Welcome to the 27\textsuperscript{th} annual \textbf{Minnesota Fringe Festival} and our second Independently Produced (IP) Series! We couldn’t be more pleased to have you along for the ride. This handbook outlines some of the mandatory deadlines and paperwork you must adhere to for inclusion in the Festival, as well as some helpful tips and things to think about. There are a lot of variables with IP; if you don’t find what you need here, contact Fringe’s Artist Liaison Amber Bjork at \texttt{amber@fringefestival.org}. This handbook is \textbf{NOT} a secret! Share it with your cast, crew, and anyone who will benefit from the info.

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\textit{ver. 11.01.2020}
# Table of Contents

- About IP Shows 2
- Registration Fees, Deadlines, and Discounts 3
- Communications 3
- Cancelations and Show Related Changes 4
- Liability Insurance 4
- Selecting a Venue 5
- Venue Agreements and Sample Agreement 6
- Producer Panel / Show Information and Image 7
- Forms due on June 1 and July 1 7
- Unified Auditions, Workshops 8
- Marketing and Press 8
- Previews 8
- Ticketing and Passes 9
- Payout 10
- Reviews 10
- Postcards, Programs, Posters, and Merch 11
- AEA and SDCS 11
- Permissions 12
- Harassment Policy 13
- FAQ 14
- Staff Contact Info, Fringe Office Address, and Social Media 15
- Minnesota Fringe Festival Season Calendar of Events 16
What are Independently Produced (IP) Fringe shows?

IP shows are Fringe Festival productions (July 30–August 9) taking place outside of Fringe-managed venues. They allow producers to be a part of the Festival with a few more customizable options! As an Independent Producer, Fringe Staff will mainly step back and let you work your magic.

Who can participate?

IP is open to all; everyone is welcome to register. If you can dream it, house it, and insure it, you can do it, NO LOTTERY REQUIRED.

How is IP different from the lottery-chosen portion of the Festival?

As the name suggests, you’ll be producing independently by taking a step outside of a Fringe-managed venue. Let’s break it down:

What you’re responsible for:

• Your show, including creation, staging, casting, etc.
• Finding a venue within the 11-county Metro area.
• Securing insurance for public performance in your venue of choice. (Outdoor areas will require an additional city permits.)
• Attending a mandatory box office training session on Sunday, July 26.
• Providing box office personnel, front of house staff, and a Square-compatible device to manage credit card sales.
• Providing any tech and technicians you may need.
• Providing forms and materials requested by Fringe Staff to help market and sell your show.

Fringe will require you to:

• Choose show times that begin on the “Fringe grid”: 5:30pm, 7pm, 8:30pm and 10pm on weekdays, plus additional 10am, 11:30am, 1pm, 2:30pm, 4pm, and 11:30pm slots on weekends.
• Honor all ticketing and pass purchases by Festival attendees and pricing policies set by Fringe (see Tickets and Passes on page 9).

Freedom to choose:

• As few or as many show times as you choose (to a maximum of 55).
• While shows in Fringe-managed venues must run 60 minutes or less, Independently Produced shows may have a run time of any length. (We ask that any deviation from the standard 60 minute show length be clearly stated on your show page to best inform patron expectations.)
• While we have limits on what can and can’t be done in Fringe managed-venues, (no rigging, fire, mess), you have the opportunity to find a venue that will allow you to create without these limitations.

What’s in it for you:

• 100% of cash sales at door plus 65% of all digital sales (see Payout on page 10).
• Up to three Artist Rush passes, good for any performance of shows in the Minnesota Fringe Festival (cont. on next page)
• Access to all Fringe producer activities including workshops, Fringe Unified auditions, and preview nights.
• Semi-customizable show page on minnesotafringe.org with special IP designation.
• Online ticketing support for presales and reservations.
• Overall Festival press and marketing support (see Marketing and Press, page 8)
• Minnesota Fringe wayfinding signage to help patrons locate your venue.

REGISTRATION FEE* AND EARLY BIRD DISCOUNTS

*Registration fee includes up to 11 performances. Additional performances can be added for $50 each, up to a maximum of 55 performances during the Festival. Fees, location, and proof of insurance must be submitted at time of registration.

• March Registration - 50% off ($250) on or before March 15.
• April Registration - 40% off ($300) on or before April 15.
• May Registration - 20% off ($400) on or before May 15.
• June Registration - All producer fees are $500 on June 1st through final registration day of June 15.

COMMUNICATIONS

You will receive regular updates from Artist Liaison Amber Bjork in the form of Producer Newsletters with important information about deadlines, rules, events, and resources. You will 100% want to read those!

The producer is the individual listed on the application and the primary contact on all communications with Fringe. If another member of your production reaches out, they must cc the producer.

Every communication must contain your show number once you have received that identification from us.

Please respond to any personalized/direct communication from Fringe staff within a 24-hour turnaround time. If we get radio silence from you, we’ll assume you are ghosting us and are no longer interested in producing, which could result in your show getting pulled from the Festival.

A reminder: **your producer, producer contact email, and company name cannot be changed for any reason.** We connect this information to your file in a database when you apply, and changes can result in problems when your show page goes live.
CANCELLATIONS AND SHOW RELATED CHANGES

You will have one mandatory box office training session with Audience and Volunteer Services Director, Audience and Volunteer Services Team which includes emergency and weather policies. Kaitlen will be your main point of contact for any cancellations. Cancellations must be made in accordance with Fringe policy. Performances cannot be rescheduled. **Shows may NOT be canceled due to low attendance.** Cancellation of any performance will result in loss of box office revenue and is subject to administrative fee (see contract). Fringe reserves the right to cancel any of your performances due to emergency weather conditions.

Contact Artist Liaison Amber Bjork with any and all show information changes immediately at amber@fringefestival.org.

LIABILITY INSURANCE

To protect you and the Festival regarding any claims for injury or property damage sustained by an audience member or other “third party,” Minnesota Fringe requires Independent Producers to provide proof of insurance for the venue being used, whether that is a copy of the venue’s insurance allowing for public performance, or your own insurance and permit (proof of insurance is often required for a parks permit, regardless).

We require minimum coverage of $1,000,000 per incident and $2,000,000 in the aggregate. You may either provide this through your own insurance company or seek coverage through the Minnesota Theater Alliance Group [General Liability Insurance](#) program.

Fringe Festival’s insurance agency is Kaplan Insurance Agency. If you have any questions regarding insurance, Jeff Danovsky and his staff are very helpful and knowledgeable about theater coverage.

Kaplan Insurance Agency
Jeff Danovsky
3555 Plymouth Boulevard, Suite #118
Plymouth, MN 55447
763-746-5000
www.kplaninsuranceagency.com
THINGS TO KEEP IN MIND WHEN SELECTING A VENUE

Good to know up front: Private residences are not insurable for performance. Speak your insurance agent for more information.

Location, location, location. While you can set up shop anywhere in the 11-county metro, the closer you are to Fringe-managed venues, the more you might take advantage of audiences traveling within the established Festival hub. Fringe runs on a 90-minute grid, meaning there’s 30 minutes between every 60-minute show. Many of our patrons like to group shows into a manageable travel pattern for the day, and being able to walk or drive between venues in that time can be a deciding factor. On the other hand, there are many communities beyond Minneapolis and Saint Paul that may appreciate you bringing the Festival to them!

Indoor or outdoor? Existing theatrical spaces will have much of what you’ll need—stage, lighting, seats—and will often come with their own insurance that you get as part of renting the space. But you don’t have to use a theater; any public or commercial space can be a performance space as long as you arrange a rental or permit to perform there. While outdoor spaces can be very freeing and dynamic and Minneapolis has parks in every neighborhood, indoor spaces have the benefit of being sheltered from the environment. This means less watching the weather for thunderstorms or heat advisories, and probably fewer mosquitoes in the evening.

Seats: Do you need some? Does the venue provide them? Do you need to bring your own? What is your preferred audience size?

Technical needs: Does the venue have adequate electrical loads (if you’re bringing your own light or sound systems)? It is soundproof enough that any auxiliary sound will not intrude upon your show or that you won’t disturb your neighbors?

Audience needs: Do you want to provide shelter from the sun or rain? Is the space air conditioned? Are there restroom facilities and water fountains on the property? Parking? Accessible entrances for patrons with mobility limitations?

Check with park boards early: Many parks have ordinances that do not permit performances on certain days or hours of the evening to control sound patterns in residential areas. Summer is event season and not every board will keep their park’s calendar updated. Check in early about city and community events, scheduled park maintenance or upgrades (it’s happened before: a company picks a spot in the park and a month later, there’s a bunch of new trees or playground equipment that wasn’t there earlier). Make sure you understand their wedding policy—weddings are big business and it’s not unheard of a park to bump or double-book their spaces if a wedding will bring some major dollars their way.

Looking for spaces? Good places to start:

- [Theatre Alliance](#)
- [Spacefinder](#)
TIPS ON VENUE AGREEMENTS

So you’ve found a space! Yay! Many established theaters will have a standard contract, but if they don’t—or you are renting/using a space that doesn’t have a general agreement—we advise that you put one together and that it be signed by you and the owner/manager of the venue. Typical information in a venue agreement includes:

- Names, postal addresses, email addresses, and phone numbers of the parties in the agreement.
- Address of property
- Term of the agreement (beginning and end dates of the lease)
- Rental costs including any utility or maintenance fees
- Date rent is due and contact information for whom the rent should be paid
- Description of the area to be used (first floor except office, main stage including dressing rooms, etc)
- Other services/equipment the owner/manager has agreed to provide (chairs, technical equipment, and storage space)

IMPORTANT! Each situation is different and the above terms and the following sample venue agreement are NOT intended to serve as a comprehensive list or legal advice. They are only guides to use when creating an agreement.

SAMPLE VENUE AGREEMENT

This Agreement for the lease of _______________________, Minneapolis, MN, is made this ______ day of ________, 20____, between [Artist name, address and telephone number] and [owner name, address and telephone number] (hereafter “Lessees”) and [Artist name, address and telephone number] (hereafter “Lessor”), pursuant to the following terms and conditions:

Leased Property: Lessor shall lease from Lessee [Address and description of the premises to be leased]. Use of Premises: Lessee shall use the leased space for [list uses such as: rehearsal and performances] on the following dates as part of the 2019 Minnesota Fringe Festival. Term of Lease: The term of the lease shall be [beginning and end dates of lease]. Rental Fee: The fee for rental of the premises shall be [total rental fee] to be paid in installments of [amount of each installment] on the following dates [list dates] and shall be sent to the leased space for [list uses such as: rehearsal and performances] on the following dates as part of the 2019 Minnesota Fringe Festival.

Security Deposit: The Lessee shall pay a security deposit of [amount of deposit] on [date security deposit is to be paid]. The security deposit shall be returned to the Lessee by the Lessor within five business days of the termination date of the lease.

Utilities: Lessor shall provide [list utilities Lessor will provide such as: air conditioning, storage space, restrooms]. Cost of said utilities shall be the responsibility of [state whether rent is inclusive of utilities or whether Lessee is responsible]. If Lessee is responsible for utilities state how and when Lessor will bill Lessee for these costs.

Governing Law: This agreement shall be governed by the laws of the City of Minneapolis and the State of Minnesota.

Entire Contract: This agreement, including any riders, addenda, schedules and/or attachments represent the entire agreement and state how and when Lessor will bill Lessee for these costs.

Acceptance: The terms and conditions of this agreement are hereby accepted by the Lessor and Lessee or their representatives by their signatures below. The terms of this agreement are binding and supersede any oral or written representations. The persons signing this agreement on behalf of the Lessor and Lessee each has authority to bind their respective principals.

AGREED AND ACCEPTED

[Insert Lessor’s Name]:
[Insert Lessee’s Name]:

By: ___________________________ Date __________
By: ___________________________ Date __________

Print Name: __________________________ Print Name: __________________________

~ ~ ~

Again, the sample agreement is not meant to be comprehensive or to provide legal advice, but as guideline only. Please consult your own legal advisor and insurance agent for more information.

Hot Tip: You can find online resources for customizable venue agreements! Google “venue agreement form” and the internet will suggest places like Rocket Lawyer* and Law Depot* where you will be able to upload all of your info into a form that can be printed out for a nominal fee.

*Minnesota Fringe does not endorse any particular online legal service vendor.
Producer Panel / Show Information and Image

You will create a password protected username to log in to our website when you accept your producer agreement. This is mission control—where you tell us more about your show now, and where you will update your show page once ticketing goes live. Your producer panel will contain a lot of collateral, including PDFs of mandatory paperwork, workshop dates, marketing information, press contact lists, this handbook for reference, and other resources. It is also where you’ll upload your show image and show description for your individual show page.

Each show has a show image that will consistently be shown alongside your title and company name on our site. Show images should have a 3:2 ratio (wider than tall). The higher the resolution, the better. If your image doesn’t fit the ratio, it will appear stretched or cropped. If it isn’t high resolution, it will look pixelated compared to adjacent show images.

Info Gathering Forms Due on June 1

We will ask you specific questions about your show to anticipate marketing needs on the forms in your producer panel. The more information you can provide, and the sooner you fill out the forms as they’re available, the better we can serve you and your audiences! These forms will also help us to build your show page on the website so it can go live to audiences by July 1.

Mandatory Paperwork Due on July 1

The following documents MUST be submitted to us by July 1, 2020 in order to perform. The only exceptions to this rule are late/replacement casting. **PLEASE WRITE YOUR SHOW NUMBER IN THE UPPER RIGHT HAND CORNER OF ALL THESE FORMS.**

**Liability Waivers:** You must submit a liability waiver for every member of your cast and crew that will be in your venue for rehearsals and performances. This includes your stage manager in the booth, backstage helpers, onstage musicians, etc.

[FAQ: Can I turn in a late liability waiver?]

**Liability Waivers for Minors:** See “Liability Waivers” above; the same applies here. This form must be signed by a guardian and submitted for any member of your cast and crew who will not be 18 years old before August 10, 2020.

**W-9:** Submit ONE W-9 form for your production. If you have a company with an EIN, fill it out with your company name or the name of the individual to whom the EIN is attached. Most producers do not have an established company and EIN—in this case, use the name and SSN of the person (usually the producer) who will receive the payout check at the end of the festival. That person is responsible for paying taxes on the payout. Any production with a payout greater than $600 will be sent a 1099 in January 2020 for tax filing purposes.

[FAQ: What do I need to know about taxes?]  [FAQ: Can I submit my paperwork electronically?]
UNIFIED AUDITIONS

Fringe organizes a general unified audition session open to all producers. This will take place on Saturday, April 18, at the Crane Theater in Northeast Minneapolis. Producer seating is limited and will require an RSVP. All producers will be notified when sign ups are available. Fringe will gather headshots and resumes from artists and make this information available to producers following the auditions.

WORKSHOPS

Fringe provides workshops for all producers on topics including marketing your show, tech, and more. We’ll keep you informed as more information arises!

MARKETING AND PRESS

Much of your individual show marketing will happen on your show page and in any print materials you put out into the world. See Producer Panel / Show Information and Image on page 7 and Postcards, Programs, Posters, and Merch on page 11.

When it comes to press, we’ll handle all promotion of the overall Festival. We will ask you questions on the online forms to tell us more about your show’s themes and your creative team. This helps us highlight you in outreach to general and niche publications.

One thing to remember as we get closer to Festival time: if a member of the press or media reaches out to you, they want to cover your show and it’s an excellent opportunity for free marketing. TAKE THAT CALL / ANSWER THAT EMAIL!

PREVIEWS

We host 3 preview showcases to give audiences a sneak peek of some shows in the Festival. Previews are 3 minutes each and can be anything from a snippet of your show to an informal announcement about the show itself. To see example of previews, check out our YouTube channel.

- Festival Preview #1: Monday, July 13
- Festival Preview #2: Monday, July 20
- Festival Preview #3: Wednesday, July 29 (highlighting—but not confined to—touring artists and Independently Produced shows)

Independent Producers are guaranteed a preview slot on one of the three nights. Preview sign-ups will be announced at the beginning of July.
TICKETING AND PASSES

TICKETS

Admission to both festivals includes single tickets and discount passes.

- Single Tickets: $15 (adults) $7 (kids), guarantees entry into a particular show, at a particular time, at a particular venue
- Discount Packages: 10- and 5-show passes will be available for $110 and $65 respectively.
- Fringe With Benefits Membership: Tiered opportunities to support Fringe no matter what your budget. Most memberships include a VIP pass that allows entry into any show, at any venue at any time, on any day of the Fringe Festival.
- Reservations: $3, guarantees a seat for ticket and pass holders (does not include Artist Pass) at a particular show, at a particular time, at a particular venue.
- Fringe Buttons: $4, required for entrance to the festival. Revenue goes to support Minnesota Fringe year-round operations. Buttons can be purchased at Previews, HQ, or any Fringe-managed Box Office. IP Producers do not have to enforce the Fringe Button requirement for patrons attending shows in a non-Fringe-managed venue.

ARTIST PASSES

Companies in Fringe Festival will be issued Artist Passes to be used by your cast/creative team to see any show in the festival. You get one artist pass for each liability waiver submitted by July 1st with a maximum of three (3). Artist Passes allow rush entry into any show in the Fringe Festival and Family Fringe with available seating, beginning 5 minutes before the show time*. Your Artist Passes are transferable among your company members. Artist Passes are distributed only after all performers have submitted signed liability waivers to Minnesota Fringe.

*Artist Pass holders will wait in an Artist Rush Line at every venue. This is to ensure that houses have a chance to fill with paying audience members. At 5 minutes to show, the Artist Rush Line will be opened to allow seating. IP houses may decide whether or not they would like to follow this procedure (remember that Artist Passes will not gain you any revenue, but turning them away completely won’t gain you any love either)

RESERVATIONS

There are no guaranteed seats at a show unless the patron makes a reservation or has already bought a ticket / swiped their pass / redeemed a comp for a show at the box office. Reservations are only available online in advance, and are recommended if the show is at risk of selling out. Reservation fees will apply to ticket, comp, VIP pass, and discount pass holders. You cannot purchase or redeem a reservation with an Artist Pass. There are no refunds on reservations.

ONLINE PRESALES

Presales shut down at midnight before each days’ performances. Fringe only presells 70% of your house capacity online to allow for walk-up sales unless specific arrangements are made prior to ticket sales opening on our website.
**PAYOUT**

You will receive 65% of all digital sales, including single and discount tickets sold through the Fringe website and credit cards swiped at your venue / location. You keep 100% of all single ticket cash sales at the door.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>Patron Price</th>
<th>65% Digital Payout*</th>
<th>100% Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>$15</td>
<td>$9.75</td>
<td>$15</td>
</tr>
<tr>
<td>5 Show Pass</td>
<td>$13</td>
<td>$8.45</td>
<td>N/A</td>
</tr>
<tr>
<td>10 Show Pass</td>
<td>$11</td>
<td>$7.15</td>
<td>N/A</td>
</tr>
<tr>
<td>Fringe w/ Benefits VIP</td>
<td>$7</td>
<td>$4.55</td>
<td>N/A</td>
</tr>
<tr>
<td>Child</td>
<td>$7</td>
<td>$4.55</td>
<td>$7</td>
</tr>
<tr>
<td>Artist / Comp</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*Denotes single tickets and passes sold through the Fringe website and credit card sales at the door.

**REVIEWS**

Audience reviews are hosted on our website, and embedded on your show page. This can be a good grassroots way to market your show, so encourage your audiences to write a review if they enjoyed what they saw.

Keep in mind that critical reviews are allowed, and that can include negative reviews. Patrons are allowed to their opinions, even if they don’t like what they see. We won’t remove negative reviews, but we will remove a review for the following reasons:

- You or someone involved in your show reviews your own show
- The review uses profanities
- The review is unintelligible
- The review compares your show to another show, or recommends another show over yours
- The reviewer attacks or writes inappropriate remarks about an artist’s appearance or personality (i.e. they can say the costume was ugly or the acting was bad, but they cannot say the actor is ugly or the actor is a terrible person).

Press and media outlets may also review your show. We’re continually looking out for media coverage, but it doesn’t hurt to let us know if your show gets covered or reviewed! We love featuring coverage on our Fringe in the News page.
Postcards, Programs, Posters, and Merch

Print materials are not mandatory, but they can help you market your show. You are responsible for creating and distributing your own print materials.

**Postcards** are the traditional marketing item around Fringe festivals. Creative design is all up to you, but we have a few rules:

- They MUST include a Festival banner somewhere — either front or back — and large enough to read. It doesn’t have to be prominent; it’s there to identify your postcard as a Festival show for our postcard tables in venue lobbies. The logo also points audiences to our website so they can buy tickets. The postcard banner will be provided by us in various formats by June 1.
- Postcards of any size and dimension are fine, but please no bigger than a sheet of paper (8.5” x 11”). We have postcard tables in every venue, but they work better at our Festival as part of a conversation — when you hand one to someone who may be interested in your show. If you’d like to see some examples of postcards, drop by Fringe HQ!

[FAQ: How many postcards should I order?]
[FAQ: When can I drop my postcards off at the venues?]

**Programs** are great places to tell the audience more about your show, list sponsors (if applicable), or cross-promote with other Festival shows.

**Posters** are not recommended. We’re not allowed to hang them in venues, and public posting is prohibited in Minneapolis-Saint Paul. Posters can be hung in businesses like coffee shops, but only with permission from their staff/owner.

**Merchandise** (i.e. buttons, DVDs, and general swag) are another great way to market your show and gain a little extra revenue on the side!

Actors Equity Association

Fringe has a special Festival contract with AEA that covers productions taking place in Fringe-managed venues. If you have a cast member who is affiliated with Equity, you will be responsible for negotiating contracts with AEA directly. [https://www.actorsequity.org/](https://www.actorsequity.org/)

Stage Directors and Choreographers Society

If your director or choreographer is part of SDC, check out their resources here: [http://sdcweb.org/](http://sdcweb.org/)
PERMISSIONS

Copyright: Music

If you use copyrighted music in any way, whether incidental or substantial, you must gain separate permission. Most recorded music is under some kind of copyright protection, even classical. Please keep in mind that while Classical pieces are not under copyright, the particular recording you want probably is.

Copyright: Scripts and Librettos

If you are performing a published script, it is your responsibility to secure the rights. If you are making changes to a published script (i.e. cutting it to fit into an hour), it is your responsibility to gain permission from the publisher.

Copyright: Resources

If you have further questions about just how far you can take copyright into parody or quotation, here are some resources:

- [The U.S. Copyright Department] – Fair use particulars, which varies case by case.
- [Stanford University] – resource on copyright, public domain works and the permission-granting process.
- [Creative Commons] – a nonprofit offering guidance on sharing and licensing your creative work.
HARASSMENT POLICY

Minnesota Fringe strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of the festival should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. It is the policy of Minnesota Fringe to maintain an environment free from sexual, racial, ethnic, religious, age-based, disability, sexual orientation, and gender expression harassment. Such behavior is expressly prohibited and Minnesota Fringe will not tolerate unlawful discrimination or harassment of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, demean, humiliate, or coerce a patron, artist, staff member, volunteer, or any person working for or attending Minnesota Fringe. Harassment can be either done (in conduct) or said (in comments). Conduct or comments become harassment when they are offensive and unwelcome to others. Conduct or comments may be harassment even though the person doing or saying them thinks they are making a joke, or has the permission of all others involved. Please note: People do not always show when they are offended. If you are uncertain whether your conduct or comments will be offensive, the best practice is to refrain. We ask that participants recognize that intention is not the same as impact, and to first consider the impact that your actions or comments may have on others.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person’s national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

Sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault. It also includes verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor; and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

This standard will be held to all Festival participants, including producers, artists, staff, volunteers, and audience members.

**Minnesota Fringe will not censor the content that you put on stage, and we encourage stories that provoke, challenge, and make audiences question the world they live in. But within the context of your performance you must adhere to these guidelines if you interact with any persons that are not your contracted performers including --but not limited to--audience volunteers who participate in your production, passive patrons, and staff.**

Your production is allowed to contain content wherein your contracted performers depict scenes of harassment, but we strongly suggest that you take this policy into your rehearsal room and make sure all performers are consenting throughout your rehearsal process. We hope that you will adhere to these policies in your rehearsals and that your artists are treated with the same respect no matter what the context of your show!

Productions whose performers violate this policy will be subject to removal from the festival and forfeit their production fee and box office percentages.
FAQ

[FAQ: Can I turn in a late liability waiver?] [back]

Yes, and you may need to. Remember, everyone who is participating inside the venue during the show must turn in a signed liability waiver. Sometimes an actor falls ill and you need to hire an understudy. Or you add a role. Or you ask a stage manager to come in at a late date. In these and other circumstances, you need to submit a late waiver. As soon as this situation arises, do your best to get that waiver to us, but definitely before that person steps foot in your venue.

Also keep in mind that the July 1st deadline for liability waivers is how we determine how many artist passes and comps to give you. Any waivers received after that date will not be counted toward this allocation.

[FAQ: What do I need to know about taxes?] [back]

Fringe issues your payout check as self-employed contractor. We do not withhold taxes. If your show earns more than $600 in ticket sales, we send you a 1099-MISC form for tax filing purposes, and file it with the IRS. We don’t pay taxes on that money; it’s your responsibility to do so.

[FAQ: Can I submit my paperwork electronically?] [back]

We highly recommend you do not send W-9 or liability waivers through email because they contain sensitive personal information. We collect thousands of liability waivers every year, and we must keep physical copies. You may be printing of just a few, but we would be burdened to print off waivers for thousands of artists every year.

[FAQ: How many postcards should I order?] [back]

This is completely your choice! You don’t have to order any--postcards aren’t mandatory. But if you do, base your count on how you’re planning to use them. If you want to leave them on the postcard tables in our venues, 500 might be enough. If you plan to flyer audience lines, you may want 1,000. Plan on mailing some out, or handing them off to your cast to distribute around town? Then maybe a few more!

[FAQ: When can I drop my postcards off at the venues?] [back]

You can start distributing your postcards to the venues when the first box office shift opens on the first day: 5:00pm on July 29. You can also bring a stack to the preview events. We have a postcard table there, and our Front of House staff will pack up postcards to bring to the next preview. They will be left at whichever venue hosts the Touring Artist Preview the night before the Festival for the duration of the Festival.
MINNESOTA FRINGE STAFF

Dawn Bentley, Executive Director
Dawn is happy to talk about Minnesota Fringe mission and goals, strategic priorities, and finances. She is available to answer general festival and programming questions. Dawn also manages sponsorship and press relationships year-round. dawn@fringefestival.org

Amber Bjork, Artist Liaison
An active theatre artist in the Twin Cities and your personal oracle, she knows the answer to any question you have as an artist in this festival…or knows someone who does. amber@fringefestival.org

Kaitlen Osburn, Audience and Volunteer Services Director
Kaitlen runs our biggest behind-the-scenes party overseeing dozens of house managers and hundreds of volunteers. You’ll be meeting with her for mandatory box office training and communicating with her regarding weather safety and emergency procedures. If you’d like to immerse yourself further into the world of Fringe, we’re always looking for volunteers, especially during the Festival Season. kaitlen@fringefestival.org

Liz Neerland, Technical Director
Liz is a Jane of all technical trades in the Twin Cities, and coordinates the technical crew for our Fringe-managed venues. Since you’ll be managing your own, you most likely won’t have too many questions for her this time around, but make sure to say hello if you see her at Fringe Central! liz@fringefestival.org

FIND US

Fringe HQ is located in Northeast Minneapolis in the Grain Belt Bottling House.

79 13th Avenue NE Suite 112
Minneapolis, MN 55413
Telephone: 612-872-1212
www.minnesotafringe.org

Our office hours are 10am – 5pm Monday through Friday throughout the year. On the second Tuesday of every month, you’re invited to drop in for our fringeey open office hours, T.A.T.O. (Tuesdays At The Office) Talk from 11am-1pm.

BE SOCIAL

Tag, tweet, and post away! Minnesota Fringe has tens of thousands of digital followers and subscribers. Take advantage of these additional eyes by tagging us when you’re letting our followers know what you’re doing, and so we can help promote your work:

- Facebook: www.facebook.com/mnfringe
- Instagram: @MNFringe
- Twitter: @MNFringe
- Hashtag across all platforms: #MNFringe
- Youtube: www.youtube.com/MNFringe
THE 2020 FRINGE CALENDAR

February 24: Fringe Lottery Drawing at Can Can Wonderland
February 27: IP Registration opens
March 15: IP Registration fee increases
April through June: Marketing help sessions (scheduled as needed)
April 15: IP Registration fee increases
April 18: Fringe Unified Auditions
May through July: Producer Workshops
May 15: IP Registration Fee Increases

June 1: First Paperwork Deadline: Online show forms.
June 15: IP Registration closes

July 1: Second Paperwork Deadline: W-9 and Liability Waivers. Website launches and ticket sales open
July 13: Fringe Previews #1
July 20: Fringe Previews #2
July 26: Mandatory IP Box Office Training Session
July 29: Fringe Previews #3 Featuring Touring Artists and Independent Producers

July 30 - August 9: MINNESOTA FRINGE FESTIVAL!
August 9: Closing Night Party and Golden Lanyard Award Ceremony at Can Can Wonderland
September 1: Payout checks mailed
December 1: 2021 Fringe applications open!