

FRINGE ARTS

Artist Checklist

Fringe Festival

September 5 – 21, 2014

○ SIGN UP AND BASIC SHOW INFORMATION

Sign up at MyFringeArts.com. **Deadline: June 3**

- \$350 registration fee includes: administrative, marketing, PR and box office support, customized sandwich board to use at your venue, and show listing and image in the Festival Guide.
- BONUS: One Festival Membership (30% off Festival Tickets) is included with your registration. \$65 value!
- Participation fee discounts are available for students, recent college graduates (graduating in 2010 or later), and those producing more than one show. Contact Neighborhood Fringe Coordinator, Jordan Layman at Jordan@FringeArts.com or 215-413-9006 x16 for more information.
- Basic show information includes: show name, discipline, venue information, show dates and times, running time, short description (50 words or less), guide image (high res).
- Trouble finding a venue? Check out phillyspacefinder.com

○ INSURANCE

Upload certificate of insurance on MyFringeArts.com. **Deadline: July 1**

- All participants in the Festival must obtain general liability insurance covering themselves and FringeArts. We require minimum coverage of \$1,000,000 per incident and \$2,000,000 in the aggregate.
- You may provide this through your own insurance company or purchase it through Domenick & Associates, the Festival's insurance broker by filling out a simple form online: <https://payments.sephone.com/pay/domenick-philly-fringe>
- Your rate will be based on the number of performances of your show during the Festival (ranges from \$120-\$220).

○ MARKETING/PR AND WEBSITE INFORMATION

Submit information on MyFringeArts.com. **Deadline: July 21**

- Marketing/PR and Website information includes: Company bio, website address, keywords, multimedia links, press release, and high res photos.
- Uploading this information is NOT mandatory, but we highly recommend you do submit this information by the deadline as it will help the press and audiences get additional information about your show.

○ W9

Upload signed W9 form on MyFringeArts.com. **Deadline: September 22**

- We need a W9 so we can send you a check for your ticket revenue from our box office sales.
- Download a Blank W9 form here: <http://www.fringearts.com/downloads/w9-blank.pdf>

○ AT THE DOOR TICKET SALES

Submit information on MyFringeArts.com. **Deadline: September 22**

Fringe Festival Contact:

Neighborhood Fringe Coordinator, Jordan Layman at Jordan@FringeArts.com / 215-413-9006 x16