

Artist Registration Pack 2024

Nau mai, haere mai!
Welcome to Dunedin Fringe
14 – 24 March 2024

Dunedin Fringe Festival is an annual 11-day multidisciplinary arts festival that's open to anyone who wants to participate – any form of creative expression, any level of experience, anything goes! Produced by the Dunedin Fringe Arts Trust, Dunedin Fringe is an open access festival for new, innovative and experimental art of all genres, created by both emerging and established artists.

Founded in 2000, we're now the second largest Fringe festival in New Zealand, but we pride ourselves on producing an intimate festival experience for both artists and audiences.

Ōtepoti Dunedin is a beautiful and compact city with an exceptional history of arts activity. It's also a UNESCO City of Literature. Thousands of artists from throughout Aotearoa New Zealand and around the world have taken part in the Dunedin Fringe and we hope you'll be one of them!

Refer to this Registration Pack as you register your 2024 Dunedin Fringe event .

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FRINGE

Key Dates 2023-24

Registration & Artist Grant Dates

Friday 15 September 2023

- Artist Registrations Open
- Fringe Artist Grants Open

Thursday 16 November 2023

- Fringe Artist Grants Close

Wednesday 29 November 2023

- Artist Grant results announced

Friday 17 December 2023

- Fringe Registrations Close

Festival Dates

Thursday 15 February 2024

- Programme Launch

Wednesday 13 March 2024

- Opening Night Party

14 March – 24 March 2024

- Dunedin Fringe Festival

Sunday 24 March 2024

- Awards Night

Other Fringe Dates

19 Jan – 18 Feb 2024

- Fringe World (Perth, Australia)

16 Feb – 17 Mar 2024

- Adelaide Fringe (Australia)

16 Feb – 19 Mar 2024

- New Zealand Fringe (Wellington)

14 Mar – 23 Mar 2024

- Nelson Fringe (New Zealand)

Contact Us

Kate Schrader

Co-Director /
Creative Producer –
kate@dunedinfringe.nz

Kate manages and schedules creative programming across all Dunedin Fringe Arts Trust activities, and helps manage Dunedin Fringe's strategic relationships. Contact Kate for enquiries about creative programming and Te Whare o Rukutia bookings.

Ruth Harvey

Co-Director /
Development and Strategic
Relationships Manager –
ruth@dunedinfringe.nz

Ruth manages Dunedin Fringe's grant and fundraising activities, and is responsible for establishing and maintaining strategic relationships with DFAT partners and stakeholders. Contact Ruth about DFAT grant and fundraising activities and strategic priorities.

Katrina Thomson

Operations –
katrina@dunedinfringe.nz
Katrina manages production logistics and administration needs for Dunedin Fringe Arts Trust's programming and the Dunedin Community Gallery (on behalf of the Dunedin City Council). Contact Katrina for enquiries about Community Gallery or White Box bookings, ticketing and Dunedin Fringe artist event support.



Festival Overview

Artist-produced events make up the majority of the Dunedin Fringe programme. Like most Fringe festivals around the world, our festival is **open access**: anyone, no matter their level of experience, is welcome (and encouraged!) to register a show and take part. As the name suggests, artist-produced events are organised entirely by the artist. This means you book your venue, set your dates, times, and price, and undertake your own marketing. Artists take 100% of the box office income (we don't charge insider fees like other Fringes!) and artists 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.

Dunedin Fringe can provide you with production information and advice, including: where you can apply for funding to support your project, venue suggestions, tips on your budget, how Fringe supports ticketing, and – primarily – marketing support. We promote the festival as a whole both locally and nationally, and work to promote festival events. We also run a Festival Hub, in collaboration with Dunedin Pride (March is Dunedin Pride Month!), that serves as a box office but also a central spot for artists to gather, connect and meet staff. There's always coffee available there!

Festival-produced events are designed to mark significant points in the festival and help promote artist events and festival visibility. The first of these is the Programme Launch on Thurs 15 February. The Opening Night Party happens on the eve of the festival (Wednesday 13th March 2024) and we hope you will join us to celebrate. We're still in the midst of scheming other festival-produced events for the 2024 Fringe, with the aim to create opportunities for artists to showcase their events while getting the chance to network, so watch this space!

Dunedin Fringe Artist Grants

Dunedin Fringe is committed to supporting the development and presentation of new work and to assist with production costs. If you meet the eligibility criteria, we encourage you to apply for a **Fringe Artist Grant**. The demand for Fringe Artist Grants is always high. We strongly advise artists to apply for funding from several different sources to support their projects and are happy to provide additional advice.

Please drop us a line to discuss your application before submitting it.

- **Application closing date:** Sun 17 November 2023.
- **Grant results announced:** Wed 29 November 2023.

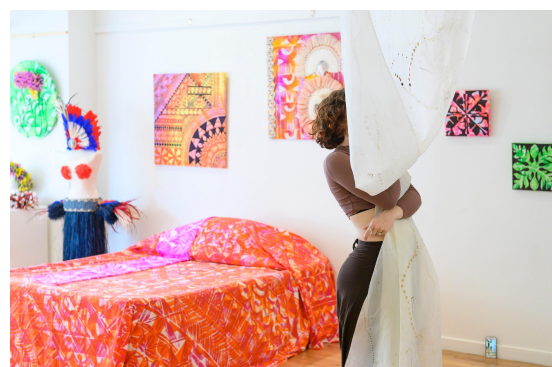
Fringe Māori Artist Grants: available for the first time for Dunedin Fringe 2024, we're delighted to announce a \$10,000 funding pool to support Māori artists and/or Māori-led projects to participate in the festival. Māori artists from anywhere in Aotearoa are welcome to apply.



*The Flying Femmes, Dunedin Fringe 2023,
photo by Armstrong Photography*

Fringe Pacific Artist Grants: thanks to the Creative New Zealand Pacific team, we have a \$9,000 pool of funding available to support Pasifika artists to create and present work in the Dunedin Fringe Festival, with the goal of raising the visibility of Pacific arts in Aotearoa New Zealand. Any Pacific artist who resides anywhere in Aotearoa is eligible to apply.

Fringe Artist Grants: Artists working in any artform can apply from this general funding pool, with successful grants generally ranging from between \$200 and \$2,000. Applicants must be a New Zealand citizen or permanent resident, and the work you're seeking funding for must not have been presented in Ōtepoti previously.



Dancer with exhibition by Padma Naidu & Ma'taria Pekepo, Dunedin Fringe 2023, photo by Armstrong Photography

[Click for a guide to applying for funding](#)

[Click to apply for funding.](#)

Important Note: As the majority of this funding is sourced from Creative New Zealand (CNZ), you cannot 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 been developed by previous CNZ funding is fine, providing the Dunedin presentation was not part of the other funding agreement.

Dunedin Fringe is a safe space for all

Dunedin Fringe is committed to making sure the festival is a fun and safe space for all: our artists, audiences, volunteers, venue staff, and crew. All Dunedin Fringe Festival participants have the right to be treated with dignity and respect by fellow participants. **Discrimination and bigotry of any kind – including ethnicity, race, sexuality, gender identity and expression, marital or domestic status, disability, physical appearance, pregnancy or breastfeeding, age, or religion – will not be tolerated.**



Agreements

When registering an event, you'll need to agree to our [Code of Conduct \(CoC\) and Objectionable Content Policy \(OCP\)](#), which describes a set of guidelines about what we expect of all participants in the Dunedin Fringe. **Please note that our Code of Conduct relates to both the content of your event, and your behaviour during the festival.**

Who do they apply to?

The COC applies to all Dunedin Fringe participants in any capacity. This list includes but is not limited to: Fringe artists, audience, festival staff, production crew, sponsors, and volunteers. The OCP applies to all events associated with the Dunedin Fringe.

Terms and Conditions

You will be asked to agree to our [Terms and Conditions](#) before you finalise your event registration for the 2024 Dunedin Fringe Festival.

Accessibility

Dunedin Fringe strives to make our festival as accessible as possible. If you have any questions about accessibility of Dunedin Fringe-run venues or events, the accessibility of independent venues around the city, or accessibility in general, please contact our Operations Manager, Katrina Thomson, at katrina@dunedinfringe.nz.

Registration Fees

If you want your event to be part of the festival, you'll need to pay a registration fee. This unlocks all the advantages of being a member of the Fringe whānau, including your event listing in our printed and website programmes, ticketing, Festival publicity, eligibility for Fringe Awards, artist passes, and everything we do to support your success.

All events must pay a registration bond of \$50.00 in addition to the registration fee, although this is refunded once you have 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 us shape future festivals and secure funding.

Fees :

- **Free Event:** \$50 Registration Fee + \$50 bond (\$100)
- **Online Only Event:** \$75 Registration Fee + \$50 bond (\$125)
- **Unticketed Koha Event:** \$100 Registration Fee + \$50 bond (\$150)
- **Ticketed Single Event:** \$100 Registration Fee + \$50 bond (\$150)
- **Ticketed Event \$10 & under:** \$200 Registration Fee + \$50 bond (\$250)
- **Koha Event Requiring Pre-booking:** \$200 Registration Fee + \$50 bond (\$250)
- **Ticketed Event \$10.01 & over:** \$275 Registration Fee + \$50 bond (\$325)

*Payment of the registration fee/bond also incurs a \$4 processing fee.



*Sea Shanties and Salty Stories,
Dunedin Fringe 2022,
photo by Martyn Buyck*

How to Register for Dunedin Fringe

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 is user friendly once you are familiar with it. Some quirks that may seem unusual may be there for a very good reason. We're always seeking to improve the system though, so we welcome feedback and are happy to help if you get stuck.
- Eventotron drives our website and ticketing system Super Simple Box Office (SSBO) .
- Your Eventotron account can be used to check sales, reserve comps, etc.
- Many Fringe Festivals throughout the world also use Eventotron, including Edinburgh Fringe, NZ Fringe and Whangārei Fringe. Once you've got an Eventotron account you'll be able to use it to access many other festivals.

To set up your Eventotron account, follow these steps:

1. Go to <https://www.eventotron.com/> and click the Login / Sign Up button.
If you don't already have an Eventotron account, enter your email address in the 'New Users' box and click 'Register'. You will receive a password by email very quickly. If you haven't received a password within five minutes, check your spam / junk email. If it's not there, please email help@eventotron.com and they'll get you sorted out ASAP.
2. Click 'Create event'.
3. You will be prompted to [apply] to a festival. Select Dunedin Fringe Festival 2024 and then enter all fields to complete our registration. You can stop and start as often as you wish. Contact us if you hit a major roadblock!
4. You can navigate through the various sections using the menu on the left - registration does not need to be completed in sequential order.
5. 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 to the Dunedin Fringe Arts Trust bank account.
6. Once you 'Finalise' your event you won't be able to amend details. But if you have changes that need to be made, contact info@dunedinfringe.nz.



Unreal! By Ewan McDougall, Dunedin Fringe 2021, photo by Bailey Gardner

Venues (& Eventotron)

Finding the right venue is one of the biggest challenges, especially for those events requiring a professional theatre space. Dunedin is rich in interesting cafes, bars, and non-traditional spaces such as vacant shops and community facilities, but the city only has a few professional venues (true gems!).

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 or 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! We're here to help!

Contact us if you need venue suggestions or advice.



City Planners, Dunedin Fringe 2023,
photo by Armstrong Photography

Below are some example scenarios of how you can add your event to a venue in Eventotron:

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 browse 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. **You need to contact the venue management to confirm your booking. Applying to a venue through Eventotron is not enough to secure your spot in a venue.** * Some venues don't have much information in Eventotron – if you need more information about a venue, get in touch and we'll help!
3. Once you've got a booking the old fashioned way (outside Eventotron), navigate back to the Venue Finder, open the venue, 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, times, and ticket prices.

Scenario B - Bring your own venue:

1. This option works for both existing venues that aren't in Eventotron (*double check it's not already listed there 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. (Make sure you've got a confirmed booking with the actual venue first)
3. The default setting here means the venue will be invisible to other Eventotron users (except the Festival), but if you want to set up a venue that can be used by other Fringe events, select the [appear in venue finder] field.
*Remember that venues may go by other names, so if you're adding an existing venue to Eventotron, check all the possibilities before setting it up in Eventotron to avoid double-ups.

Scenario C - Online Event (Dunedin Fringe Online Venue):

1. If your show is "Online Only", or "In person at the Venue and Online", you will be prompted to tick: 'My show is online, add me to the Dunedin Fringe Online Venue'. By ticking this box, your show will be automatically attached to the 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.

Te Whare o Rukutia

The Fringe team will be managing our venue [Te Whare o Rukutia](#) during the festival.

For the duration of Fringe, it is a (subsidised) venue for hire with 6pm and 8pm shows daily, and late shows Thursday to Saturday. You can apply to use Te Whare o Rukutia as your venue during Fringe within Eventotron. Capacity is 120 seated, and hire includes house tech, technician, bar, and Front of House.



Third Wheel, Dunedin Fringe 2023, photo by Armstrong Photography

Post Registration 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, so you can track your sales, issue comps and find your door list. **You also need to undertake various post registration activities**, including: uploading your media release; letting us know about your artist passes; and uploading reviews.

Dunedin Fringe Logos

All printed marketing media should have the Dunedin Fringe logo displayed. If you are posting your event on social media, don't forget to tag us! Download a Zip Folder of our logos [Here](#).

Artist Passes

All registered events receive a limited number of Artist Passes for performers and key personnel. The Artist Pass gives the owner concession price on all ticketed events.

Important note: add the details of your team members into the Artist Pass section of the Eventotron registration form by Sunday 18 February 2024.

Standby Entry for Dunedin Fringe Artist Pass holders:

If you have spare seats, would you rather they were full of other artists? By selecting YES (in the Eventotron registration form), you can offer fellow artists free standby entry to your show once all paying audiences have entered if there are seats available.

*Shows that offer free standby entry for artist pass holders will have a star on their website programme listing to indicate this offer. Artists will need to present their 2024 Dunedin Fringe Artist Pass at the door of the event.



Sweeney Preston and Ethan Cavanagh at the Fringe x Pride Hub, Dunedin Fringe 2023, photo by Armstrong Photography

Tips for Success!

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. **We highly recommend you ensure your show(s) is finished by 4pm on the final day of the festival (Sunday March 24)**, as we want to see y'all at the Fringe Awards!



*The Flying Femmes, Dunedin Fringe 2023,
photo by Armstrong Photography*

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 below 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 flyers 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: apra.co.nz

For scripts see: playmarket.org.nz



*The Barden Party, Dunedin Fringe 2022,
photo by Martyn Buyck*

Insurance:

Dunedin Fringe's Public Insurance Liability policy unfortunately cannot cover events that are outside of the venue we manage (Te Whare o Rukutia). You should have an understanding of what, if any, insurance your venue will cover while your event is on, and what is your responsibility. The Dunedin Fringe Arts Trust uses Rothbury Insurance Brokers, if you are looking for advice: kerri.bridgman@rothbury.co.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.

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 Dunedin Fringe in advance (note: their fee structure will be different than ours). Your audience will be able to buy tickets via the Fringe website and at the Fringe Hub / Box Office.

You are 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). We may be able to find you a volunteer to do front of house for your event (we'll do a call-out to registered events to submit their volunteer requests).



愛, 媽媽 (Love, Mum), Dunedin Fringe 2023,
photo by Armstrong Photography

*For detailed info on ticketing, see our [Ticketing Info Pack, & Super Simple Box Office For Event Managers](#)

Audience Ticket Fees

There is a BOOKING FEE for your audience when they buy advance ticket sales. For each ticket valued \$30 or less (i.e. 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.

Artist Ticket Fees (aka insider charges)

Dunedin Fringe Events have no insider charge on tickets – you will keep 100% of the ticket sale price!

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 will be able to see their contact details in Super Simple Box Office.

Festival Comps

Every ticketed event must set aside complimentary tickets for the festival to the amount of: 10% of each of the first two shows and four tickets to every show thereafter; or two tickets 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'll take care of putting Festival Comps on hold and allocating 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.

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

Fringe Artist Awards

Making yourself eligible for a Fringe Artist Award is a great way to have your hard work recognised, to build buzz for future versions of your event, and create a track record for funders.

In order to be considered for a Fringe Artist Award, you must opt in – there’s a tick box in the *About You + Your Team* tab of Eventotron. Dunedin Fringe recruits Awards judges – who have knowledge and expertise in a diverse range of artistic genres – and arranges comp tickets for them to attend events that have indicated they want to be considered for awards.



*TwentyNineteen, Dunedin Fringe 2023,
photo by Armstrong Photography*

Note: any events that are solely staged on Sunday 24 March will not be eligible for an Award, as Award deliberations take place on Sunday morning.



Why Dunedin Fringe?

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

Dunedin Fringe Team – Our team works hard to provide an intimate and fulfilling festival experience for artists and audiences. We’re here to help you!

Festival Guide – 6,000 copies are distributed locally to publicise your event and create a buzz around town.

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 directly from your event page.

Festival Events & Venues – Hang out, recover, and meet staff, volunteers and other artists at our Festival Hub. Our Hub is also shared with Dunedin Pride so they have a physical venue available to celebrate Dunedin Pride Month!



Promote & Network – Build new audiences, develop relationships with Dunedin media, and network with other artists and event organisers. Make lifelong pals!

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!

More Fringe?

Dunedin Fringe is proud to be part of the World Fringe network. We work closely with our Australian cuzzy (cousin) and NZ sister festivals. So why stop at one when you can do two or three Fringes?! Be sure to check in with these other wonderful Fringe Festivals that happen at a similar time of year, and consider presenting your event there too!

Auckland Fringe (New Zealand)	aucklandfringe.co.nz
NZ Fringe (Wellington, NZ)	fringe.co.nz
Nelson Fringe (Nelson, NZ)	nelsonfringe.co.nz
Fringe in the Stings (Hastings, NZ)	fringeinthestings.co.nz
Whangārei Fringe (Whangārei, NZ)	whangareifringe.co.nz
Fringe World (Perth, Australia)	fringeworld.com.au
Adelaide Fringe (Australia)	adelaidefringe.com.au



Elsa Couvreur and Tahu MacKenzie at the 2023 Dunedin Fringe Awards Night, photo by Armstrong Photography

A special note from the Dunedin Fringe team

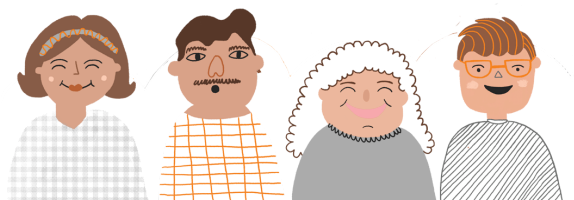
Being transparent with our Fringe artists is super important to us. As such, we wanted to give you a heads up about our funding situation. Like last year, we're currently facing a shortfall in funding, but we're still waiting on the results of several grant applications to determine the size of the shortfall and its implications.

If we're unsuccessful with those grant applications, changes to Dunedin Fringe Festival may include: a reduced artist grant pool; less marketing and production staff to support the festival; a smaller printed festival guide; amongst other (behind the scenes) things.

If you are concerned about Dunedin Fringe's ability to support your event, please contact us and we can give you more information about the situation: info@dunedinfringe.nz

Thank you for reading!

We look forward to seeing you soon!!



Festival Artist Terms & Conditions

As a participant in the Dunedin Fringe Festival (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 the website and printed programme 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 Content 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 Festival is cancelled, then my registration fee and bond will be refunded. The Festival shall not be liable for any other losses resulting from the cancellation.
- b. I can withdraw my event registration up to and including 19 January 2024 and receive a full refund of my fees and bond. If I withdraw my event after 19 January 2024, I acknowledge I will only receive a 50% refund of my registration fees.
- c. In Addition to clauses 2.a and 2.b above, a refund will 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.
- d. The Festival may at its discretion elect to cancel my registration, or the registration of any other participant, at any time and in such event the Festival shall not be liable to me for any loss suffered by such cancellation. (eg: an event is deemed to go against the Festival's [Code of Conduct and Objectionable Content Policy](#)).

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 be edited and other minor edits may be made for accuracy, clarity and brevity.

- 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 4 weeks prior to the Festival start date) without the express permission of Festival leadership.

4. All ticketed events agree that:

- a. The Festival will set up advance ticket sales on Super Simple Box Office (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 Ticketing information document;
- 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;
- 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 logo on all publicity material promoting my event (including posters, catalogues, flyers and advertising) and that:

- a. It is my responsibility to promote my event to the public including the distribution of posters and flyers;
- 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 Artist 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 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 Artist Grant report to the Festival via an online form and by the required deadline;

8. That if my event is presented online:

- a. In the event of technical difficulties, disruption of service, or any other situation whereby audiences 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.
- b. All promotional materials for my on-line show will include any relevant content warning and age restrictions.
- c. 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 2023 and will not enter into any contract with a third party on behalf of the Dunedin Fringe Festival 2023;
- e. That I will complete the online Event Report (and Fringe Artist 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. 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.