

Artist Registration Pack 2022



Nau mai, haere mai! **Welcome to Dunedin Fringe** **17 – 27 March 2022**

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.

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 to) this Registration Pack as it contains vital information for anyone thinking of taking part.

Ka kite - see you soon!

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Rego Kōrero

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 19 George Street (in the months leading up to Fringe, and then 26 Princes Street in the fortnight leading up to and during Fringe.)

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

Cell: +64 21 1072 744

Administrator: Katrina Thomson

Operations Manager: Andy Meldrum

Office: +64 3 477 3350

Key Dates 2021-22

Registration Dates

Monday 4 October 2021	Artist Registrations Open (All)
Monday 4 October 2021	Fringe Artist Grants Open
Friday 22 October	Fringe Artist Grants Close (if you choose the interview method)
Friday 29 October 2021	Fringe Artist Grants Close
Monday 6 December 2021	Registrations must be finalised to be included in printed program
Monday 13 December 2021	Final date to withdraw from printed program
Tuesday 8 February 2022	Registrations must be finalised to be included in web program (before program launch)*

*Any registrations after 8 Feb will be included in the web program, but have limited publicity support from the Fringe team

Festival Dates

Wednesday 9 February	Programme Launch
Wednesday 16 March 2022	Opening Night Party
17 March – 27 March 2022	DUNEDIN FRINGE FESTIVAL
Sunday 27 March 2022	Awards Night

Other Important Dates

DCC Arts Small Project Grants <\$500 (No closing date)

Creative NZ Arts Grant (Round 3)
Opens 4 October
Closes 29 October (or when 225 applications are submitted)
Notified 3 December

21 Feb – 25 February 2022 O-Week, University of Otago

Monday 21 March 2022 Otago Anniversary Day

Other 2022 Fringe Dates

14 Jan – 13 Feb	Fringe World (Perth)
18 Feb – 20 Mar	Adelaide Fringe
18 Feb – 12 Mar	NZ Fringe (Wellington)
31 Mar - 9 April	Nelson Fringe
TBC	Auckland Fringe
TBC	Whangārei Fringe

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 Opening Night Party happens on the eve of the festival (Wednesday 16th March 2022) and is smaller in scale than our pre-Covid openings – but loads of fund and we hope you will join us to celebrate.

Black Box

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. Find out more, and register your interest [here](#).

We don't pay performance fees for the Black Box but you can win \$500 – as decided by audience online vote.

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.

Thinking Laterally...

Fringe celebrates innovation, experimentation, and being brave. In these 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.

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 including eligibility for Fringe awards, artist passes, and everything we do to enable you to achieve success.

All events 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 final date to withdraw your registration and receive a full refund on your registration fee and bond is Monday 13 December 2021. All registration fees and bonds are non-refundable after this date.

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

Dunedin Fringe 2022 Rego Fees Included in printed program and web program (deadline 6 Dec 2021)		
	Excl. Bond	Incl. Bond (+fee)
Free Event	\$100	\$150(+\$4)
Donation/Koha Event*	\$175	\$225(+\$4)
Ticketed Event	\$275	\$325(+\$4)
Digital Event	\$100	\$150(+4)
*Donation/Koha registration fee is priced in recognition that some events of this nature can generate income comparable to ticketed events.		

Dunedin Fringe 2022 Rego Fees Included in web program only (late registrations, finalised after 6 Dec)		
	Excl. Bond	Incl. Bond (+fee)
Free Event	\$80	\$130(+\$4)
Donation/Koha Event*	\$150	\$200(+\$4)
Ticketed Event	\$200	\$250(+\$4)
Digital Event	\$80	\$130(+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 10 of this guide for further information about the S.E.A.T. option for donation/koha events.

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 6 December 2021);
- Registration fee payment is linked into the Eventotron system;
- Eventotron 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.
- In 2021, the Dunedin Fringe developed a ticketing system utilising Eventotron's Super simple Box office. So your account can be used to check sales, reserve comps etc.

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 2022 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 or debit 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 6th December to be included in the printed programme. If you don't finalise by this date, we reserve the right to exclude your event from the printed programme. You will have the ability to amend some aspects of your online listing after this date. To do so, contact info@dunedinfringe.nz.

Post Rego Eventotron Activity

Keep using Eventotron after you've finished registering - you'll find useful Fringe documents stored there and it links to Super Simple Box Office (our ticketing provider), so you can check your sales figures and issue comps 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.

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 into a venue, you will find the [Venue Profile] tab which contains more information, and the venue manager's contact details. 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, go to the [Interact] tab and click the [Join Venue and Event] button.
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.

Scenario C - Online Event (Dunedin Fringe Online Venue)

1. In the Digital Fringe section of the registration form, you will be asked: How do audiences attend your show? If you select *Online Only*, or *In person at the Venue and Online*, you will be asked to tick a confirmation box. By ticking this box, your show will be automatically attached to the 'Dunedin Fringe Online Venue'
2. You will enter your live stream or archive video link in the Dunedin Fringe Online Venue by clicking Dates Times and Prices, and following the instructions.
(See the Online Shows at Dunedin Fringe document for more information about presenting an online show).

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. You will be responsible for administrating door sales, although your venue may offer full front of house facilities (make sure you ask them about this when you organise the hire).

For detailed information on ticketing, see our [Ticketing Info Pack](#), and [Super Simple Box Office For Event Managers document](#).

Artist Ticket Fees (aka Promoter Fees or insider charges)

In 2022, events will keep 100% of the ticket sale price - **there is no insider charge for Dunedin Fringe events**. Prior to 2021 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.

Advance Sales

All ticketed events are required to have advance ticket sales. We recommend you Stop Sales just before your performance begins. This will prevent any more tickets being sold through the Festival's online box office and ensure you or your venue know how many tickets you or your venue have available to sell on the door. You will find the list of advance sales tickets sold and the purchasers names in the SSBO Door Tool. Use this list to check audiences in at the Front of House. Audiences will bring proof of their ticket either on their device screen, or a printed ticket. If someone forgets to bring a copy of their ticket you'll be able to check them against the list.

Super Simple Box Office Door Tool

The SSBO Door Tool can be found in the Dates Times and Prices section of your venue in Eventotron. Here you'll be able to launch your Door List and Checkin Tool; email the Door List to your Front of House Staff; print the Door List; and use the QR code scanning tool to admit audiences.

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 SSBO Door List will enable the Front of House to work out how many seats are available to sell on the door.

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. *Please note that we are not offering Concession tickets for Online Shows.

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

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.

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, or two for capacities under 50 (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.

We will put these tickets on hold and allocate them. In the event that we don't require our allocation of held tickets, they will be released back to the ticket pool 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).

Your Comps

You can issue your own comps and reservations from ticket holds within Eventotron, but first you must get in touch with us to let us know how many holds you'd like to have set aside (tickets@dunedinfringe.nz). See more information on how to issue comps in the [Super Simple Box Office For Event Managers document](#).

Promo Codes

You can choose to offer promotional priced tickets (eg: two for one, or 20% off). You can indicate what your promo code is and what discount to offer when you are registering in the Ticketing section of your Eventotron dashboard. If you want to add a promo code at a later date (after your registration has been finalised), you can email tickets@dunedinfringe.nz and allow at least one working day for it to be activated.

Fringe Benefits

We initiated a subscriber scheme in 2021, where purchasers of the Fringe Benefits Card will be entitled to a 10% discount off pre-sale tickets to all Fringe events (off their own ticket only).

Settlement

Money from advance sales will be held by the [Stripe](#) payment platform until one week after your final event. We will organise settlement to be paid to your nominated bank account, and will send you remittance advice - unless the event was cancelled, in which case the purchasers will be refunded.

Audience Contact Details

All ticket purchasers will be shown our Privacy Policy.

By default, their contact details won't be shared with you the artist/event producer, but when they purchase their tickets they will be given the choice to opt-in to share their contact details with the artist/event producer, in which case you'll be able to see their contact details for any future promotion.

Terms and Conditions

If your event is ticketed, you will be asked to agree to our [Ticketing Terms and Conditions](#) when you register your event.

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 concession 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.

COVID 19

The Dunedin Fringe will follow best practice and Government advice when assessing if we need to change our plans for the 2022 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, providing you and your venue take increased precautions. At Level 3 and above, only events that are delivered digitally will be possible.

If the 2022 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 13 December 2021 for any other reason than those listed above, you will not have your registration fee and bond refunded.

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. 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, and go [here](#) to apply.

Artist Funding

Dunedin Fringe has received funding from Creative New Zealand to distribute to New Zealand artists to support the development and presentation of new work and to assist with touring costs. If you meet the eligibility criteria, we encourage you to apply for a Dunedin Fringe Artist Grant.

The demand for Fringe Artist Grants is always high. It is crucial that your application shows income from multiple sources – not just Fringe Artist Grants. We strongly advise artists to apply for funding from several different sources and are happy to provide advice around this.

To check the funding criteria and apply: [Go here.](#)

Applications close 29th October 2021. This year, we've introduced the option of applying via an interview but you need to book this before 22nd October and supply some written supporting materials such as a budget before the 29th October. Applicants will be advised of the outcome of their application 8 November 2021. 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 27) – as we want to see y'all at the Fringe Awards! Don't forget Otago Anniversary is Monday 21st 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

Dunedin Fringe Artist Newsletters:

We'll be sending out regular newsletters to all registered events. Artist newsletters contain important information regarding the festival. We send them to both the primary and secondary contact that you list in your registration. Make sure you receive them (check your spam folder, or contact us), read them, and share them with your team.

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 at the time of writing, NZ borders remain closed to international visitors, and touring to Australia is difficult in 2022, but we do have Digital Fringe!).

- 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 2022

As a participant in the Dunedin Fringe Festival 2022 (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 for both printed and website programmes I must have completed the registration process and paid the appropriate registration fee by the relevant due date;
- 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.
- g. In the event that a performing arts industry body conducting their professional business requests my contact details, I authorise the Festival to share this information with this organisation. The Festival undertakes to protect the privacy of artists participating in the Dunedin Fringe and will only exercise this right for legitimate purposes.

2. That the Festival cancellation policy is:

- a. If the 2022 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 13 December 2021 and receive a full refund of my fees and bond. If I withdraw my event after 13 December 2021, I acknowledge I will not receive any refund of either my registration fees or my bond.
- d. In Addition 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, e.g. 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. Images of my event will be kept by the Festival and may be used to promote future Festivals;
- d. 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 2022;
- 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 (or 2 tickets for events with a capacity of less than 50) 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;

Festival Terms & Conditions 2022 Continued

- 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 Benefits Cardholders (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 2022 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 5 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 2022 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 if my event is presented online:

- a. I have read the 'Online Shows at Dunedin Fringe' document and agree to abide by this policy.
- b. In the event of technical difficulties, disruption of service, or any other situation whereby audience are legally entitled to a refund, I understand that the Dunedin Fringe Festival will have no financial liability for this or any other associated expenses.
- c. All promotional materials for my on-line show will include any relevant content warning and age restrictions.
- d. I will abide by any terms and conditions required by streaming platforms.

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 2022 and will not enter into any contract with a third party on behalf of the Dunedin Fringe Festival 2022;
- 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.
- g. I will abide by any new policies that the festival introduces to address the safety of participants from the effects of COVID-19, or similar viruses. Any policies will be formally ratified by the Dunedin Fringe Arts Trust Board and made in response to Government legislation, recommendation, or industry best practice.

See Our [Ticketing Terms and Conditions](#) See Our [Code of Conduct](#)