



Festival Artist Terms & Conditions

Edmonton International Fringe™ Theatre Festival

Updated September 2021


Produced By
FRINGE THEATRE

Lead Partner & Sponsor
ATB Financial®



OVERVIEW

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Fringe Theatre is the producer of the Edmonton International Fringe™ Theatre Festival. As an unjuried, uncensored Festival, we provide you the artistic freedom regarding the content of your show. In fact, each year more than \$2 million is provided to directly support artists during the Fringe Festival!

To provide a safe, welcoming, and accessible environment, all artists participating in the Festival must adhere to the following terms and conditions as outlined. Failure to comply or abide by these guidelines may result in your dismissal from the Festival and/or a ban from participating in future Festivals.

On behalf of the Board of Directors and staff, thank you for the energy and creativity you bring to audiences every year!

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CODE OF CONDUCT & AGREEMENT

As an artist, I recognize I am a highly visible role model within the community. By participating in the Edmonton International Fringe™ Theatre Festival, I will contribute to making the Festival an enjoyable, safe experience for all people.

I will not participate in or condone activities that discriminate on the grounds of race, colour, place of origin, gender, age, marital status, religious beliefs, citizenship, mental and physical abilities, sexual orientation, or any other category within the Individual's Rights Protection Act.

Additionally, as an artist I will:

- Act with honesty and integrity;
- Not participate in or condone any activities that may be considered unethical or illegal;
- Maintain positive, respectful relationships with fellow community members;
- Maintain the Festival as a safe place by not participating in or condoning any activities that may put patrons, volunteers, staff, or the public at risk;
- Maintain the Festival as a welcoming place for all people in our community by refraining from participating in or condoning activities that may be bullying or non-consensual;
- Uphold and champion Fringe Theatre's [Safer Spaces](#) and [Anti-Racism](#) programs;
- Maintain a drug and tobacco free Festival by refraining from utilizing such products on site; and
- Support Fringe Theatre in their role as a charity by refraining from executing any fundraising activities during the Festival that are not pre-approved by Fringe Theatre. Additionally, to prevent the public's confusion, any fundraising activities that reference Fringe Theatre or the Edmonton International Fringe™ Theatre Festival must be pre-approved by the [Artistic Director](#).

I understand if I violate this Code of Conduct my participation in the Festival may be immediately terminated. I may also be banned from participating in future Festivals and/or Fringe Theatre activities.





OVERVIEW

As a unjuried, uncensored Festival, Fringe Theatre provides artists access to audiences, infrastructure, and support so you can take creative chances and share exciting new works.

Our most direct support is provided through the Lottery Program. With artistic freedom regarding the content of your show, all artistic programming of local, national, international, theatre for young audiences, and outdoor performances are selected through a lottery draw.

Lottery applicants pay an entrance fee that includes a non-refundable application fee of \$35 + 5% GST. Entrance fees support participation expenses in the Festival, including ticketing support and access to our artist portal, Eventotron. Application fees are directed towards the operational and administrative costs incurred for the lottery draw.

We're still navigating the evolving impacts of the COVID-19 pandemic. Please be aware that certain lottery streams have limited availability due to deferments from the cancellation of the 2020 Festival.

2022 FEES AND AVAILABILITY

Local - lottery spots & waitlist available: entrance fee is \$750 +5% GST

National - limited spots & waitlist available: entrance fee is \$750 +5% GST

International - waitlist only: entrance fees will apply only if your show is accepted to the festival from the waitlist

Theatre for Young Audiences (TYA) - lottery spots & waitlist available: entrance fee is \$675 + 5% GST

Outdoor Lottery - waitlist only: entrance fees will apply only if your show is accepted to the festival from the waitlist

all entrance fees include a \$35 + 5% GST non-refundable application fee

Unsuccessful lottery applicants will be reimbursed their entrance fee. Waitlist artists will be notified, and their entrance fee will be held by Fringe Theatre in case they receive a lottery spot. Should they not receive a lottery spot, or they withdraw from the waitlist, they will be reimbursed their entrance fee without penalty.

GENERAL LOTTERY APPLICATION REQUIREMENTS

1. Submit a completed application using our online artist portal [Eventotron](#);
 2. Pay entrance fee that includes a non-refundable application fee of \$35 + 5% GST; and
 3. Provide show specific information, including company name, show title, and primary/secondary contact.
- NOTE: once submitted these cannot be changed without approval from the Artistic Director. Applications using "To be confirmed/announced" for show specific information will be withdrawn from the lottery.

INDOOR LOTTERY INFORMATION

Fringe Theatre operates a collection of venues to support shows for the duration of the Festival. These shows are selected by lottery and scheduled by Festival staff. Artists may apply through the following streams: local, national, international, and theatre for young audiences.

INDOOR LOTTERY

Indoor shows are awarded approximately \$8,000 of in-kind support. Specifically, lottery recipients receive:

- Performance venue, equipped with seating risers, chairs, staging, and masking;
- Lighting and sound equipment;
- Two (2) professional technicians for each performance and one (1) rehearsal.
- One (1) technical rehearsal; and
- Box office, public relations, advertising, and marketing support.

INDOOR LOTTERY APPLICATION AGREEMENT

By applying to the Fringe Festival Lottery, indoor artists also agree to:

- Present of a minimum of six (6) indoor performances during the 11-day Festival.
- Abide by the rehearsal and performance schedule set by Fringe Theatre, which is based on applicants' performance length, availability, tour schedule, and cast sharing.
- Be present at the venue thirty (30) minutes prior to the start of each performance, to set up within fifteen (15) minutes before the performance, to execute the performance within the allotted time requested, and to strike the stage within fifteen (15) minutes after the performance. NOTE: set up and strike time may be impacted by evolving pandemic restrictions. Any changes will be communicated to Artists in advance of the Festival.

INDOOR LOTTERY GUIDELINES

If guidelines are not adhered to, this may result in removal from the lottery, loss of your application entrance fee, and/or loss of performance spot.

1. Shows are ninety (90) minutes or less in length;
2. Successful applicants cannot sell or transfer their spot in the Festival to another artist/company;
3. Applicants cannot submit multiple applications for the same show. Fringe Theatre requires unique fields in company name and primary contact. If an applicant wishes to put in more than one application under their company name, the remaining applications will be disqualified if a successful application has been drawn; and
4. Applicants are responsible to meet all deadlines set by Fringe Theatre.

RESPONSIBILITIES

As part of our support to successful lottery artists, Fringe Theatre will:

- Allocate the applicant a seventy (70) to a three hundred (300) seat performance venue based on variety of technical parameters as defined in the application;
- Provide a performance venue, equipped with seating risers, chairs, staging, masking, lighting and sound equipment;
- Provide two (2) professional technicians for each performance and one (1) technical rehearsal;
- Schedule a minimum of six (6) performances and one (1) rehearsal time for each show. We cannot guarantee that we will be able to accommodate cast sharing between lottery shows. In the context of the

Bring Your Own Venue program, it is the responsibility BYOV producer to schedule around if sharing cast with a lottery show;

- Include a listing of the applicants show information in the Festival Guide;
- Supporting Festival-wide marketing strategies for shows; and
- Assume responsibility for box office and ticket sale services for all performances, designating 100% of the selected ticket sale price to artists.

Successful applicants will:

- Be available during the dates set for technical rehearsals prior to the Festival (dates provided on the Tech Form), or risk forfeiting your performance spot;
- NOTE: should additional technical rehearsal time be required, additional fees may incur;
- Be responsible for all costs directly related to the production, communication, marketing, and promotion of their show, including, but not limited to costumes, props, set pieces, actor(s), director, stage manager, designers, posters etc.; and
- Be responsible for the booking and expenses of travel and accommodations. Please note that the Billeting Program was put on hold for the 2021 Fringe Theatre Event because of pandemic impacts. We will keep lottery and waitlist shows informed on how or if we move forward with the Billeting Program for the 2022 Festival.

OUTDOOR LOTTERY INFORMATION

With more than 800,000 site visits, outdoor artists play a big role in animating the Festival site.

Outdoor artists may apply to one of two streams: Circle Show or Outdoor Stage. Circle Shows have large and medium pitches (NOTE: medium pitches are unable to accommodate fire or rigs), which are scheduled daily through a lottery draw. Outdoor Stage shows performance slots are scheduled in advance of the Festival by staff. These shows are evenly distributed between the main outdoor stage and a designated performer pitch.

Those applying to the Outdoor Stage may opt to also be considered for the Circle Show if they do not secure a spot in the Outdoor Stage draw. Those applicants who do so, and who successfully secure a Circle Show spot, will be reimbursed the difference of the entrance fee. Artists with smaller shows may consider applying to our Busker Program.

Outdoor Lottery

Specifically, outdoor lottery recipients receive:

- Scheduled performance time on the Festival site (scheduled by Fringe staff for Outdoor Stage shows and/or by daily lottery draw for Circle Shows);
- One (1) professional technician for each performance on an outdoor stage;
- Support of Festival-wide show marketing strategies; and
- Outdoor Lottery guidelines.

By applying to the Fringe Festival Lottery, outdoor artists agree to present a show that is:

- Artistically driven
- Within the 45 minutes time slot (including set up and strike).
- Suitable for all ages.
- Inclusive, kind, and inviting to all patrons in our community.
- Executed on time and on schedule.



BRING YOUR OWN VENUE PROGRAM

Bring Your Own Venue (BYOV)

The Bring Your Own Venue (BYOV) program is an application stream for indoor artists that allows artists to produce a show in the Festival by securing your own venue.

BYOV VENUE PRODUCERS

Here at Fringe Theatre, we value the close relationship we have with venue producers & operators to uphold a safer space where community thrives. Venue producers/operators will contact the Festival's Programming Department to start the process of being added into the approved BYOV venue list in advance of the BYOV application process. This list will be made available to artists in the BYOV application.

Please email tessastamp@fringetheatre.ca and cc: murrayutas@fringetheatre.ca with the subject line: BYOV Producer Application.

BYOV SUPPORT PROGRAM

Artists accepted into the BYOV program will receive:

- Festival-wide marketing support for shows;
- Promotion and listing in the Festival Guide;
- Full box office and ticketing support; and
- Festival venue signage designating the building as a performance space.

BYOV ARTIST AGREEMENT

By applying to the BYOV program, artists and their affiliates agree to:

- Adhere to the Fringe Theatre [Code of Conduct](#) and Artist Agreement;
- Uphold and champion Fringe's [Safer Spaces](#) and [Anti-Racism](#) programs;
- Accept sole responsibility for all costs related to the production and promotion of their venue and related performances, including, but not limited to: costumes, props, set pieces, actor(s), director, stage manager, front of house staff, technicians, lighting and sound design, stage, masking, seating risers and chairs, and any related equipment; and
- Procure and pay all rental agreements, insurance, and liability coverage for their show.

BYOV PROGRAM GUIDELINES

If guidelines are not adhered to, this may result in removal from the lottery, loss of your application entrance fee, and/or loss of performance spot.

1. Venue meets local, provincial, and federal emergency, safety, occupancy, and fire code regulations;
2. The City of Edmonton Fire Marshal must be permitted to inspect your venue;
3. Venue is listed as an approved Fringe BYOV on the application form;
4. Venue is subject to a walk through and inspection by Edmonton Fringe Festival before and/or during the Festival;
5. Provide show, venue producer and/or venue operator contacts when applying;
6. Scheduled performances start no earlier than 8:00 PM on the first Thursday of Festival and no later than 8:00PM on the last Sunday of Festival;
7. BYOV shows will confirm their schedule on Eventotron. Please note, we are unable to alter indoor lottery shows to accommodate BYOV artists scheduling;
8. Artists will adhere to the performance schedule, time, and duration as submitted to Fringe Theatre. Changes may not be made once submitted and verified. Artists are accountable for any financial losses resulting from any deviation of the submitted schedule; and
9. Venue producer and/or operator will apply to be an approved BYOV for the 2022 Festival and attend BYOV Producer meetings.



ARTIST AGREEMENT

The following agreement is applicable to all artists and their participating affiliates.

By applying and/or participating in the Edmonton International Fringe™ Theatre Festival, artists agree to:

- Adhere to all Fringe Theatre policies;
- Adhere to Fringe Theatre's [Code of Conduct](#);
- Adhere to Fringe Theatre's [Safer Spaces Program](#);
- Complete Fringe Theatre's "Culture of Consent" training program on [Fringe Learn](#) in advance of the Festival;
- Adhere to Fringe Theatre's [Anti-Racism Commitment](#);
- Adhere to the ticketing structure and fees set by Fringe Theatre;
- Adhere to all dates and deadlines set by Fringe Theatre;
- Adhere to all guidelines and agreements within any contracts or contractual obligations required by professional associations, unions, and holders of copyrights for their performances; and accept sole responsibility for making all payments under such contracts;
- Assume sole responsibility for any and all contractual obligations related to the production under their application, and for ensuring the artistic content of the production abides by the laws of local, provincial, and federal bodies;
- Accept full liability for any claims arising from responsibilities related to the production under their application, holding Fringe Theatre blameless; and
- Consider obtaining insurance coverage, including travel insurance, to cover their activities during the Festival, understanding that Fringe Theatre's insurance does not cover the applicant.

Additionally, by participating in the Fringe Festival all artists grant Fringe Theatre the rights to:

- Offer marketing incentives, such as coupons and discounts on ticket prices, to generate new audiences and increase ticket sales;
- Sell tickets to their show at the Edmonton Fringe Festival. Subsequently, artists will refrain from the re-selling or selling of any tickets (including complimentary tickets); and
- Designate complimentary tickets for use by volunteers, sponsors, funders, staff, industry peers, media, and promotion.

ADDITIONAL OPPORTUNITIES FOR ARTISTS

At their discretion, artists may:

- Designate ticket inventory for artist complimentary tickets and Pump Up the Volume or Daily Discount Deals;
- Provide a press kit for Fringe Theatre to send to the media; and
- Participate in publicity and promotional opportunities for the Festival. These opportunities vary and are announced in ongoing communications with the primary contact listed on the application.