

**Cabaret Fringe Festival, 3 - 25 June 2017**

[**www.cabaretfringefestival.com**](http://www.cabaretfringefestival.com)

**Registrations close at 5pm on Friday 14 April, 2017**

**2017 Cabaret Fringe Festival**

**Artist Information**

**Welcome!**

The Adelaide Cabaret Fringe Festival is held each June. This year it will run from Saturday 3rd June to Sunday 25th June in and around the Adelaide CBD. It is an open access festival, which means anyone is welcome to participate – providing they pay their registration fee and find a place to perform. We encourage you all to be part of this year’s Cabaret Fringe Festival, and be part of celebrating the talent and diversity of fringe Cabaret in Australia!

Below are answers to most general questions. If you have further questions, please contact Eugene on 08 8243 0001 or email info@cabaretfringefestival.com.

**Event Registration**

Registration is now open and will remain open until the end of the Festival. **However, to be included in the printed Cabaret Fringe Guide programme, registrations must be submitted by 5pm on Friday 14th April.** Registration forms can be downloaded from [www.cabaretfringefestival.com](http://www.cabaretfringefestival.com) or you may email info@cabaretfringefestival.com and we’ll send one to you via return email or post.

**Registration Fee**
You are required to pay a registration fee to participate in the Cabaret Fringe Festival. The registration fee entitles you to inclusion in the program, centralised ticketing services, website and general festival promotion.

The fees are as follows:

Seasons of 1-3 Performances = $180

Seasons of 4 or more Performances = $250

You may pay your registration fee directly at <https://www.trybooking.com/OPMK>. (If paying by credit card, a 30c per event charge is added by TryBooking)

**Venues**

There are a number of venues looking for acts to host during Cabaret Fringe. It is your responsibility to liaise with the venue of your choice and negotiate dates/times/bookings. You will find a list of previously used venues on our website. If you wish to use another venue that’s not on our list, please provide us with relevant contact details and we will make sure they receive our full support.

Each venue is responsible for co-ordinating and managing its own programming. Where possible, please ensure you have contacted your preferred venue and made arrangements for your season prior to submitting your registration form to Cabaret Fringe. If you are an interstate performer and want advice on a suitable venue please feel free to call us.

**Venue Costs**

It is your responsibility as an artist/presenter to cover venue costs and negotiate inclusions directly with your venue of choice. This includes checking whether front of house, tech staff (e.g. lighting/sound operator), bar services etc. are included in your venue hire package before confirming your booking.

**Technical Assistance/Requirements**

It is the artist/presenter’s responsibility to communicate directly with their venue regarding technical requirements. This includes equipment availability, staging, lighting, sound and crew. Please make sure you confirm with your venue, the technical requirements of your show, including any special requirements (e.g. catwalks or other special staging, as well as pianos etc.).

**Ticketing**

Ticketing for the Cabaret Fringe is handled centrally by Cabaret Fringe through TryBooking. It is a condition of participation in the CFF that all pre-sale tickets are handled by the festival and made available through this central system. Any tickets not sold through the ticketing system will be available to sell at the door. Check with your venue whether they will provide staff to handle door sales.

Ticket prices are at the discretion of the artist and at least one ticket price per show is required. We recommend offering an adult and concession price at least and you may wish to consider offering Group and other special discounts (e.g. Fringe Members (formerly TREv), Artist Price, etc.) depending on your audience.

Please be aware that advertised ticket prices should be inclusive of fees and charges, which in 2017 will total **$3.30 per ticket**.

**Marketing & Media**

The Cabaret Fringe will conduct a general marketing campaign for the festival, which will include the production of a Programme Guide for distribution around Adelaide. You are strongly encouraged to produce your own marketing collateral (e.g. poster, flyer) to promote your show. Please remember that it is a condition of registration that all marketing material includes the Cabaret Fringe logo. This will be available for download on the website soon.

Presenters/artists are expected to promote their shows to the best of their ability. We strongly encourage you to seek Media coverage (in form of editorial or review) and to generally spread the word via social media, mailing lists, promo performances or any other promotional opportunities you can source.

**Complimentary Tickets**

As a condition of participating in the Cabaret Fringe, we ask that you make available up to four (4) tickets per performance for Media attendance. This ensures the media (print, radio, etc.) are able to review your show if they approach us directly. If you do not wish your show to be reviewed by the media please inform us via email when you confirm your registration.

From time to time CabFringe also offers complimentary tickets to sponsors or other festival supporters. We will always inform you of these comp requests (maximum 4 tickets per performance) and ask that you do not unreasonably withhold tickets.

**Printed Cabaret Fringe Guide**

Registration for the Cabaret Fringe Festival by Friday 14th April automatically includes you in the program guide which will be distributed around Adelaide in early May and also made available online. Registrations received after 14th April will only be included in the online guide on this website. When you register, you will need to provide us with the following for inclusion in the guide:

* a 50-word event description
* a high-res event image (300dpi, minimum 1000 pixels wide/high)

**Music: APRA and other licensing**

It is your responsibility to ensure that you are working within relevant licensing regulations for live and recorded music. Most venues will be licensed for live music, but you need to confirm that you don’t require any other type of permission. Visit www.apra-amcos.com.au for more information.

**Financial Information**

We will ask you to provide details such as your ABN so that we are tax compliant. Your bank account details are required to pay you your box office takings. Ticketing will be done by the Festival on behalf of artists, and reconciliation will occur within 10 business days after the end of your season.

If you have any questions, please contact us via email: info@cabaretfringefestival.com or call 08 8243 0001.