

**FRINGE  
ITALIA** *off*  
FESTIVAL DAL 2016

**FRINGE  
MILANO** *off*  
FESTIVAL DAL 2016

**FRINGE  
CATANIA** *off*  
FESTIVAL DAL 2022



*“Non ho raccontato neanche la metà di quello che ho visto”  
“I have not told the half of what I saw.”*

*—Marco Polo*

## **ARTIST APPLICATION GUIDELINES**

**6th MILANO OFF FRINGE FESTIVAL**  
**September 26th - October 6th 2024**

**3rd CATANIA OFF FRINGE FESTIVAL**  
**October 17th - October 27th 2024**

**ARTIST APPLICATION GUIDELINES**  
**FRINGE ITALIA OFF**  
**MIOFF 24 - 6th Edition CT OFF – 3rd Edition**

For the first time, Milano Off Fringe Festival and the Catania Off Fringe Festival come together in this singular Artists Application, officially launching the Fringe Italia Off brand.

**The 6th annual Milano Off Fringe Festival will take place from SEPTEMBER 26TH – OCTOBER 6TH 2024**

**The 3rd annual Catania Off Fringe Festival will take place from OCTOBER 17TH – OCTOBER 27TH 2024**

MI OFF and CT OFF will take place in their respective cities, with performance spaces hosting innovative productions and artistic projects from national and international “off” fringe networks.

Artist applications can be submitted **exclusively ONLINE through the appropriate form, found at the following link: <https://application.fringeitaliaoff.com/en/invia-bando> or through the Eventotron application.**

To be considered, the application must be **completely filled out will all accompanying requested documents.**

Applications must be submitted by and no later than **23:59 on Thursday, April 4th 2024.**

Applications can be submitted for MI OFF 024, for CT OFF 2024, or for both festivals by clicking the appropriate box on the registration form and paying a singular application fee of €15.

N.B. - Compilation and submission of the MI OFF - CT OFF 24 Artists Application constitutes automatic acceptance of the APPLICATION GUIDELINES contained in this document.

# APPLICATION GUIDELINES AND PARTICIPATION AGREEMENT

## 1) ONLINE ARTIST APPLICATION

1.1 The Artist Application for MILANO OFF FRINGE FESTIVAL 2024 (MI OFF 24) – CATANIA OFF FRINGE FESTIVAL (CTOFF 24) must be compiled and **submitted exclusively ONLINE through the** appropriate form, found at the link: [www.application.fringeitaliaoff.com/en/invia-bando](http://www.application.fringeitaliaoff.com/en/invia-bando), or through Eventotron. The form is available in Italian and English.

1.2 To be considered complete, applications must be **filled out with all accompanying requested documents, including bank transfer receipt or PayPal confirmation of the 15€ application fee.**

1.3 Applications must be submitted **by and no later than 23:59 on Thursday, April 4th 2024.**

1.4 Any information and/or further documentation provided after submission of the application form must be sent via email to [bandofringe2024@fringeitaliaoff.com](mailto:bandofringe2024@fringeitaliaoff.com), referring to the unique registration number assigned to each application.

### 1.5 APPLICATIONS CONSIDERED COMPLETE WILL INCLUDE:

1. Title and complete info on the proposed production;
2. Presentation of the production (maximum 1 page);
3. A short synopsis (up to 800 characters); written so that it can directly be published;
4. A minimum of three high-resolution production photos (300 dpi) in the following dimensions:
  - 1 photo 320 x 320 px (in square format, to be used by the ticketing software, on social media, and in the brochure)
  - 2 photos 1280 x 720 px (in 16:9 format, to be used on our website)
5. The genre of the proposed production (defined by the categories in point 2)
6. Credits and general info (length, artist(s), director(s), authors(s), production company, etc.);
7. Links to both a trailer and full video of the show, or a video of rehearsal if the production is still in development;
8. SIAE registration codes if the text and/or music is registered under Italian Copyright Law, or a SIAE exemption declaration if the author of the text and/or music is not registered by SIAE or covered by Italian Copyright Law in any way;
9. Technical specifications of the production, describing both the bare minimum requirements for production and any additional, optional specifications;
10. Detailed information on the company/artist, and contact details for the person of reference;
11. Resume of the artist(s)/company with links to website and/or social media accounts;
12. Name and role of everyone affiliated with the production who will participate in the festival(s);
13. Authorization for personal data use and processing;
14. Declaration of ability to produce INPS / EX ENPALS certificates, or for non-Italian companies an equivalent work certification;
15. Acceptance of all regulations specified in Italia Fringe Off guidelines.

## REQUIRED ATTACHED DOCUMENTS

1. Technical Rider of the production;
2. Script (in pdf format);
3. Copy of the script in English (recommended), and if available in Italian;
4. Any press reviews of the proposed production and/or of the company/artist(s);
5. Payment receipt of the application fee of € 15.00 (via PayPal or bank transfer) covering annual membership and preliminary costs for each proposed show.

## 2) ACCEPTED GENRES AND CATEGORIES

2.1 MI OFF - CT OFF 24 will accept productions from a variety of performative categories that are part of both the national and international fringe theater scene.

Productions belonging to the following genres will be admitted to the festival:

- PLAYS (CONTEMPORARY PIECES, CLASSIC REVIVALS, COMEDY, DRAMA, ABSTRACT, DRAMEDY)
- MONOLOGUES
- STAND-UP COMEDY
- NEW MUSICALS, OPERETTAS AND OPERA "OFF"
- PHYSICAL THEATRE, CLOWNING
- MUSICAL PERFORMANCES, "TEATRO CANZONE"
- DANCE THEATRE
- CHILDREN'S THEATRE
- MULTIMEDIA OR VISUAL PERFORMANCES

2.2 For the sections:

- ONE-ACTS
- DOCUMENTARIES
- STREET PERFORMERS
- POETRY

Separate participation guidelines will be posted.



### 3) SHOW SELECTION PROCESS

3.1 The MI OFF - CT OFF 24 artistic committee will make a preliminary selection of received applications based on the following criteria: artistic value, respect for the submission deadline, compatibility of the production's technical specifications with the participating performance spaces, and overall completeness of the application and supplementary materials.

3.2 **The artistic direction of the hosting space will be responsible for making the final choices on festival participation**, and each venue will select productions based on their space's artistic and logistical needs. Artists will be notified of the final decisions and put into contact directly with the host space.

3.3 Admitted productions will be hosted in various venues participating in MI OFF 24 - CT OFF 24, published on the "PERFORMANCE SPACES" page of our websites at [fringeitaliaoff.com](http://fringeitaliaoff.com), [milanooff.com](http://milanooff.com), and [cataniaoff.com](http://cataniaoff.com).

3.4 Each space will host one to three shows per day.

3.5 The participating performance spaces are still being defined, and a complete list will be available by the closing of the call.

### 4) DATES AND TIMETABLES

4.1 Each production can decide whether to participate in one or both weeks of the Festival, performing a total of **4 times per week (1 per day)**

#### **MILANO OFF FRINGE FESTIVAL 2024:**

- **1st week, from Thursday, September 26th to Sunday, September 29th, 2024** (Wednesday, September 25th for rehearsal / load-in)

- **2nd week, from Thursday, October 3rd to Sunday, October 6th, 2024** (Wednesday, October 2nd for rehearsal and/or load-in).

#### **CATANIA OFF FRINGE FESTIVAL 2024:**

- **1st week, from Thursday, October 17th to Sunday, October 20th, 2024** (Wednesday, September 16th for rehearsal / load-in)

- **2nd week, from Thursday, October 24th to Sunday, October 27th, 2024** (Wednesday, October 23rd for rehearsal / load-in)

4.2 Productions will be scheduled within the following approximate time slots: **Afternoon:** 17:00 - **Sunset:** 19:00 - **Evening:** 21:00. Each performance space, however, can freely plan different times according to their organizational needs.

4.3 Each production will rotate its nightly performance hour within the venue, performing at least once in each of the different time slots. The final schedule will be determined by MI OFF - CT OFF 24 management in collaboration with the artistic directors of the individual participating performance spaces.

4.4 Performances must be a **minimum of 50 and a maximum of 80 minutes in length.**

4.5. Each production will have a maximum of **2 hours total for the entire set-up, performance, and strike of their show each evening.** Given the nature of the fringe festival and the presence of multiple performances in each performance space, it is essential that each performance adheres strictly to the designated time for set-up, performance, and strike.

4.6 Any timing differences with set-up, strike, and performance duration must be agreed upon in advance with the technical and artistic direction of both MI OFF - CT OFF 24 and the participating performance spaces.

4.7 Within 45 days of the submission deadline for the MI OFF - CT OFF 24 Artist Application, all Festival productions will be selected, assigned to their respective performance spaces, and given their performance times.



## 5) TERMS AND CONDITIONS FOR PROCESSING AND EVALUATION OF ARTIST APPLICATIONS

5.1 Each company/artist may propose multiple productions with an application fee of **€15.00 per production**, submitted to cover preliminary organization, registration, and archiving costs.

5.2 Each proposal that has completed the €15.00 fee payment, even if not selected by the artistic committee to participate in this year's MI OFF - CT OFF 24 festival, will still receive **one digital MI OFF - CT OFF FIL CARD PRO**. The card will be in the name of the company/artist and will give 2 people access to all "OFF-OFF" events (both professional and non-professional) reserved for cardholders, as well as allow for reduced **theatre professional** prices for 2 people to all MI OFF - CT OFF 24 performances.

5.3 Individual artists or companies of any nationality can all participate in the Festival with performances in any language: surtitles, a version of the script, or at least a synopsis of the show in Italian is preferred but not mandatory.

5.4. Productions can be both **new works or previously published/performed works.**

5.5 Show scripts attached to the application are accepted in **Italian, English, French, and Spanish.** Any script in an alternative foreign language must also be provided in Italian or English, to allow a thorough and sufficient application review by the artistic committee. Since various international theatre professionals from abroad will be present at the festival, we strongly recommend that artists provide translation and a brief synopsis of the text in English, either at the time of registration or at any time before the performance.

## **6) PARTICIPATION AGREEMENT PROTOCOLS AND FEES**

6.1 Each selected show will be sent an email **confirming their participation in MI OFF - CT OFF 24**, containing organizational details (the space, times, etc.); the email will be sent to the company's communicated address registered at the time of application.

6.2 **Within 5 days of receiving the acceptance email**, the artists must return (always by email) the copy of either a **bank transfer or PayPal receipt of the participation fee payment.**

6.3 MI OFF - CT OFF 24 Participation Fees - contribution for organization, administration and promotion - are structured as follows:

- **A. For productions hosted in performance spaces up to 50 seats, €50.00 for one week and €100.00 for 2 weeks** (for each participating production and for 4 performances per week)
- **B. For productions hosted in performance spaces up to 100 seats, € 75.00 for one week and €150.00 for 2 weeks** (for each participating production and for 4 performances per week)
- **C. For productions hosted in performance spaces over 100 seats, € 100.00 for one week and €200.00 for 2 weeks** (for each participating production and for 4 performances per week)

6.4 For each selected production, the sum defined as above and in the Participation Agreement can be paid to Associazione Milano Off in the following ways:

- Online via PayPal

- By bank transfer: **IBAN IT 25 V 03589 01600 010570 667888**

With the following subject line:

Contribution for participation in Fringe Italia MI OFF and/or CT OFF 2024 for promotional, organizational, and production expenses (specifying production title and the registration number).

## 7) WITHDRAWAL

7.1 All artists, from the moment they submit their MI OFF - CT OFF 24 Artist Application, **automatically agree to give their full and irrevocable availability to participate in the Festival for the indicated performance dates**, according to the conditions and terms described in these guidelines.

7.2 Furthermore, they fully accept the conditions and terms described in these guidelines.

7.3 Productions that have applied for festival admission and who have paid the application fee, but are no longer able to participate in MI OFF - CT OFF 24, can cancel their participation application **by and no later than the Artist Application deadline. In this case, the €15.00 fee will not be refunded.**

7.4 Productions selected and admitted to MI OFF - CT OFF 24 will receive an email confirming their participation. The selected productions will have 5 days from the receipt of the email to ask for clarification or information and send the participation fee, which will be considered as final acceptance. In case this deadline is not met, the selection will be considered canceled and other companies will be chosen. However, the registration fee of €15.00 will not be refunded.

7.5 Productions who complete registration and pay the participation fee promptly and in according to the previously stated guidelines, and then decide not to participate in all or part of the festival for reasons other than proven and objective seriousness (serious and proven health reasons, bereavement, natural disasters...), **will be subject to a penalty of 100€ for each canceled performance, with the Festival(s) retaining all participation fees.**

## 8) PAYMENT PERCENTAGES and CONDITIONS

8.1 **Participation compensation is divided in the following way: 50% of proceeds, net IVA, presale tax, and any SIAE copyright costs.**

8.2 The proceeds of each performance will be confirmed by C1 SIAE forms.

8.3 The total sum due to each production will be communicated within 45 days of the end of MI OFF - CT OFF 24, or after the conclusion of Italian SIAE administrative procedures.





8.4 Productions are required to present a regular invoice or equivalent fiscal document valid for tax purposes of the sum due to them **no later than 10 days after the sum is communicated by MI OFF - CT OFF. After this deadline and after three solicitations from MI OFF - CT OFF, due to the need of the Festival(s) administration to proceed in the preparations of the final balance, MI OFF - CT OFF will no longer be able to proceed with the disbursement of funds and the production will lose the right to receive the amount owed.**

8.5 Payment of funds will take place within 15 days of receiving an invoice or valid equivalent document from the participating production.

8.6 Any SIAE fees will be shared between the production, the venue, and MI OFF-CT OFF. In the event SIAE fees exceed the total compensation from MI OFF-CT OFF, as outlined in point 8.1, MI OFF-CT OFF will send an invoice to offset the remaining cost, which the production will be required to pay within 15 days.

## **9) FULL, REDUCED, OPERATOR and SUBSCRIPTION TICKET PRICES**

9.1 The average ticket price for the general public is €10, including the ticket fee.

9.2 MI OFF-CT OFF management reserves the right to apply reductions or propose conventions for "Carnet Carta Libera" at 3, 6, and 12 ticket packages, as well as other discounts of up to 50% of the full admission cost for special groups (students, seniors) and a courtesy ticket for Festival operators and artists for a maximum of €5. Foreign and Italian accredited industry professionals such as accredited press, sponsors, and testimonial representatives will have free access to the performances.

9.3 All prices are listed with pre-sale fees already included, which are to be detracted from the price of individual tickets both online and at the box office, and to be counted in the final balance and compensation calculations.

9.4 Companies are entitled to a maximum of 2 free admissions for each performance.

## **10) ITALIAN COPYRIGHT (SIAE) – COSTS AND SERVICES – SIAE REPRESENTATIVE- TICKET SALES**

10.1 **Each production is responsible for paying 50% of the associated Italian copyright fees (SIAE), which will be deducted from their final payment total.**

10.2 Either MI OFF - CT OFF 24 or the individual performance spaces are responsible for the service and management of box office sales, the management of ticket sales, and the closing and cash balancing of C1 SIAE models for each individual performance.

10.3 **The box office will be centralized for all MI OFF- CT OFF 24 performances**, utilizing a single operating system which will be the sole manager of ticket sales for all events.

10.4 MI OFF - CT OFF 24 and the hosting performance spaces will activate ticket sales for each individual event, as well as the related cash closures with C1 forms, via an automated central ticketing system.

10.5 MI OFF - CT OFF 24 and the hosting performance spaces will provide staff to check tickets at the door unless otherwise agreed upon by the participating production.

10.6 IL MI OFF - CT OFF 24 and the hosting performance spaces will be responsible for all financial reporting of events held within the scope of the Festival(s), as well as responsible for dispersing related payments to participating productions following the agreed upon method, percentage, and timeline.

## 11) AGIBILITÀ INPS/EX ENPALS (WORK CONTRIBUTIONS)

**All productions are responsible for paying the work contributions required for actors and technicians for the duration of the performances**, and they will have to present their INPS/ EX-ENPALS certifications **(or a non-Italian equivalent certification)**, to MI OFF - CT OFF 24 a minimum of 15 days before the Festival start date. They must also indicate which entity will issue their certifications at the moment of acceptance to the festival, in order to allow the appropriate registration in the ticketing system. Access to the theater will not be allowed to all workers not covered by valid *agibilita'* on performance days.



## 12) PROMOTION

12.1 **MI OFF - CT OFF 24 guarantees marketing and promotion of the overall Festival(s) through its own channels.** Festival promotion will include: flyers, posters, festival program, leaflets, a dedicated app and website, radio spots, social network campaigns, press ads, and press office coverage.

12.2 **However, this intervention must not be considered a substitute for the promotional activities that both the artists and venues must perform themselves both before and throughout the Festival.**

12.3 All participating companies/artists are strongly encouraged to participate in the daily additional activities held throughout the festival(s). Activities such as panels, workshops and events) will take place both within the VILLAGE OFF and in spaces throughout the city, organized as part of the festival's "Off-Off " section. MI OFF - CT OFF 24 also intends to organize a series of initiatives aimed at promoting both the festival in general and individual performances, such as parades, flash mobs, and "pitch your show" sessions. Organization of parades, processions, and promotional events held both before and during the days of the Festival(s) will be communicated to all artists in advance, either via email or through the official WhatsApp communication group.

12.4 Specific discussion panels focusing on certain performance themes, including topics such as climate change, LGBTQ+ rights, and immigration may be organized. In the event a production fits a specific theme, the artistic team will be asked to participate to speak about their production.

12.5 Any promotional material printed by individual productions **must bear the MI OFF - CT OFF 24 logo**, as well as any other additional logos previously communicated by MI OFF - CT OFF 24 at the time of admission.

12.6 To maximize the effectiveness of the promotional activities, artists are invited to coordinate with the MI OFF - CT OFF 24 press office. Before and during the Festival, artists are specifically encouraged to promote themselves through their personal press offices, through social media, and in any other way they see fit (such as physical, autonomous distribution of flyers and promotional material). To this effect, MI OFF - CT OFF 24 will issue guidelines to the artists before the festival(s), specifying limits to promotional actions in accordance with local laws and regulations. Any legal action or fines issued resulting from the violations of these laws and regulations are the complete responsibility of the artists who committed them.

12.7 Artists are encouraged to participate in all organization, communication, and coordination meetings organized by MI OFF - CT OFF 24 staff up until and throughout the festival.

12.8 It is highly recommended that companies participate in the opening day of the Festival, titled "Milano/Catania In," **held in September - October** (the specific date will be communicated through social and offline media).

### 13) TECHNICAL EQUIPMENT

13.1 **Each performance space will provide its own audio/lighting equipment** for the company/artist(s) to use, in addition to a general venue manager for overall coordination.

13.2 **Each production must have its own technical representative on site** who will follow the load-in, performance, and strike of their performance.

13.3 Each production will have a specified time for **set-up, performance, and breakdown no longer than 120 minutes** for every performance (as indicated in point 3).

13.4 Artists are encouraged to demonstrate a spirit of flexibility to the technical possibilities of the hosting performance space.

13.5 When compatible with the structural and technical limits of the performance spaces assigned, productions may integrate additional technical equipment at their own expense. This must always take place in compliance with the time limits assigned for set-up, performance, and strike, and must be approved in advance with the technical and artistic direction of MI OFF - CT OFF 24 and the hosting venues.

13.6 Artists will coordinate with the hosting venues to organize the load-in and any rehearsals for the show for **a maximum 4 hours, which should include coordination of load-in strike between other artists in the venue, on the following dates: Wednesday, September 25th, and Wednesday, October 2nd for Milan; Wednesday, October 16th and Wednesday, October 23rd for Catania.** Each artist/company will be able to make a technical inspection of the venue in the weeks leading up to the start of the Festival, in agreement with the Festival's technical management and the hosting venue.

13.7 Productions will be assigned to their respective performance spaces by taking into account their technical requirements, as well as their compatibility with the other productions in the same venue, with the ultimate goal of reducing as much as possible the time needed for set-up and break-down between performances.

### 14) HOSPITALITY

14.1 The costs of travel, lodging, and expenses are the sole responsibility of the artists/company.

14.2 MI OFF - CT OFF 24 runs an initiative to host its artists with the citizens and some institutions of each city called "HOST AN ARTIST". If there are enough participants in the project, artists will be able to receive accommodation either for free or at symbolic prices.

114.3 In order to participate in this initiative, fill out the HOSPITALITY registration form on the website at <https://application.fringeitaliaoff.com/en/ospitalita> in the **HOST AN ARTIST** section.

114.4 If artists decide to stay in hotels or in BnBs, MI OFF - CT OFF 24 will propose a number of affiliated structures that can be booked directly, listed in the HOSPITALITY section of the site.



## 15) WORKSHOPS AND “PITCH” SESSIONS

15.1 **MI OFF - CT OFF 24** is a professional showcase for independent artistic productions, offering various opportunities for professional recognition and economic and artistic development. Above all, MI OFF - CT OFF strives to be an experience of professional and personal growth; a reflection of artists' own artistic work; and an opportunity for meetings, exchanges, comparisons, and insights with colleagues, journalists, industry professionals, and national and international artistic directors. With this in mind, participating in the Festival also means taking part in the events described in the next two articles.

15.2 Specialized workshops created specifically for MI OFF - CT OFF companies/artists, aimed at the training, growth, and awareness in the performing arts will take place each week.

15.3 Artists will have the opportunity to participate in "**Pitch sessions**", each Tuesday and/or Wednesday morning of the Festival(s). At each session, they will have **a few minutes to present their show** to the artistic directors and operators of several national and international theater professionals present at MI OFF - CT OFF, to persuade them to view the artists' work, or ask for feedback, suggestions and advice.

## 16) JURY AND AWARD SELECTIONS

16.1 Awards and selections are divided into different categories:

- First and foremost, **the special mentions**: these are nominated by the students taking part in the "student jury" project and by directors of other Festivals (such as "best performance," "best performer," etc.);
- Participation in other Festival partners under privileged conditions: selected artists/companies will be able to participate in the seasons/festivals of the national and international partners of MI OFF / CT OFF, under special conditions published on the website;

- One or more grants will be awarded to shows with the highest evaluations by audience members, industry professionals, and students;
- Economic support will be awarded by our sponsors in the “MECENOFF” section of our website, to contribute to the sustainability of artist participation in national or International seasons/festivals;

16.2 MI OFF - CT OFF industry professionals, artistic directors, journalists, and members of the MI OFF - CT OFF Artistic Committee will choose which shows to see **completely independently**, and they will choose equally independently which companies/artists receive awards and special mentions.

16.3 Official Italian and foreign partners of MI OFF / CT OFF Fringe are indicated on the **FRINGE ITALIA OFF NETWORK** section of the website, and Festival partner participation conditions for winning artists/companies are indicated on the **PARTNER FRINGE AWARDS** page. Artists/companies may refer directly to the Theater or Festival for any information not indicated on the website.

16.4 The mentioned webpages will continue to be updated as additional partner selections, special mentions, and/or other opportunities are added up until the start of the Fringe(s).

16.5 Subject to the direct choices of the practitioners concerned, awards and selections will be chosen by separate jury groups, formed as follows:

**TECHNICAL JURY** - Composed of: the artistic direction of MI OFF 24, artistic directors of national and international theaters, actors, directors, nationally and internationally renowned theatre organizers, journalists, columnists and performing arts web bloggers, and festival sponsors;

**ONLINE JURY** - Votes and audience comments made directly on each show's online page;

**STUDENT JURY- “F.I.L.” Award** - University, high school, and middle school students will participate in a process of evaluating and selecting shows through the **“Student Jury”** project, assigning various special mentions including the **F.I.L (Gross Internal Happiness) PRIZE**, one or more grants of **€1000.00**. The shows the student jury chooses to view and to award the F.I.L. Prize, along with any other special mentions, will be decided in complete autonomy by the students and any supervising school faculty.

16.6 MI OFF - CT OFF 24 will communicate the decisions of the award selections to the chosen productions, nominated based on the unquestionable judgment of the jury as referenced in art. 16.5. **Awards and selections are valid only for the festival edition listed on our website, unless otherwise specifically agreed upon with the Festival.**

16.7 Each awarded company, having read the conditions proposed by the Festival, theatre season, or training course that will host the production, must confirm their acceptance of the award offer **no later than 7 days from the communication by MI OFF - CT OFF 24**. In the event the company/artist(s) fail to communicate their acceptance within the period indicated above, the prize will automatically be awarded to another company/artist based on prearranged jury ranking.

16.8 Artists agree to respect the choices of committees, partners, and students by maintaining appropriate ethical behavior in keeping with the spirit of healthy competition, refraining from social comments adverse to MI OFF - CT OFF and affiliated colleagues, as per the MI OFF - CT OFF Code of Ethics 24 attached.

***Buon viaggio.. let's play!***



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