



**national
arts
festival**

National Arts Festival Makhanda 27 June to 7 July 2019

FRINGE GUIDE - PRODUCTIONS

VISUAL ARTISTS, FILM-MAKERS AND CONTEMPORARY MUSIC BANDS wishing to participate in the Fringe programme should call 046 603 1103 or contact fringe@nationalartsfestival.co.za to request forms and info on these disciplines.

DATES TO DIARISE

Date	Due
31 December	Early bird application deadline
21 January	Closing date for submission of the Application Form and payment of the Application Fee
22 February	Last date for the cancellation of a production
28 February	Submission of Independent Venue documents
15 March	Submission of the marketing form, large format advertising artwork & website info
6 May	Booking opens nationwide
13 May	Technical Questionnaire deadline
7 June	Posters to reach the Fringe Office
27 June	National Arts Festival commences

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The Fringe Office:

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Fax: 086 233 2119

International fax:

+27 46 622 3082

Email: fringe@nationalartsfestival.co.za

Website:

www.nationalartsfestival.co.za

Postal:

P O Box 304, Makhanda, 6140

Courier:

National Arts Festival,
Monument,
Fort Selwyn Drive, Makhanda 6139

FaceBook:

www.facebook.com/nationalartsfestival

Twitter:

@artsfestival

HOW THE FRINGE WORKS

There are no selection criteria for participation in the Fringe – you ensure that the Application Form and initial fees are submitted prior to our deadline and your production will be scheduled. However, before applying for a production, please consider CAREFULLY the commitment you are making; make sure you read through

this guide in full before putting pen to paper; and ensure you understand what you are getting into.

ADVICE & TOOLS

Visit www.nationalartsfestival.co.za/artist-zone/ for up-to-date info on the Fringe Festival, access to venue drawings, photographs and tech specs, downloads of branding guidelines, the Festival logo, budget calculator, etc.

READ this guide – *it forms part of the contract you enter into with the Festival as a Fringe participant.*

2019 FRINGE APPLICATION

You can submit your application on-line at www.nationalartsfestival.co.za/artist-zone. Complete all sections of the form and hit submit – you will receive a copy for your records by email. Pay the Application Fees and send your proof of payment to reach the Fringe Office before the deadline of 21 January 2019.

APPLICATION FEE: R3 000 INCLUSIVE OF VAT

This covers the cost of the administration involved for your participation in the Fringe and includes a part-payment of R2 000 towards venue rental and:

- Performance scheduling
- Use of subsidised venues and technical equipment
- Advertising in the Festival Programme and on the Festival's website
- Inclusion in the Festival Planner
- Access to the Artists' Lounge
- Invitations to organised networking sessions, producers, showcases, etc
- Inclusion on the ticketing system nationwide and their Internet booking facilities
- Access to technical advice and assistance
- General media publicity
- Festival Fringe Finance Services

The Application Fee **MUST** be paid on or before the deadline of **21 January**. *The Festival Office **cannot** and **will not** schedule productions that have not paid their application fee at the insistence of, or under duress from, any organisation, institution, individual, business or corporate entity.*

EARLY BIRD DISCOUNT: SUBMIT YOUR FORM & APPLICATION FEE BEFORE 31 DECEMBER AND GET 10% OFF. YOU ONLY NEED PAY R2 700 PLUS YOU'LL GET A FREE DIGITAL POSTER!

VENUE RENTAL

You will be invoiced for the balance of venue rental in May once your venue and performance schedule has been finalised. Final date for payment will be advised. Failure to pay the venue rental by the final date will result in the **cancellation** of the production and the group/company/individual will **forfeit the FULL application fee**.

ADDITIONAL COSTS (if applicable)

- Additional rehearsal slots at R400 per hour
- Marketing and Advertising (see page 22)
- Hire of technical equipment and pianos (see pages 10 & 12)

You may pay by direct deposit or electronic transfer:

Account Name:	National Arts Festival Makhanda
Bank:	Standard Bank, Makhanda
Branch Code:	05-09-17
Account Number:	08 198 7536
Swift Code:	SBZAZAJJ (for international payments only)
Reference:	TITLE OF YOUR FRINGE PRODUCTION

Proof of any payment made directly into our account **must** be faxed to us on 086 233 2119 or emailed to fringe@nationalartsfestival.co.za. Please write **the title of your production as a reference on your deposit slip** and make sure that your fax includes your name and the production title. Please note that it is very difficult for us to identify who has deposited money into our account and the **onus is on you to provide us with proof of payment**. If we don't receive a fax or other form of proof from you, your production may not be credited with the relevant amount and this could result in it not being scheduled.

VAT AND THE FRINGE

All prices quoted are inclusive of Value Added Tax (VAT). In line with new legislation, invoices issued by the Festival Office must reflect both our VAT number and yours (if applicable). If you are a VAT Vendor and require an invoice in order to claim VAT, please submit your VAT Registration Number.

PAYMENTS FROM INTERNATIONAL ARTISTS

When making payments from any country other than South Africa, please make sure that you pay the full amount due, **as well as any bank charges that are incurred** for the transaction. Please note that the Festival Office is charged a handling fee for any foreign currency deposited into the Festival bank account. When depositing foreign exchange please ensure that you add **R200** to cover this fee. For more details on international participation, please see page 32.

CANCELLATIONS AND “NO-SHOWS”

Please note that the Fringe Office and Steering Committee do not take the non-arrival of performance companies lightly. The impact on the Festival and, in particular, on the Fringe is enormous. Consequences affect the entire infrastructure of the Fringe from finances to staffing as well as prejudicing attendance at ALL Fringe shows. We urge you to think and budget very carefully before committing to performances in Makhanda – whilst it is an unrivalled theatre experience, it is also costly and performers need to consider all angles **before** applying for a production.

- The final date for cancellation of any production is **22 February 2019**. Productions cancelled prior to this will be refunded **70%** of the Application Fee. ***Cancellations must be made in writing.***
- Companies/groups/individuals who cancel productions **after 22 February 2018** will forfeit the **full Application Fee**, and may be held liable for the balance of venue rental if we are unable to schedule another production in the performance slots prior to the printing of the Festival Programme.
- Companies/groups/individuals that simply **fail to arrive** at the Festival, and/or fail to notify the Fringe Office ***in writing*** of their non-participation, will be excluded from participation in the Festival for a period of three to five years and will be liable for all costs incurred for their production.

Extenuating circumstance can, and do, occur and, if this is the case, please contact the Fringe Manager to discuss the situation.

COMPLETION OF THE APPLICATION FORM

The Application Form **MUST be completed in full**. *Keep this guide open when you fill in the form, so you can refer to guidelines easily.*

NB: *Application forms are processed as quickly as possible by the Fringe Office. You will receive confirmation of receipt of your form and the application fee together with a unique Festival Reference Number as soon as your application has been processed.*

If you do NOT receive confirmation within 5 days of submission, the onus is on you to contact us to check if your form has been received.

PRESENTING COMPANY DETAILS

- Make sure telephone numbers and email addresses you supply are active and captured correctly.
- If you supply an email address, check your mailbox frequently and ensure that your mailbox has sufficient space to receive incoming mail.
- Technical / Stage Manager details – ***please note that the Festival does not provide technicians to run Fringe shows*** – you are expected to bring your own technician/stage manager with you. The Festival will supply technical assistants / operators who will be able to operate the sound desks and lighting boards but they are ***not expected to learn and run the cues for your show***. Make sure the technician you bring with you has worked on your show prior to coming to Makhanda.

Box Office Earnings:

At registration, you will be asked to confirm your banking details. Please make sure that you have the correct details. Your box office earnings will be paid into your account as well as any refunds due to you. The onus is on you to ensure that we have the correct payment details. Where payment is made into an incorrect account number, you will have to retrieve such payment.

Please note the following:

- Box Office takings, less commissions and charges, will be paid to Fringe participants within 7-10 working days of the conclusion of the FESTIVAL.
- Cash payments can be made to the authorised representative on application but only on authorisation from the Festival Manager, the balance will be paid by direct deposit.
- NO cheque payments and no advance payments will be made to any performer or group.

The production will be issued with a complete statement of income and expenses that includes all ticket sales, charges, levies etc. Final statements will be emailed to you during August 2019. The Finance Office is located in the Monument building and is open from 08:30 to 18:00.

FUNDING & THE FRINGE

We do not guarantee that your production will cover its overheads in coming to Makhanda. While we attempt to keep our participation costs as realistic and reasonable as possible, **we have no control over the cost of accommodation and transport**. We encourage you to raise funds to help subsidise these and other costs your production will incur. All deadlines must be met by the artist, company or group prior to any production being scheduled. **Applications will only be processed if the Fringe Application Fee is paid IN FULL on or before 21 January 2018.**


FUNDING ORGANISATIONS

Contact details for some organisations that assist artists in South Africa follow, but we urge you also to consider applying for corporate or commercial sponsorship as well. Companies from abroad should apply to their embassies and cultural organisations for the assistance. All these organisations have **specific dates** by which funding applications must be lodged. If your participation in the Festival depends on a successful funding application, make your application timeously to ensure you are able to meet our deadlines. **It is too late to apply for funding in January 2019 – you will only hear the outcome AFTER you have committed yourself to participating in the Festival.**

APPLY FOR FUNDING IN 2018 FOR THE 2019 FESTIVAL!

- The National Arts Council (**NAC**) requires that you complete an official application and provide a budget and motivation.
www.nac.org.za / info@nac.org.za / Tel: (087) 700 0683 / Fax: (011) 838 6363
- Business Arts South Africa (**BASA**) has a matching grant scheme. If you have raised funds from a business, you may apply to BASA for a grant.
www.basa.co.za / info@basa.co.za Tel: (011) 447 2295 / Fax: (086) 681 8075
- The National Lotteries Commission (**NLC**) funds various arts projects. They require that you meet certain criteria, complete an official application form and include a budget. www.nlcsa.org.za / Tel: (086) 006 5383
- The Department of Arts and Culture (**DAC**) funds various arts projects.
www.dac.gov.za / info@dac.gov.za / Tel: (012) 441 3000 / Fax: (012) 441 3699

FESTIVAL BUDGET

VARIABLES (all prices include VAT) 				
A	Number of performances (average 6)			Shows
B	Number of seats in venue (average = 110)			Seats
C	Average percentage audience expected			%
D	Average complimentary tickets per show			Comps
E	Ticket price			Rand
F	Venue rental per performance (R360 – 650)			Rand
G	Number of persons in travelling party			Persons
H	Transport cost (per person return)			Rand
I	Accommodation cost (per person per night)			Rand
J	Duration of stay			Nights
K	Subsistence / Food per person per day			Rand
L	Average audience per performance	C% of B		Persons
	Average income per performance	C% of B x E		Rand
M	Gross income after all shows	L x E x A		Rand
N	Total number of comps issued	D x A		Comps
	Return transport to Makhanda	G x H		Rand
	Accommodation	G x I x J		Rand
	S&T / Daily allowance	G x K x J		Rand
	Application Fee		3 000.00	Rand
	Venue Rental	(A x F) – R2000		Rand
	Large format advertising (if applicable)			Rand
	Website advertising (if applicable)	R200		
	Piano Hire (if applicable)	R550 / R750		Rand
	Posters & publicity materials			Rand
	Marketing			Rand
	Photography / DVDs etc.			Rand
	Other miscellaneous costs			Rand
O	Ticket Commissions	18%		Rand
P	Complimentary ticket charge	N x R1.20		Rand
Q	VAT @ 15% (if applicable)	15% of (M–Q)		Rand
R	Total expenses			Rand
INCOME LESS EXPENSES		M – R		Rand

VAT VENDORS will need to include VAT calculations in the above budget. VAT @ 15% is included in all expenses listed.

We urge you to work out a budget for your production BEFORE applying to participate on the Fringe and as a guide for funding proposals etc. Download an electronic budget calculator (MS Excel spreadsheet with formulae) from www.nationalartsfestival.co.za/artist-zone or email fringe@nationalartsfestival.co.za.

BUDGETING ISSUES

The National Arts Festival is taking a hard line against ANY production company or individual that fails to turn up for performances in Makhanda, particularly those companies that do not inform the Festival Office that they will not be participating. The cost to the Festival is enormous, not to mention the cost to the reputation of the Fringe. Any company that cancels their production in the two week period prior to the start of the Festival or during the Festival, or that simply fails to arrive for rehearsals / performances, will be excluded from future participation in the Festival for a period of three to five years.

Whilst we are aware that, in the majority of cases, non-arrival at the Festival is because of lack of funding, there needs to be awareness on the part of the artists of the responsibility they have committed themselves to by applying to the Fringe. We expect a certain level of professionalism amongst all artists and the onus is on you to ensure that you have sufficient funding to cover your costs prior to committing yourself and entering into the Fringe Contract with the Festival. Please be aware that the Festival will be implementing very strict measures in this regard.

PRODUCTION DETAILS

ACCESSIBILITY

The National Arts Festival Fringe strives to offer all performers and audiences equal opportunity. 2019 sees the 100th anniversary of the South African Library for the Blind and NAF will be offering a limited number of productions that address issues of disability a special deal on the Fringe. In order to benefit, please complete the relevant sections in the application form.

We invite all artists, producers and theatre organisations that produce and/or work with artists living with any disability to apply. As an open access festival, our aim is to create more opportunities and encourage artists living with disability to showcase their talent. If your production addresses disability issues through its content or theme, or the use of interpretative devices such as sign language, subtitles, etc. or if members of your cast or crew are disabled, please let us know, and make sure that you provide us with accurate information on the application

form so we can accommodate your needs as best as possible.

DISCIPLINE/GENRE

Selection of a discipline for your presentation needs careful consideration. The Festival publications are divided into categories, some of which may also be further sub-divided in order to make choice selection easier for Festival patrons. **Please only choose ONE discipline.**

Note: Over the years there have been a number of incorrectly categorised productions. It is important to select the discipline that most accurately describes your production. Physical Theatre is often used, incorrectly, to describe scripted plays or dance pieces. Please take care to correctly categorise your piece – on occasion productions have missed out on nominations for Standard Bank Ovation Awards because they have placed their production in the incorrect genre.

CHILDREN’S THEATRE

In 2019, the Makhanda’s Child Welfare organisation and the Festival will continue to promote the work that Child Welfare does through various projects and events at the Festival. All productions in the Children’s Theatre (family fare) genre will be scheduled for performances at the traditional Children’s Theatre venues in Makhanda as well as at the new community centre in Joza Location and/or the Nombulelo School Hall. **NO VENUE HIRE IS CHARGED FOR THESE PERFORMANCES** – we request that productions consider a ‘pay what you can’ policy at the door - pre-bookings will remain at the regular ticket price.

PERFORMING RIGHTS LICENSES

The onus is on you to ascertain whether you require performing rights for the script and/or any music you will be using in your production, and to obtain any necessary rights. You will be required to submit performing rights licences to the Festival Office on request.

www.samro.org.za / Tel: 011 712 8000 www.dalro.co.za / Tel: 011 712 8330

CAST AND CREW

Please provide accurate information on the numbers in your cast and crew. Cast numbers, in particular, are important – it contributes to determining an appropriate venue for the size your production.

DEMOGRAPHICS

We are required by our funders to provide demographic information on all Festival participants, and appreciate your completion of this section.

TECHNICAL DETAILS AND VENUES

Contact details for all technical or venue-related queries:

Email: production@nationalartsfestival.co.za Tel: 046 603 1103

Makhanda's venues are converted school, church and community halls. Many do not have storage space, dressing rooms or large back stage areas, etc. Be prepared to be flexible, innovative and accommodating! The staging of Fringe productions is subject to strict schedules and procedures. Please read the info on the following pages carefully and ensure that your cast and technician are conversant with these details.

For scheduling purposes please provide us with the following information. We require a clear picture of your needs so that we are able to assign your production to a suitable venue. We understand that the needs of productions that are still in rehearsal may change over time and a detailed Technical Questionnaire will be sent to all productions once scheduling is completed.

*Take the time to **answer ALL the questions as accurately as possible** – and include any details you think we might need to know. **Please read the following pages carefully before filling in this section of the Form.***

PERFORMANCE AREA

Don't just guess your space needs – measure it out BEFORE filling this in!

SEATING CAPACITY

Be realistic here – an intimate piece NEEDS an intimate theatre – it's better to sell out a small venue than play to a half empty house!

PIANOS

Concert Grand pianos are available for recitals in certain music venues only. Pianos required for theatre/music theatre productions will be keyboards or uprights. If you require a piano you will be charged a once-off fee of R550 for an upright and R750 for a Concert Grand. A keyboard fee will vary depending on the venue and at a daily rate. Please contact the tech office regarding keyboards. The fees go towards the cost of hiring, moving and tuning the pianos.

*Please note that some of the venues **CANNOT** accommodate a piano (see page 14 & 15.*

SOUND

The sound equipment supplied to all performance venues is adequate for effects, incidental and backing music, voice-overs, etc. Please be specific as to how you plan to playback your music. The Festival provides limited backline and specialised equipment in specific venues only. If you have any requirements other than simple playback, please list them in detail.

LIGHTING

Venues are equipped with basic fixed lighting rigs. You may not alter or refocus the general lighting rig and you must supply your own gels. Depending on the venue, the lighting rig may include a certain number of “specials” which you may refocus and gel according to your needs. **Detailed lighting plans are published on our website once all productions have been scheduled.** You may bring additional lighting to augment the basic rig. This will be exclusively for the use and cost of your production and **may be used provided that:**

- *You consult with the Technical Office to ensure that the electrical capacity of the venue is not exceeded.*
- *The equipment stays in place for the duration of your production’s run and is dismantled at a time suitable to the venue schedule and technical staff.*

NB: All equipment will be subject to inspection and testing by the Chief Electrician to ensure that Electrical Safety is maintained. Should equipment fail such a test, it will not be allowed to be used.

SPECIAL EFFECTS AND SAFETY

The Festival is required by law to obtain safety certificates for effects involving open flame, smoke or pyrotechnics from the local authorities. Should your production make use of any special effects or rigging you are required to complete both a Risk Assessment and Notification Form. Should you fail to alert the Festival about the use of such effects, the Festival may be forced to cancel your production. We are also required to post notification to audiences about the use of strobe lighting, simulated gunshots or effects that may alarm, provoke or cause harm. Please indicate the use of any such effects. If you are unsure about any of the above, please contact the Fringe team for clarification.

PROJECTORS

The Festival Office does NOT supply projectors and/or screens. We can assist you to hire the required equipment and will, where possible, schedule productions that require projectors into one venue in order that the cost of hiring a projector can be shared between productions.

EQUIPMENT HIRE

If you require any additional equipment which is over and above what is allocated to your venue e.g.: smoke machines/ microphones/di boxes/lights, the Technical Office will be able to assist you. Please be aware that there will be additional costs involved which you will be invoiced for. Please make contact with the Technical Office before 14 May with your requirements

Please note that if more than one company in the venue requires the same equipment, the equipment will be shared and the hiring costs will be split between the companies. If we are unable to assist you with your request we will then put you in contact with one of the hiring companies in town.

LIVESTOCK / ANIMALS

Please note that productions that feature any livestock / animals will be governed by the relevant legislation on Health & Safety and Animal Projection and will be required to complete and submit documentations in this regard.

SETS & PROPS

Your set must be portable and simple. You will be sharing the venue and its facilities with other production companies and will need to cooperate with these companies and our staff to ensure that the venue runs as smoothly as possible and that performances start at scheduled times. Sets must be free standing. **No nails, screws or other damaging objects may be used on floors or walls to fix sets in place.**

Please include a list of large props *and* a description of your set – this info is vital for scheduling purposes. In many venues it is not possible to provide rigging positions for lights or set pieces directly over the stage. You may submit stage drawings as well if you think this will assist in venue allocation. The Festival is duty bound to ensure that any overhead rigging and set constructions are completed in accordance with the regulations laid down by the Occupational Health and Safety Act. If your set contains large pieces or suspended elements you are required to submit detailed plans for approval.

NB: The Festival Office does NOT hire or provide any furniture, costumes, props or other incidentals. You need to bring your own or organise the hiring of any props, furniture, sets or costumes BEFORE you come to Makhanda.

VENUES

Taking into account all the information you have provided in the previous questions. Go through the information provided on page 14 & 15 you will find a list of venues usually made available to Fringe productions. It is not a comprehensive list, but is included to give you an idea of the size of venues available, technical capabilities and the cost factors. Please give us your choice of your preferred venues.

SET-UP AND STRIKE – Fringe shows are given 40 minutes to set up and a 10-minute strike – this is *not negotiable* and the smooth running of all venues depends on it. **NOTE:** Auditorium doors will be opened to the audience 10-minutes prior to the advertised starting time. Venue Managers have been authorised to open doors 10-minutes prior regardless of whether artists / technicians are ready or not.

REHEARSALS – Do not expect extensive rehearsal and set-up time. Fringe productions receive a *2-hour rehearsal* before their first performance. **This must be used as a CUE-TO-CUE rehearsal only** – don't come to Makhanda expecting to do a full rehearsal!

Additional rehearsal time may be purchased for R400 per hour, provided the production is in Makhanda **at the beginning of start of the Festival**, the venue is ready and sufficient time is available. If you wish to purchase additional rehearsal time you need to pre-book it on application. Payment will be required on or before 31 May 2019, should the additional time be available for your use.

Please feel free to send us your technical rider or any additional information or details regarding your production.

FESTIVAL VENUES

PERFORMANCE VENUES	Seating Capacity	Performance Area (w x d)	Approx Cost per Hour	Raked Seating	Raised Stage	Proscenium Stage	Black-out possible
Albany Cabaret Club	100	6 x 3 m	395				•
B2 Arena	115	5 x 3.5 m	425	•			•
Beethoven	150	9 x 4 m	555		•		
Bowling Club	250	7 x 3 m	645		•		•
Centenary Hall	300	11 x 9 m	690	•			•
City Hall	240	12 x 8 m	615	•			•
Dicks	100	7 x 3 m	395		•		•
Drill Hall	200	8 x 5 m	475	1/2	•		•
Glennie Festival Centre	100	7 x 3 m	385		•		•
Glennie Hall	220	9 x 8 m	690	•			•
Graham Hotel	120	5 x 2m			•		•
Gymnasium	240	8 x 6 m	645	•			•
Kingswood Chapel	250	6 x 6 m	395				
Kingswood	220	7 x 9 m	575	•	•	•	•
Library Hall	100	7 x 3 m	395		•		•
Masonic Back	110	6 x 5 m	410	•			•
Masonic Front	100	6 x 4 m	400	•			•
Memory Hall	250	6 x 4 m	385	•			•
NELM Theatre	125	7 x 5 m	385	•	•	•	•
NG Kerk Hall	120	6 x 6 m	455	•			•
Noluthando Hall	200	8 x 6 m			•	•	•
Nombulelo Hall	200	9 x 6 m			•	•	•
Nompumelelo	150	6 x 3 m			•		
PJs	200	11 x 7 m	690	•			•
Princess Alice Hall	170	9 x 6 m	625	•			•
Rehearsal Room	142	8 x 5m	550	•			•
St. Andrew's Hall	259	8 x 6 m	690	•			•

This list of venues is for reference and subject to the Festival confirming the availability of the venue for use

Black Surround with Wings	Back stage cross-over	Dance Mats	Black Floor	Over-head Lighting Positions	Digital lighting Desk	Suitable for large Set	Music Venue	Type of Piano Available *
			•				•	Keyboard
	•		•	•	•			Upright
							•	2 x Grand
	•		•	•				Keyboard
•	•	•	•	•	•	•		Upright
•	•		•	•			•	Keyboard
			•					Keyboard
								Upright
			•					Keyboard
•	•		•	•	•	•		Upright
							•	Upright
•	•		•	•			•	Upright
							•	Baby
•	•		•	•	•	•		Upright
•				•				Keyboard
•			•					Upright
•			•					Upright
•	•		•	•	•	•		Upright
								Upright
•	•		•	•				Upright
							•	Upright
•	•		•	•				Upright
•	•	•	•	•	•	•		Upright
•			•	•	•			Upright
•			•	•				Upright
•	•		•	•	•	•		Upright

Visit www.nationalartsfestival.co.za/artists-zone for full spec sheets, floor plans and photographs (where available).

*** There are additional charges involved in using either a piano or a keyboard which are detailed in this guide.**

TECHNICIANS

You are expected to bring your **own technician/stage manager** with you to run your production. The Festival provides stage assistants and operators that will be able to **operate** the lighting boards and sound desks. **Bring your own technician, who knows your show and has worked on it, with you.** Please make sure your technician is in contact with the Technical Office regarding venue specs, equipment etc.

STORAGE SPACE

Fringe venues are created especially for the Festival. The majority of venues have limited storage and dressing room space. If you need storage space, please organise this **before** your arrival in Makhanda.

INSURANCE

It is your responsibility to insure the equipment, sets, props, costumes, and personal belongings you bring with you. In the past, we have, unfortunately, had occurrences of theft from dressing rooms and venues – if your dressing room does not lock, keep your possessions with you. The Festival Office does not take any responsibility for any loss you may incur during the Festival. Ensure that you bring duplicate CDs of sound effects and music you use in your production – if your CD is stolen or misplaced at least you will be able to continue with the show.

We urge you to be vigilant and to exercise care when storing and / or using equipment (including personal belongings, costumes, props, etc) in your venue. Do not leave valuables unattended or in the public eye. Ensure that your things are safely locked away after performances, or take them with you if there is no storage.

LIABILITY: The National Arts Festival, its directors, officials, agents or employees shall not be liable to any Fringe participant for any loss, injury, damage or expense of whatsoever nature and howsoever caused which may be suffered by such Fringe participant arising from or during the Fringe participant's involvement in the Fringe. You are responsible for the payment of royalties, all expenses incurred and all persons that you have undertaken to remunerate. The Festival is not bound by any other agreement that you have made or might make outside the terms of this document. The National Arts Festival covers Public Liability.

SCHEDULING DETAILS / PERFORMANCE DATES

DURATION

Please consider your show's running time very carefully. Be realistic; we've had groups tell us their shows were 20-30 minutes longer and/or shorter than they actually were. **Note that the running time you submit here will be used to advertise your show therefore it needs to be as accurate as possible and adhered to throughout all performances.**

- Consider the implications of submitting an inaccurate duration ...**too short** and patrons will feel cheated ... **too long** and your production could cause the entire venue's schedule to over-run.
- For logistical reasons, we will only schedule Fringe shows that are **longer than 70 minutes on special request** from a company, and pending availability of a suitable venue. **Shows that run for longer than 70 minutes will attract additional venue hire.**
- While we do not wish to be prescriptive regarding production durations, it is preferable from both the scheduling perspective and that of the audiences that productions run for 55 to 65 minutes.

NB: It is imperative that all Festival performances start on time. Any performance that does NOT start on time will be fined 10% of their ticket sales for that performance. Audiences will be allowed to enter venues 10 minutes prior to the advertised starting time regardless of whether the performers or technicians are ready. Venue Managers are authorised to close down any performance that over-runs its allocated time period.

PERFORMANCE SCHEDULING PREFERENCES

In order to streamline scheduling of the Fringe, the number of performances allocated to any production will be determined by The Festival Office in accordance with the following guidelines:

- Fringe newcomers will be allocated FOUR or FIVE performances over a period of 3 to 5 days. Newcomers can submit a motivation for a run of more than 4/5 performances, but this must be made in writing and submitted together with the application form. Submitting a motivation does not guarantee extension of number of performances.

- Requests for **more than 8 performances** will only be considered if the production company has a proven track record of good attendance at their performances at previous Fringe Festivals.
- Additional rehearsal time will only be available prior to the start of the Festival.
- The number of performances allocated to any production will be determined by several factors, including:
 - Any preferences you have indicated on your application form regarding dates and the number of days you will be available
 - The number of venue slots available for the particular genre
 - The availability of technical resources required by the production
 - Any overlap of cast and crew with other Festival productions

For the purposes of scheduling we have divided the Festival into two halves – 27 June to 1 July and 2 to 7 July. There will be overlap but you are required to indicate into which half you would prefer the majority of your performances to fall.

You may indicate the preferred number of performances you would like to do and, bearing the above guidelines in mind, the Fringe Office will do its best to accommodate your preferences. We offer **NO GUARANTEES** however!

All productions will be required to be in Makhanda a **full 24 hours BEFORE** their first scheduled performance.

Remember: productions will only be scheduled if the company / individual has submitted the application form AND paid the application fee in full on or before 21 January. Late applicants and non-payers will not be scheduled.

NATIONAL SCHOOLS' FESTIVAL FOR GRADE 12s – 26 to 30 JUNE 2019

Due to the shifting of the school terms in 2019, the National Schools' Festival will begin just prior to the National Arts Festival and overlap with the NAF's first weekend. The Schools' Fest team will be on the look out for productions and workshops for Grade 12 learners over this weekend. If you will be available over these dates and your production is suitable and/or you (or your team) have a workshop you would like to present to the matric learners, please let us know on your application form. Alternatively, you are welcome to email kate@nationalartsfestival.co.za.

In addition, the Schools Festival team hopes to revive the regional schools' festivals for Grade 11 learners in the Western Cape, KZN, Free State, Northern Cape, North West Province, Eastern Cape and Gauteng. Please visit the Foundation's website for

dates and further info.

THE FREE FRINGE FESTIVAL

On request from artists and audiences that have attended similar events at other Festivals, we have introduced a number of 'free' events of various genre over the past years. The idea behind this is to give access to a wider audience base, to offer the opportunity to all artists to perform to a potentially larger audience than would otherwise purchase tickets, and to increase the word-of-mouth for subsequent ticketed performances by the company.

Production companies that wish to be included in the Free Fringe line-up, should indicate as such on their form. Free performances will be staged in the venue that the rest of the production's performances have been scheduled into. The first performance of your run will be free and audiences will be asked to make a donation to the company at the end of the performance based on how much they enjoyed the show. Whatever donations are collected, will accrue directly to the company.

A cashier will attend your free performance and collect any donations made by patrons in a specially sealed bucket. After the performance the bucket will be returned to the Monument and the seal will be broken by the Festival Finance Office. The donations collected will be added to your box office earnings.

THE 50% FRINGE

In a bid to increase attendance over the last weekend of the Festival, the 50% Fringe was introduced and has been an unmitigated success with many more patrons attending events on the final day of the Festival.

Tickets to all Fringe performances on Sunday 7 July will be sold at 50% of their full price. The venue rental will also be charged at 50%. Performances will be scheduled between 10am and 5pm only – there will be no evening performances. Any production that wishes to perform on Sunday 7 July will be *obliged* to sell tickets at half price – as such you need to indicate whether you would like to continue your Festival run to include a performance on Sunday 7 July. *Please note that we are unable to fulfil all requests for performances on the last Sunday.*

The Festival will advertise all Free Fringe and 50% Fringe events in the Festival Programme and on the website.

FREE ACCESS TO OTHER FRINGE PERFORMANCES

At Amsterdam, Edinburgh and Perth, fellow artists are allowed free access to performances IF THERE IS SPACE once the audience is seated. Since 2016, the National Arts Festival implemented this system meaning that all Fringe artists will be allowed to see other Festival productions – except for those in reserved seating venues. The requirement would be that you show your artist card at the door and, if there are seats available, the FOH will allow you in. The number of people allowed in will be noted by the FOH so we have a record of the total number of attendees at the show. These attendees will be noted on your Box Office reconciliation and will form part of your total attendance record.

PARTICIPATION IN OTHER FESTIVAL EVENTS

Where cast and/or crew are participating in more than one Festival production, this does affect scheduling, specifically in relation to times and number of performances. Please be absolutely sure of any overlap between your presentation and any other Festival event – it has a huge impact on the scheduling process and once the schedule has been finalised it cannot be changed.

PLEASE NOTE THAT:

- *Cast and crew cannot participate in more than two productions that may overlap.*
- *No artists in any one production may participate in more than **ONE other** production **requiring scheduling on the same days.***

INDEPENDENTLY HIRED VENUES

Independent venues are subject to the same health and safety regulations as any other venue and the Festival will only advertise a production or event in a venue that has provided the requisite documentation to the satisfaction of the Festival's Technical Director.

- A fully inclusive and preferably to scale site plan detailing the structural layout of the site, planned exit routes, emergency vehicle access and amenities.
- A detailed contact list indicating the Site Management Structure.
- A comprehensive schedule of planned events.
- A copy of the application to the Local Emergency Services for a Temporary

Population Control Certificate and verification of the issue of the certificate post site inspection. If the site already holds a permanent certificate the organisers may not allow the capacity of the venue to exceed number of that certificate during any National Arts Festival ticketed or sanctioned events

- A copy of all certificates of compliance issued for all temporary structures and temporary electrical installations.
- Proof of appropriate Public Liability Insurance.
- A Health and Safety Policy that includes a comprehensive risk assessment of all activities planned on the site, this includes both performance and catering activities.

The Health and Safety Policy must include:

- A Major Incident Plan.
- A detailed description of Emergency Procedures and an Evacuation Plan.
- Details of Traffic Management including parking provisions or use of public transport systems.
- Description of site security measures that shall be implemented while the site is in operation and closed to the public.
- A sanitation and waste management plan.

These requirements are in accordance with SANS 10366:2009 and are required to be submitted in terms of the Safety at Sports and Recreational Events Act of 2010

A separate form will be emailed to you for completion by the venue and certain documentation will be required to be submitted to the Festival Office on or before **28 February 2019**.

Should you require assistance with obtaining these documents, please contact the Technical Director Nicci Spalding at nicci@nationalartsfestival.co.za

Application fees for an Independent venue are R1 200.

FESTIVAL OUTREACH & ARTS ENCOUNTER PROJECTS

The Festival OutReach Project organises performances in Makhanda's hospitals, prison, clinics, old-age homes, and shelters. We ask Fringe participants to volunteer for these performances – dance, music and children's theatre are the most suitable types of productions. Productions that can be adapted to performance without any technical back-up, and that are accessible and suitable for community engagement, can volunteer to perform at one of the institutions visited by the Festival's Outreach Project. Whilst these are enriching and rewarding for both artists and audiences, please ensure that your production is suitable before volunteering.

The Arts Encounter Project aims to enable local disadvantaged school, community, church and theatre groups, to experience the Festival to its fullest. The Festival sponsors make tickets available for Main performances, and we ask Fringe participants to also donate tickets to the project. These tickets are distributed free of charge to groups on receipt of an official application. If you would like to be part of this project, please indicate as much on the application form. The Festival Office will draw 10 tickets against any one of your performances. **No charges are levied on Arts Encounter tickets.** If you would like to allocate more than 10 tickets to the Arts Encounter Project, please email the Fringe Manager.

FESTIVAL PROGRAMME, ADVERTISING & MARKETING INFO

You will be obliged to submit a second form providing us with the details on your production that we can use in the Festival Programme. This form, together with a document outlining the Festival Programme advertising options and various marketing packages, will be sent to all fully registered Fringe productions as soon as their application has been processed.

FESTIVAL PROGRAMME INFO

You will be required to furnish specific information on your production on the Fringe application form. Additional marketing platforms and opportunities are offered as optional. The due date for submission of the Marketing Form is **15 March 2019.**

The marketing information you submit on the application form will be the basis of the advance publicity that your production receives through the Festival Office. Make sure that the information you supply is accurate and that it markets your production in the correct light. The Festival Programme is the most important marketing tool you have – every Festival-goer uses it to plan their visit to Makhanda. Use the opportunity wisely.

PRODUCTION INFO

- **Credits:** Names of cast members/ director/ choreographer / writer etc. NOTE: we can only include a limited number of credits in the printed Programme but you are welcome to submit a full list of credits on the Marketing Form – which we will include on the Festival website.
- **Age recommendations:** If your production uses profane language, images or actions that are likely to offend younger audiences, their parents, religious groups, sensitive viewers etc., please ensure that you apply an **appropriate** age recommendation. The Festival Office has an obligation to Festival patrons to give sound advice in publications regarding all productions. Anyhow, it is better to give a realistic assessment of your production at the outset than to have unhappy patrons who in the future will not attend your productions.
- **50 Word Blurb:** It is vitally important to **carefully** consider the wording you use for your production's description – they could be the most important words you write all year! Audiences will base their advance ticket purchasing decisions on the information you give them in the Programme. Consult with your cast as to the best description of your production – don't simply write any old thing down – this could help make or break your Fringe experience. Your description should be concise and accurate while at the same time eliciting.

SOME POINTERS:

- *Before you start, decide what the selling point of your production is and then work from there i.e. ask yourself why people should see your show, what makes it special, what makes it unique? Think about who your target market is and how you can best attract them.*
- *Don't give a boring précis of the story – use interesting, creative copy – giving a glimpse of the presentation's storyline.*
- *Use descriptive adjectives accurately but evocatively and avoid clichés and tired phrases.*
- *Don't mislead audiences– it is better that your audience is prepared for what they are going to see!*
- *Use quotes from media reviews etc. but acknowledge the author and the publication from which they are taken.*

NB: You only have 50 words available in which to describe your production – make sure they are the best 50 words ever!

PRODUCTION PHOTOGRAPH / IMAGE

SIZE: 40mm wide x 32mm high (300+dpi - around 1Mb)

Fringe entries in the Programme will include a hi-res landscape orientated, full colour graphic image or photograph, provided that a suitable image has been submitted. Your image/ photograph needs to be sent as a 300+ dpi JPEG or PDF file together with your Application Form. The pics will be reproduced so a clear pic or logo is best – this is NOT an advertising block and text should **NOT** be included. Please note the following:

- Your programme image must be sent with your application form. **DO NOT** send a place-holder picture - you may land up with that image as your advertising block.
- The images should be 40mm wide x 32mm high (landscape) and must be at least 300dpi.
- Do not include text such as production title or featured cast names on the image - these don't reproduce well and will end up making your image look sloppy.
- The Festival Office may need to crop your image if it is sent incorrectly sized.
- This image will be used in both the programme and the website, so please choose your photograph or graphic carefully, ensure that it is clear and will reproduce well, and **MAKE SURE THAT YOU HAVE PERMISSION TO USE ANY PHOTOGRAPH YOU SUBMIT.**

Note: If the photographer requires crediting, you need to include the credit in your 50-word description. The Festival does not have the space to place credits for images in the Programme blocks.

The Festival Office reserves the right to edit, amend or not use unsuitable text or images in its publications.

OTHER OPTIONAL ADVERTISING OPPORTUNITIES

MARKETING FORM - DUE DATE: 15 MARCH 2019

You are required to complete the Marketing Form regardless of whether you elect to use any of the opportunities offered. By submitting the form, we know that you are aware of the marketing opportunities available.

PROGRAMME ADVERTS

PAYMENT DUE DATE: 22 February 2019

ARTWORK DEADLINE: 15 March 2019

In addition to your listing, you can choose whether to purchase additional large format advert spaces. *You need to book your advert space when you apply on the Fringe application form.*

There is no doubt that a full page ad is striking and, if well designed, will cause people to look twice. Equally, though, a poorly designed ad will get ignored and is a waste of your money. Your budget will determine whether you choose this option – but one thing you might want to consider is buying a half-page ad, and then doing a composite ad for your production as well as a couple of other productions that are either in the same venue, or are the same genre or have some other link between them. That way you get your production profiled in a reasonably sized ad, and you can share the costs between two or three of you.

Cost and size of Programme adverts (all adverts are full colour):

Size (width x height)	Price (incl. VAT)
Full page – 192mm x 272mm	R6 500
Half page – vertical 94mm x 272mm	R3 500
Half page – horizontal 192mm x 134mm	R3 500
Quarter page – vertical 94mm x 134mm	R2 000
Quarter page – horizontal 192mm x 65mm	R2 000

WEBSITE ADVERTISING

All Fringe productions and exhibitions are advertised on the Festival's website.

Additional website advertising can be purchased at R200. You can include up to 4 images, 400 words of copy, and links to your social media account and/or website.

DIGITAL POSTERS

The Festival has digital screens in its box offices on Village Green and at the Monument that loop production and exhibition adverts throughout opening hours.

To get your production advert onto these screens, you need to design artwork on the templates provided on the Artist Zone on the website. Only correctly sized adverts will be screened. The cost for this invaluable advertising opportunity is R350.

If you submit your application and pay the Early Bird Fee before 31 December 2018, you get a free digital poster!

DIGITAL POSTER SPECS (NB: we will only include adverts that are submitted on the advertising strip and conform to the following specs)

- 1360 pixels high x 768 pixels wide (portrait orientation)
- Resolution: 150dpi maximum
- Digital posters MUST be designed on the **DIGITAL POSTER STRIP** that can be found on the Artist Zone

BUSINESS CARD FLYERS – COST R400
DUE DATE FOR ARTWORK: 15 MARCH 2019

200 Business card sized flyers will be printed - 100 of these will be distributed by the NAF team to the Festival Box Offices, restaurants and other venues in Makhanda, the balance will be given to you on your arrival in Grahamstown. You need to provide the artwork for the front of the card only - we insert the dates, times, ticket prices and other info on the reverse of the card.

Artwork should be **92mm wide x 52mm high**. Please use the **template** supplied below and on the website when designing your artwork and ensure that you do not put info in the area where a hole will be punched to hang the card.

Download the Business Card template: [HERE](#)

TICKET PRICES

You are required to determine the ticket price for your production. Fringe tickets usually range between R20 and R130 (the average price in 2018 was R65) and must be rounded off to the nearest Rand. Try to keep the ticket price as reasonable as possible. Keep in mind that the following deductions are made on each ticket sold (including door sales) – see the example for calculating ticket prices, commissions and service charges.

- *Organiser’s Commission – 10%*
- *TicketHut Commission – 8%*

Example of a ticket sold @ R60, with discounts:

	FULL	STUDENT	BLOCK
Ticket price	R 60.00	R 55.00	R 53.00
8% Commission (TicketHut)	– R 4.80	– R 4.40	– R 4.24
10 % Commission (NAF)	– R 6.00	– R 5.50	– R 5.30
ARTIST RECEIVES	R 49.20	R 45.10	R 43.46

SPECIAL OFFERS & DISCOUNTS

TicketHut offers us a lot of options as far as special discounts and offers on tickets go. Please contact the Fringe Team if you would like to offer promotional discounts etc.

The following standard discounts will be advertised in the Festival Programme – you can choose which of these you would like to offer on the Fringe Marketing Form (NB: it is not compulsory to offer discounts) - you can choose to offer any combination of the following or all of the following or none at all!

Please note that once your ticket prices and any discounts are in the programme you cannot change your mind and cancel, reinstate and/or change them, so please be very careful about choosing discounts. DO NOT OFFER TOO MANY TYPES OF DISCOUNTS. You will only be cheating yourself of revenue. You will need to tread a fine line between offering discounts that will increase your sales and offering discounts that will be detrimental to your back pocket and/or devalue your production.

- **Student, Learner & Pensioner's Discount** (on production of a pensioner's card, student card, or ID)
The above discounts are full ticket price less **R5** - these discounts are NOT available at the door – students, learners and pensioners MUST pre-book to get the discount.
- **Block bookings** – a discount of **R7** off the full price is offered when bookings of 10 tickets or more are made to any one performance. This discount is not available at the door and must be pre-booked.
- **2-4-1 offers** – *limited to two performances only*
There are two ways of using the Buy One – Get One Free offers.
 - a. You can choose a **MAXIMUM** of two performances at which all tickets are two for the price of one. This will be advertised in the programme and will override any other ticket prices / discounts for these performances. Once these discounts are in the programme you cannot change your mind and reinstate the full price of tickets.
 - b. Alternatively you can opt to use this as a limited period offer (see below) for enhancing ticket sales to a particular performance or production for a limited time. These are not advertised in the

programme and you would need to drive a campaign to let people know about the special offer.

Please note that looking at ticket sales rates since this discount has been introduced, it is clear that audiences choose to book for 2-4-1 performances where available. It certainly seems to drive ticket sales and we would recommend having at least one performance at the 2-4-1 discount.

COMPLIMENTARY TICKETS

The cost of all comps drawn against your show will be covered by the National Arts Festival – **except** Performer's Comps which will attract a charge of R1.20.

Performer's Complimentary Tickets: The authorised representative of every Fringe production receives an Artist's Card when they sign in at the Fringe Office in Makhanda. This card entitles the holder to draw printouts on the sales status of their performances as well as draw complimentary tickets to their production. You may pre-book performers' comps on request to the Fringe Manager in writing. **A service fee of R1.20 will be charged for every Performer's Complimentary issued.**

The Festival Office will RESERVE complimentary tickets against your performances as follows:

- 2 x Fringe Snippet tickets to the FIRST performance of your run
- 4 x Media Tickets to EVERY performance of your run
- 4 x Promoters Tickets to EVERY performance of your run
- 10 x Arts Encounter Tickets to ONE performance of your run

24-hours prior to every performance any unallocated complimentary ticket reservations will be released for sale to the public. ***Printing charges for these complimentary tickets will be covered by the Festival Office.***

Fringe Snippets: These tickets are allocated to reviewers who will attend the **first performance** of every production in order to review your production in Fringe Snippet reviews.

Media Complimentary Tickets: Approximately 300 members of the press attend the Festival each year. The media are required to apply for accreditation through our Media Liaison Office. Media tickets will only be drawn on application from the accredited media. If we receive requests for more than 4 comps to any performance, our media office will contact you in order to obtain authorisation to draw additional media tickets. Media representatives are entitled to ***one ticket only*** per production. These journalists represent regional, national and international

print and electronic media.

Promoters Comps: A number of impresarios, theatre managers, festival organisers, and production companies come to the Festival with a view to sourcing productions for future performances at their own festivals and theatres etc. Whilst a number prefer to be *in cognito*, we have recently received an increasing number of requests for showcase tickets. Many of these translate into an extended life for Fringe productions after the Festival and it makes sense to provide complimentary tickets for this purpose. These comps will also be issued to Standard Bank Ovation Award panellists.

ARTBUCKS

The Artbucks Programme rewards Festival-goers with 10% of the value of every full price ticket they purchase at the Festival as a credit for ticket purchases at the following year's Festival. Members can choose to either use their credit to purchase tickets, or they can donate their credit to the Festival's Arts Development Projects. Membership is free and members can benefit year round with special offers and discounts from our ArtBucks partners. If you attend the Festival regularly, and purchase tickets to shows, you may wish to consider joining this programme – visit www.nationalartsfestival.co.za. Artbucks tickets drawn against your production have no effect on your ticket prices or box office earnings – the Festival covers the 10% value-back.

PUBLICITY MATERIALS

The Festival Media Office carries out the vital task of publicising Festival events. It is impossible to give Fringe productions individual coverage but information on your production may be included in general Festival releases if suitable material is provided to us. The earlier you send publicity material and photographs, the more likely they will be used in Festival press releases. All material you supply, regardless of when you send it to us, will be sent to the Festival Media Liaison Office, which distributes information to the media on request. **The Festival Office does not guarantee media coverage and we urge you to generate your own publicity.**

You may submit your press release plus captioned photographs by email to media@nationalartsfestival.co.za (please ensure that you include the production title in the subject line of your emails, as well as the title of images and any documents) or send hard copies by post to The Fringe Office, National Arts Festival, P O Box 304, Makhanda 6140.

Comprehensive marketing guidelines will be available on the Festival website – visit www.nationalartsfestival.co.za/artist-zone/. These guidelines will cover social media, the marketing package, press kits, marketing gimmicks and advertising

opportunities, as well as guidelines for promoting your production whilst in Makhanda.

POSTERS

You may distribute a maximum of 200 (A2 or A3) **posters** to publicise your production. A poster needs to have visual appeal and be informative in order to be effective. All Fringe posters must be designed on the template provided by the Festival and available on our website. Posters that do not have the logo strip will not be allowed to be placed anywhere in Makhanda.

The Fringe Office will undertake to place **10** of your posters **prior** to the start of the Festival. A regulatory document will be circulated to all Fringe participants. This document will indicate where and how posters may be displayed in town, at venues and on the streets, and other regulations as may be applicable.

In all promotional and advertising material (i.e. posters, flyers etc.), whether issued by participants in the production or by sponsors, the Fringe logo strip must feature prominently. Should you obtain any sponsors, please draw this to their attention. Download the logo strip and branding guidelines from www.nationalartsfestival.co.za/artist-zone/ or email fringe@nationalartsfestival.co.za

THE FRINGE CONTRACT

The authorised representative is required to sign acceptance of **the terms and conditions as laid out in this Guide and the Application Form**. Before signing the contract, make sure you understand the commitment you are making and the obligations you are undertaking on behalf of your group or company. Should you submit your form on-line or by email, the electronic submission of the form constitutes your acceptance of the terms and conditions as laid out in this Guide and the Application Form and you will be bound by the contract.

GENERAL DETAILS ON FRINGE PARTICIPATION

STANDARD BANK OVATION AWARDS

The Standard Bank Ovation Awards recognise excellence on the Fringe, and seek out those productions that stand out from the crowd and are innovative, original and creatively outstanding. **Only Festival premières will be considered for this award – i.e. Fringe productions that will be performing for the first time in Makhanda as part of the Festival programme.** Nominations for the award come from accredited journalists and theatre impresarios covering the Festival, or from members of the Award's judging panel. If productions get sufficient nominations, members of the

judging panel will go and see the production to determine whether or not it should receive the award.

Every couple of days throughout the Festival a list of recipients of the Standard Bank Ovation Award is published online. Once they have made the list, productions are entitled to include the Award logo on their posters, flyers and advertisements, giving them a marketing boost during the Festival and beyond. At the same time, audiences will be encouraged to seek out those productions that bear the logo, safe in the knowledge that they have been checked and double-checked and, in the opinion of the judging panel, have attained a standard of excellence.

At the end of the Festival, Gold and Silver Ovation Awards will be presented to the most deserving productions the categories Theatre, Dance, Comedy, Music and a “wild card” category that spans all other genres. Both Gold and Silver winners receive a cash prize of R5 000 and R2 000 each respectively. Standard Bank Ovation Award-winners are invited to apply to participate in the Arena Programme for a period of two years.

SUNDOWNER CONCERTS

The Festival Sundowner Concerts, held in the Fountain Foyer of the Monument every evening from 17:00 to 18:00, are an excellent forum at which to publicise your production. Music, comedy and dance extracts of **maximum 6 minutes** are guaranteed a large captive audience every day. Please note that experience has shown that serious drama pieces do not go down well at Sundowner Concerts – light entertainment seems to have more appeal for these audiences. We respectfully suggest that companies presenting the more serious theatre pieces use the opportunity to pass out flyers and other publicity material rather than performing extracts from their productions. Performance slots are allocated on a first-come, first-served basis, and **must be booked once you have received your performance schedule**. To book, email fringe@nationalartsfestival.co.za.

SUNDOWNER MC’S: Should any actor or presenter like to MC the Sundowner Concerts on one or more evenings during the Festival they should contact the Festival Office as soon as possible. This service would be on a volunteer basis and no remuneration is offered. It is, however, an opportunity to obtain a few minutes of advertising for your own production. MCs will be selected by the Festival Office and will be required to adhere to certain basic rules.

NB: The Sundowner concerts are family gatherings – language / actions / visuals which may offend younger or more sensitive viewers, cannot be included in presentations at these concerts. Any presentation that is deemed by the organisers unsuitable will be stopped mid-performance. You will be emailed

details on any other open platforms that become available for promoting Fringe shows.

TRAVEL

You need to arrange your own transport to and from Makhanda. The Festival operates a shuttle bus between Port Elizabeth and Makhanda and you can book for this service through the Festival Programme. Phone 046 603 1192 for booking forms and enquiries.

ACCOMMODATION

You are responsible for arranging your own accommodation in Makhanda. The Programme, which is freely available from selected Standard Bank branches and Exclusive Books outlets, contains information on, and booking forms for, the various types of accommodation in Makhanda. The following organisations will assist with your requirements and queries in this regard:

Makana Tourism Office:	Tel: 046 622 3241	Fax: 046 622 3266
	info@grahamstown.co.za	www.grahamstown.co.za
Rhodes University Conference Centre	Tel: 046 603 7620 / 8901	Fax: 086 579 6092
	conference@ru.ac.za	www.ru.ac.za/conference
Kwam eMakana Homestead	Tel: 046 622 3241 / 072 448 0520	Fax: 046 622 3266
	kwambookings@grahamstown.co.za	

INTERNATIONAL PARTICIPANTS

Work Permits – The Department of Home Affairs has waived the need for foreign artists to obtain work permits for participation in cultural festivals in South Africa. This concession is only applicable to artists participating in festivals for a period of not longer than 30 consecutive days. It is your responsibility to apply for and obtain visas, if applicable, from the South African Embassy in your country of residence.

Payments – When making payments from any country other than South Africa, please make sure that you pay the full amount due, as well as any **bank charges** that are incurred for the transaction. Please note that the Festival Office is charged a handling fee for any foreign currency deposited into the Festival Account. When depositing foreign exchange please ensure that you add **R200** to cover this fee.

Tax – All cast, crew and/or directorial members will be obliged to pay 15% tax on Festival earnings. Payment to non-South African productions will only be made once the relevant tax has been deducted by the Receiver of Revenue.

Payment of Box Office earnings can be made to international artists in cash the day after their final performance or via paypal account **provided that all details**

required by the South African Revenue Service have been submitted.

Visas – All international performers and artists need to make visa enquiries from the South African embassies in their home countries **in good time**. In the past productions and exhibitions have had to be cancelled at the last minute due to the relevant visas not being issued timeously. Remember that if your production is cancelled after scheduling has commenced, you forfeit any monies you have paid for registration and venue hire, and will be held liable for any balances outstanding. The cut-off date for cancellation is **23 February**, so please ensure that all necessary travel documents are applied for well in advance of Festival.

SCHOOLS' FESTIVALS

In 2019, the National Schools' Festival will be celebrating its 44th Anniversary with regional Schools' Fest on the Road programmes for Grade 11s and a National Festival for Grade 12s in Makhanda (26 to 30 June) run by the Foundation's Arts Education Department. New productions, lectures and workshop leaders are always needed to inspire and excite the youth. Brief outlines of workshops and/or production details including a summary of your play, duration, company size, cast list, technical needs, reviews, and a brief motivation outlining why you think it would be appropriate for a 16 to 19-year-old audience can be sent to the Arts Education Office via email at artseducation@foundation.org.za or call 046 603 1107.

CHILDREN'S ARTS FESTIVAL

The Children's Arts Festival runs concurrent to the National Arts Festival. It is hosted by St. Andrew's Prep School and is aimed at children between the ages of four and thirteen. The organisers of this Festival book tickets to lots of appropriate Fringe productions, as well as run workshops and classes throughout the Festival for the children. If you are presenting a production that will appeal to children in this age group, or if you would be interested in presenting a workshop for the Children's Arts Festival, contact 046 622 2148 or email c.renard@childrensartsfestival.co.za.

CONCLUSION

This should be all the information you need to make your Fringe experience and your time in Makhanda as enriching, stress-free and enjoyable as possible. If you have any queries or questions do not hesitate to contact us.

The National Arts Festival is proudly brought to you by



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA



arts & culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Standard Bank