first two nights, and then x 4 tickets for every night thereafter, will be set aside to allow the Festival to distribute complimentary tickets to media, judges, staff, sponsors or other Festival supporters;
- f. Holders of Artist Passes will receive a discount off the full ticket price of my event. These passes can only be used to purchase a discounted ticket 15 minutes prior to the show start time and through door sales only;
- g. Holders of Artist Passes will receive free standby-entry if I have selected this option during registration. Free standby entry will only be available once all paying members of the public have entered and only if seats are available.
- h. Fringe Mates (paid subscribers) will be entitled to a 10% discount off the price of their own advance sale ticket for all events. The event will not receive any financial compensation for this.

5. That if I am NOT in an official Festival-run venue I am:

- a. Responsible for organising my own Front of House staff and door sales to the public;
- b. Responsible for ensuring the health and safety of audience members during my Fringe event;
- c. Responsible for having the appropriate insurance in place for my event.

6. That I will display the official and correct Dunedin Fringe Festival 2021 logo on all publicity material promoting my event (including posters, catalogues, fliers and advertising) and that:

- a. It is my responsibility to promote my event to the public including the distribution of posters and fliers;
- b. I will provide the Festival with 4 copies of my event poster;
- c. Unless my permission is expressly withheld, the Festival may document my event via film or photography and use this material to promote the Festival. My event will be credited in any future use.

7. That artists receiving a *Fringe Grant* will place the Creative NZ logo (as well as the Festival logo) on all event publicity and that:

- a. They meet the Eligibility Criteria as outlined in the *Fringe Grant Application Form*;
- b. The grant money can only be used for the purposes of the event's presentation at Dunedin Fringe Festival 2021 and that if my event does not take place as part of the Festival I will return the grant money in full;
- c. I will fully complete a *Fringe Grant* report to the Festival via an online form and by the required deadline;

8. That I will keep Festival staff informed of my current contact details and that:

- a. I will allow my contact details to be used to subscribe to the Festival newsletter so I can remain informed about changes to the current and future Festival programmes and events;
- b. While the Festival will promote and support my event it is not responsible for my event or liable for any debts, losses or damages incurred by myself or other participants in my event;
- c. The Festival reserves the right to refuse to promote any event or sponsor associated with an artist event that conflicts with sponsorship agreements signed by the Festival;
- d. I do not represent the Dunedin Fringe Festival 2021 and will not enter into any contract with a third party on behalf of the Dunedin Fringe Festival 2021;
- e. That I will complete the online Event Report (and Fringe Grant Report if applicable) by the required deadline and that only then will my event bond be refunded;
- f. This agreement is binding on managers, production and marketing staff, and all participants in my event.