



**2022 Hamilton Fringe Festival  
Bring Your Own Virtual Venue (BYOV<sup>2</sup>) Category  
Sample Agreement**

**Policies and General Information**

The 2022 Hamilton Fringe Festival will run from July 20-31, 2022. The Hamilton Fringe is a mid-sized festival with a hugely supportive audience. In 2019, the festival hosted 57 companies, had an audience of over 12,000 at ticketed Fringe shows, an additional 8,000 at the outdoor Fringe Club, and returned over \$110,000 to artists.

Please read the following document closely, complete the electronic signature, and print a copy for your records.

**Participation**

All applications to the Hamilton Fringe Festival are chosen by lottery, with the exceptions of the Bring Your Own Venue (BYOV) and Bring Your Own Virtual Venue (BYOV<sup>2</sup>) categories, which are chosen on a first-come-first-served basis.

**ALL BYOV<sup>2</sup> APPLICATIONS ARE SUBJECT TO TECHNICAL APPROVAL. ALL APPLICANTS MUST CONTACT THE FESTIVAL DIRECTOR BEFORE SUBMITTING THEIR APPLICATION.** (See “BYOV<sup>2</sup> Category Regulations” below.)

The BYOV<sup>2</sup> application process closes on March 1, 2022, or when all available BYOV<sup>2</sup> slots are full (whichever comes first). The Festival reserves the right to declare the category full at its sole discretion.

The following fees apply to this category:

**\$150 + \$25 non-refundable application fee**

Your \$25 Application Fee will be processed upon receipt.

**Your \$150 Participation Fee will be due no later than March 2, 2022.**

Cheques and money orders are to be made payable to:

Hamilton Festival Theatre Company  
41 King William St., Suite 206  
Hamilton, ON L8R 1A2

**If you are accepted into the festival:**

- You keep 100% of the box office.
- The Fringe provides ticketing services and box office staff.
- You will be included in all Fringe publicity: our program, on our website, and overall event publicity. The Publicity Form will be sent to you in the spring of 2022.

**BYOV<sup>2</sup> Category Regulations**

**1. ALL BYOV<sup>2</sup> APPLICATIONS ARE SUBJECT TO TECHNICAL APPROVAL. ALL APPLICANTS MUST CONTACT THE FESTIVAL DIRECTOR BEFORE SUBMITTING THEIR APPLICATION.** Once the technical aspects of your show (platform, hosting, etc) are approved, you can complete the application process. BYOV<sup>2</sup> applicants who have NOT received venue approval from the festival will not be accepted, and will forfeit their application fee.

2. YOU provide the content, the platform, and the hosting. Technical details must be approved by the Hamilton Fringe Festival. BYOV<sup>2</sup> content will NOT be hosted on the Hamilton Fringe TV platform.

3. Your \$25 Application Fee will be processed upon receipt and the Hamilton Fringe Festival will contact you within fourteen (14) days to confirm the status of your application.

4. Performances may be on-demand (available anytime during the festival), or live-streamed/broadcast at specific times.

5. Performances may encourage audiences to experience the show at a physical location.

6. Multiple BYOV<sup>2</sup> shows may share technical aspects (i.e. many companies may be included on one YouTube channel or website, etc). However, **each show must submit its own application.**

7. BYOV<sup>2</sup> schedules are proposed by the participating companies and are subject to approval by the Hamilton Fringe Festival

## **International Applicants**

The Hamilton Fringe Festival considers “International Applicants” to mean companies whose Primary Contact resides outside of Canada. Applicants must include an international mailing address and be able to confirm residency outside Canada. Please contact us if you have any questions regarding your eligibility in this category.

It is your responsibility to ensure that all members of your company arriving in Canada adhere strictly to all COVID-19-related (or any other) public health requirements in place at the time of your arrival, including (but not limited to) vaccination requirements and mandatory quarantine periods. Hamilton Fringe Festival may require proof that all such requirements have been followed by your company and/or members of your company. If your company and/or members of your company are found to be in contravention of any such requirements, the festival reserves the right to immediately cancel all affected performances. Furthermore, offending companies shall forfeit all past fees and any outstanding box office proceeds.

## **BIPOC Reserved Lottery Eligibility**

Hamilton Festival Theatre Company and Hamilton Fringe Festival recognize that festival stages in Canada and the United States have historically been dominated by artists of European/colonial descent, and we seek to support a broader cultural representation of our community in Fringe Festival spaces.

As a response to cultural inequity across our stages, and to better reflect the cultural makeup of our region, **25% of lottery slots in each 2022 performance category shall be reserved for BIPOC-led companies** (Indigenous artists, Black artists, and other artists of colour).

To be eligible for these reserved slots within the BYOV<sup>2</sup> category, the following criteria must be met:

- **Primary Contact must identify as Black, Indigenous, and/or a Person of Colour.**

Please ensure that your application correctly identifies your eligibility for these reserved slots!

Applications that do not meet the above criteria will be removed from consideration and will forfeit the \$25 application fee. Please contact Festival Director Christopher Stanton at [christopher@hamiltonfringe.ca](mailto:christopher@hamiltonfringe.ca) BEFORE

submitting your application if you have any questions regarding your company's eligibility.

Although the BYOV<sup>2</sup> category is selected not by lottery, but on a first-come-first-served basis, the festival will nonetheless be holding 25% of all BYOV<sup>2</sup> slots for BIPOC-led companies. Any BIPOC Reserved slots left unclaimed will be made openly available.

### **Applications and Primary Contact**

- We will accept only ONE application per person/company name. Companies are not permitted to change their name after submitting their application.
- Primary and Secondary Contacts may be involved in only ONE production.
- Fringe correspondence will only be sent to the Primary Contact.
- Primary Contact must have authority to sign on behalf of the company.
- Only the Primary Contact is authorized to submit or make changes to company information.

As Primary Contact it is your responsibility to:

- Share information with the rest of your company.
- Stay up to date on all festival information.
- Ensure timely submission of all requested materials.
- Acquire all applicable permits and the payment of all applicable taxes and fees relating to your production at the Hamilton Fringe Festival.

**It is your responsibility to ensure emails from Hamilton Fringe Festival are not caught in your email provider's spam filters.**

Companies accepted into the Hamilton Fringe Festival cannot sell or transfer their spot to another company. If a company is found to have done this, both companies will be removed from the festival and the full application fee will be forfeit. Companies are not permitted to change their company name after submitting to the Festival.

**Participating companies agree to return ALL FORMS ON TIME** (ex: Promotional Form; Technical Form, etc.) or risk being inaccurately represented in Festival promotional materials or being in a venue that is not suited to the needs of the production.

***Force Majeur:*** *If performances are delayed or interrupted by an act of God, fire, flood, war, public disaster, strikes or labour difficulties, governmental enactment,*

*regulation or order, or any other cause beyond the control of the Hamilton Fringe Festival, the Festival shall not be liable for any lost revenues or performance times.*

### **Production Rights & Permission for Use of Materials Protected by Copyright**

The Hamilton Fringe Festival will not knowingly produce a show without the permission of its creator(s). You are obliged to obtain written permission from the playwright/author/creator and pay any fees required for the production rights. Additionally, you are required to obtain written permission from the necessary sources for the use of any material protected by copyright that is used in the production or promotion of your show (ex: photographs, music, etc.)

As well, you are expected to obtain the necessary releases or pay appropriate fees to any professional associations to which you and/or your company members belong.

Failure to do so could result in disqualification without refund or written notice. Cancellation of your show due to lack of permission(s) or rights to your show or any materials used in the production or promotion of your show will result in forfeiture of your entire application fee.

### **Schedule and Show Length**

As a BYOV<sup>2</sup> company, you must choose a running time for your show. There is no time limit imposed for BYOV<sup>2</sup>s, but you should keep in mind that the Digital Exclusive shows hosted on HFTV have running times of less than 40 minutes.

Once your application is accepted, you may not increase your running time.

BYOV<sup>2</sup> productions shall determine their own schedules, subject to approval by the Hamilton Fringe Festival.

Our opening night event (Hamilton Fringe Festival Kick Off) will be held July 20, 2022. The Kick Off is your chance to promote your production with a live 90-second pitch. We encourage all companies to participate. You will receive more details at a later date.

***Force Majeur:*** *If performances are delayed or interrupted by an act of God, fire, flood, war, public disaster, strikes or labour difficulties, governmental enactment, regulation or order, or any other cause beyond the control of the Hamilton Fringe*

*Festival, the Festival shall not be liable for any lost revenues or performance times.*

## **Tickets and Revenue**

Participating companies/artists receive 100% of their box office receipts. Hamilton Fringe Festival will provide house management, ticketing, and box office services.

Artists performing in the Hamilton Fringe Festival are independent contractors. You are entitled to receive 100% of the ticket price set by the Hamilton Fringe Festival and are responsible for remitting any HST or applicable taxes on that revenue.

The ticket price is set at \$12. Companies may opt to offer \$5 tickets for children 12 and under. Fees apply to tickets purchased online in advance or by credit card at the door.

We have a variety of multi-ticket passes for sale. You will receive \$9 for each ticket used from a Fringe Binge Pass, \$8 for each ticket used from a Fringe Frenzy Pass, and \$7 for each ticket used from a Fringe Extreme Pass for admittance to your show. There are a limited number of these passes and they encourage patrons to see more shows.

You will receive \$5 for each ticket used from an Artist Pass. These passes will only be made available to Hamilton Fringe Festival participants.

Details of the box-office payout process will be sent at a later date.

***PLEASE NOTE:*** *The Hamilton Fringe Festival requires all patrons to purchase a Hamilton Fringe Festival Backer Button (one-time \$5 cost) in order to see shows. This policy applies to everyone, even your special guests and comp list attendees. Each artist participating in the festival is given a Backer Button free-of-charge.*

## **Accommodations**

It is your responsibility to arrange accommodations while participating in the Hamilton Fringe Festival. However, if requested by the company, best efforts will be made to connect non-local companies with billeted local accommodations. Priority will be given to artists having traveled the farthest distance to attend the festival. Billets may require artists to provide proof of COVID-19 vaccination.

## **Fees**

### **Lottery Application Fee:**

**\$25.00 non-refundable fee** due upon receipt of application.

### **Fringe Participation Fee:**

**\$150 for the BYOV<sup>2</sup> category** due no later than March 2, 2022.

Your Application Fee must be submitted along with your completed application. If you wish to submit payment by cheque, we must receive the cheque within 10 days of your online submission or before the application deadline on **January 24, 2022**, whichever comes first.

Participation fees will be due no later than **March 2, 2022**.

You can pay this fee online or send a cheque in the mail. Make all cheques or money orders payable to:

**Hamilton Festival Theatre Company**  
41 King William St., Suite 206  
Hamilton, ON L8R 1A2

Do not mail cash. Applicants whose cheques are returned for any reason by the bank will be charged a \$25.00 fee and risk losing their performance slot.

## **Acceptance & Confirmation**

Applicants will receive confirmation by email or phone regarding their status. All cheques/money orders/credit card payments for successful applicants will be processed immediately.

## **Refund Policy**

The Primary Contact is the only individual who may withdraw from the Fringe. Any intent to withdraw must be made in writing by mail or email and is effective from the date the Fringe receives the written notice. Via email, please send to Festival Director Christopher Stanton at [christopher@hamiltonfringe.ca](mailto:christopher@hamiltonfringe.ca).

On or before **MARCH 1, 2022** participants who withdraw shall receive a full refund of their paid Participation Fee.

Between **MARCH 2, 2022** and **MARCH 31, 2022** (inclusive), participants who

withdraw shall lose 50% of their paid Participation Fee.

On **APRIL 1, 2022** or anytime thereafter, participants who withdraw shall forfeit their entire Participation Fee (100%).

### **COVID-19 Protocols & Pandemic-related Cancellation Refunds**

The Hamilton Fringe Festival prioritizes the health, safety, and accessibility of our artists, audiences, staff, volunteers, and community partners. As such, our plans for the 2022 Hamilton Fringe Festival have taken all public health guidelines and government guidance into consideration. Our current preparations for the festival period reflect the best information we have going into the summer 2022 period, and are based on ongoing consultation with the Canadian Association of Fringe Festivals (CAFF).

Hamilton Fringe Festival live performances in all categories will adhere to all public health guidelines in place at the time of performance. Adjustments may include extra time between performances to reduce traffic flow and allow for extra cleaning, indoor venues designed to accommodate social distancing, expanded opportunities for outdoor and/or online shows, and more.

Please note that if the Hamilton Fringe Festival is forced to cancel a full performance run (7 shows) due to public health guidance or regulations in place at the time, affected companies will receive a full refund of their participation fee.

All participating companies must fully adhere to all public health regulations and guidelines in place at the time of performance. If any company or venue is found to be operating in contravention of said regulations or guidelines, The Hamilton Fringe reserves the right to immediately cancel all affected performances. Furthermore, offending companies shall forfeit all past fees and any outstanding box office proceeds.

### **Finally**

Submission of your application and fee means that you have read and agree to all of the above. Your company agrees to adhere to the laws of Ontario, and the policies, procedures and safety guidelines as set forth by the Hamilton Fringe Festival. The festival reserves the right to remove any company or cancel any/all performances of a company that does not abide by the policies of the Hamilton Fringe Festival.

Please contact us if you have any questions or need clarification of these details. We recommend that you print a copy of this page for your own records.



Applications are accepted through online submission and must be accompanied by your non-refundable application fee (\$25.00). Applications received without the application fee will NOT be included in the Hamilton Fringe Festival.

The Hamilton Fringe Festival reserves the right to remove any company from participation in the Fringe should the company members or an individual member engage in illegal activity (including hate speech), harassment, unethical behaviour, or otherwise place the Festival itself at risk.