



**PLEASE NOTE:**

No personal checks or company checks will be accepted. Be sure to write the **title** of your show and your **application number** (not your company name) on the memo line of your certified check, cashiers check, or money order, and make it payable to The Present Company.

If your application is deemed incomplete, and/or contains a personal check or company check, it will not be adjudicated, nor will it be returned to you. Please submit only complete applications. Additional support materials will **not** be added to your application after the deadline.

Due to the number of applicants and the size of our staff, please **DO NOT** contact us to see if your application has been received and/or is complete. If you want confirmation of receipt, you should send your application via certified mail, return receipt requested, or some other method that you can track (i.e. Federal Express or UPS).

If you are submitting more than one show, each show must have its own application, support materials, and application fee and be submitted separately with its own postmark.

We're sorry, but none of your materials can be returned to you. **DO NOT** send original / irreplaceable materials. **DO NOT** send return addressed stamped envelopes.

**ACCEPTANCE:** All adjudicated applicants will receive acceptance status notification (i.e. accepted, alternated, or declined). Notification of acceptance status will **begin to be mailed** on or about April 26, 2009. At this time, if you are accepted to the festival, you will receive a participants' packet. This packet must be completed and returned to us by our deadline, which is generally on or about May 10, 2009, and accompanied by a non-refundable \$550 participation fee, in the form of a certified check, cashiers check or money order. International applicants must make payments by bank money order in US funds, collectible in a US bank. No personal or company checks will be accepted. Be sure to write the title of your show and your application number on the memo line of your check or money order, and make check and money orders payable to The Present Company.

Your show may also be selected as an alternate. Alternates will begin being moved onto the participants list on or about May 10, 2009.

If accepted to the festival, each company and author (where applicable) will be required to agree to contribute 2% of their gross revenues above \$20,000 derived from future productions of the play for a period of seven years after the close of the festival. This clause will be set out more fully in the Participant's Agreement, and is a way of making the festival self-sufficient. Participants in FringeNYC 2009 benefit from prior FringeNYC participants' adherence to this clause, via a reduced participation fee and other subsidized programs.

**RESPONSIBILITIES:** If your show is accepted to the festival, you are given a slot in which to produce your show. We are **NOT** producing your show, we are merely presenting it. You or your producing organization must hire your own cast, crew, and staff, secure your own rights, and run your own rehearsals, etc.

**SCHEDULING:** Your show will be scheduled into one venue for the length of the festival. Most shows will receive approximately five performances over the course of the entire festival. Performances are approximately between 2pm and Midnight on weekdays, and between Noon and Midnight on weekends. There is only a 30 minute change-over time between shows. Your curtain time will vary from day to day in order to that ensure all shows receive an equal amount of prime performance times. Keep in mind that when you are striking or setting up your show, another show is also striking or setting up. Minimalism rules.

**BOX OFFICE & TICKETING:** FringeNYC handles all aspects of ticketing and box office. Full ticket price is \$15.00, and there are some discount tickets available.

**COMPENSATION TO COMPANIES:** You will receive a fee of \$8.75 for each full price ticket sold to your show.

**TECHNICAL / PRODUCTION:** You will need to keep the technical requirements of your show very simple. The venues are equipped with only very basic lights and sound. Storage space (if any) in the venues is minimal; since this space is shared with all shows in that venue you must take props, set pieces and costumes away with you after each performance. Each company will have only one cue to cue technical rehearsal in the venue.

**PUBLICITY:** FringeNYC will publicize the festival and coordinate overall press relations, including interviews and critic attendance at performances critics have chosen to review. You will be asked to submit publicity photos & PR materials so that we can send complete press packages to print and broadcast media. You are responsible for publicizing your own show through your own press releases, mailers, handbills, busking and/or posters. The more you promote your show, the larger your potential audience.

**EXCLUSIVITY:** If you are accepted to FringeNYC, part of our agreement prohibits the performance of your show anywhere in New York, New Jersey or Connecticut anytime during the months of June, July, or August. This is primarily due to the fact that we depend upon our small portion of your box office income in order to pay for your participation in the festival. Performances elsewhere within our audience area greatly impact ticket sales to FringeNYC and the desirability of your show (as do reviews). Please keep this restriction in mind when accepting other invitations to perform your show during these months.

**OUT-OF-AREA PARTICIPANTS:** Out-of-area participants, like locals, are responsible for all aspects of production and publicity for their show, as well as travel expenses, securing working visas (where required), and accommodations. FringeNYC will do all it can to help coordinate inexpensive housing for a participating company. Additionally, international companies are required to submit Visa application information in a timely manner, and must pay Visa application fees - currently \$600 per company. Visa fees are due with your participation fee.  
**INTERNATIONAL APPLICANTS MUST USE THE INTERNATIONAL APPLICATION.**

**PLEASE NOTE:** It is the goal of THE NEW YORK INTERNATIONAL FRINGE FESTIVAL to present the most vibrant, innovative, and diverse new work. We feel we can better guarantee this through a selection process. Application does not automatically guarantee acceptance. This does not mean that because you are new or inexperienced that your chances of being accepted to FringeNYC are limited. In fact, we are looking specifically for the new and untried. Talk to us in your cover letter. Let us know why you feel the need to take part in FringeNYC. Having no video, reviews, or resume to speak of should not stop you from applying.

**WHAT YOU DO NOW:**

Choose your show.

**COMPLETELY** fill out the application form (Questions #1 - #22) **ONLINE**

**PRINT** out a copy of your completed application.

Hit **SUBMIT**.

Wait for your **CONFIRMATION / APPLICATION NUMBER**.

Make **TWO COPIES** of the completed application form you just printed.

Write your **APPLICATION NUMBER** on the top right corner of each page of both copies of your application (if it does not appear).

Sign both copies of your application.

Keep your original application (and these instruction pages) for your records.

Send in **BOTH SIGNED COPIES** of the application form with your non-refundable **APPLICATION FEE** (Certified check, cashiers check or money order made payable to The Present Company - include **TITLE** of your show and your **APPLICATION NUMBER** on application fee. International applicants must make payments by bank money order in U.S. Funds, collectible in a US Bank) and **ONE COPY** of any/all of the following support materials:

- 1) Cover letter
- 2) Script or adaptation of proposed project
- 3) Your best representative videotape (Standard U.S. format (NTSC) please) or DVD
- 4) Bios of all artists involved with your project.
- 5) Audio tape or CD of music (if applicable).
- 6) Any other support material you think relevant.

Please label ALL items submitted with the TITLE of your show and your APPLICATION NUMBER. Please attach your application fee to the cover page of the TOP copy of the application and place ON TOP of all other items submitted.

Please write the TITLE of your show (from Question #1) and your ADJUDICATION CATEGORY (from Question #8) in either the return address area of your submission package or on the internal reference line provided by your express delivery carrier (i.e. Federal Express, UPS, etc.).

Your materials should be contained in one envelope, and sent to:

FringeNYC Applications  
The Present Company  
520 Eighth Avenue, Ste. 311  
New York, NY 10018-8906

**For more information, please visit the FAQ/hints section of the website (<http://www.fringenyc.org/About/faq.asp>)  
If you still have questions, we are available to help you at [admin@FringeNYC.org](mailto:admin@FringeNYC.org) or (212) 279-4455.**

**Keep these instructions and your original application for your reference. Please do not send in the General Application Information pages.**



THE NEW YORK INTERNATIONAL FRINGE FESTIVAL  
A PRODUCTION OF THE PRESENT COMPANY

**August 14 - 30, 2009**

Application Form

Applications accepted December 1, 2008 - February 15, 2009

**Company and Contact Information**

(Please fill out this application form completely (questions #1 - #22) and submit the completed application online).

1) TITLE OF SHOW:

2) COMPANY NAME (Or individual artist name):

3) FROM (City, State, Province, Country):

4) WRITTEN OR CREATED BY:

5) CONTACT (PLEASE PRINT VERY NEATLY) :

FIRST NAME:

LAST NAME:

ADDRESS:

CITY:

STATE/ PROVINCE:

ZIP / POSTAL CODE:

PHONE: (day)

(evening)

(fax)

(e-mail)

PLEASE NOTE: NOTIFICATIONS (ACCEPTED / ALTERNATED / DECLINED) WILL BEGIN TO BE MAILED ON OR AROUND APRIL 26<sup>TH</sup>, 2009. NOTIFICATION WILL NOT BE GIVEN OVER THE PHONE OR VIA EMAIL. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU ARE RECEIVING MAIL ON OR AROUND THIS DATE AT THE ABOVE ADDRESS. WE CANNOT FORWARD YOUR NOTIFICATION OR SEND MULTIPLE COPIES. IT IS BEST TO USE A PERMANENT ADDRESS.

6) IF YOU PLAN TO BE ON THE ROAD, PLEASE GIVE US THE NAME AND CONTACT INFO FOR SOMEONE WHO WILL ALWAYS KNOW WHERE YOU ARE AND CAN FORWARD MESSAGES OR GIVE US YOUR CURRENT CONTACT INFORMATION:

ALTERNATE CONTACT (PLEASE PRINT VERY NEATLY):

NAME:

PHONE:

E-MAIL:

**Show Information**

## 7) PREFERRED THEATER SPACE (VENUE):

(You may only check one. This preliminary information helps us to begin to secure venues for the festival. Visit <http://www.fringenyc.org/About/faq.asp> for more information.)

PROSCENIUM       BLACK BOX       STUDIO THEATER  
 CABARET       DANCE-FLOORED SPACE

## 8) ADJUDICATION CATEGORY:

(You may only check one. Your project will be adjudicated within this category. This is for administration purposes only. This category will not be used for publicity purposes. The purpose of this question is to ensure a broad range of types of work at FringeNYC. There are no "quotas" within category.)

CLASSIC       SPOKEN WORD / POETRY  
 MUSICAL       MULTI-MEDIA  
 DANCE / MOVEMENT       SKETCH / IMPROV / STAND-UP  
 PLAY (DRAMA OR COMEDY)       CLOWN / MASQUE  
 ONE PERSON SHOW       PUPPET  
 PERFORMANCE ART       VAUDEVILLE / SIDESHOW /  
MAGIC / BURLESQUE

## 9) IF YOUR PROJECT IS PRESENTED BY FringeNYC WILL IT BE?

(Check all that apply)

World Premiere       U.S. Premiere  
 East Coast Premiere       New York Premiere

## 10) IS THIS PIECE AN ORIGINAL WORK?      YES      NO

(i.e. are either you or a company member the author/creator of this work?)

## 11) DO YOU HAVE ALL THE NECESSARY RIGHTS TO PERFORM YOUR SHOW?

YES

NO, I WILL OBTAIN THE NECESSARY RIGHTS ON OR BEFORE MAY 15, 2009

## 12) IS THIS A PUBLISHED WORK?      YES      NO

IF YES:

I OWN THE RIGHTS OR HAVE SECURED THEM FROM A PUBLISHER OR LICENSING COMPANY.

I WILL OBTAIN THE NECESSARY RIGHTS FROM A PUBLISHER OR LICENSING COMPANY ON OR BEFORE MAY 15, 2009.

13) DO YOU HAVE PERMISSION FROM THE APPROPRIATE UNIONS OR PROFESSIONAL ASSOCIATION(S) TO PERFORM YOUR SHOW?

YES                      NO                      NO NEED TO

14) DO YOU PLAN ON PERFORMING IN THE FESTIVAL UNDER AN ACTORS' EQUITY ASSOCIATION SHOWCASE CODE?

YES                      NO                      Will Let You know upon acceptance

15) PLEASE PROVIDE A BRIEF (30 words or less), STRAIGHTFORWARD DESCRIPTION OF YOUR SHOW: (ANSWER IN THIS SPACE - DO NOT SAY "SEE ATTACHED").

16) RUNNING TIME OF YOUR SHOW IN MINUTES (INCLUDING ALL INTERMISSIONS). IF ACCEPTED, THIS IS THE MAXIMUM TIME WE WILL ALLOCATE FOR THE PERFORMANCE OF YOUR SHOW.

\_\_\_\_\_ MINUTES

PLEASE NOTE - SHOWS WITH A RUNNING TIME GREATER THAN 2 HOURS WILL RECEIVE FEWER PERFORMANCES AT FringeNYC. THE MINIMUM LENGTH OF A SHOW IS 30 MINUTES.

17) NUMBER OF PARTICIPANTS IN PRODUCTION (INCLUDING NON-PERFORMING CREW):

# OF ACTORS                      +   # OF CREW / STAFF                      =   TOTAL

18) TECHNICAL INFORMATION:

Each venue is equipped with basic lighting, sound, and seating. It is up to the performing company to provide additional equipment if it is required. Please list all special equipment or technical requirements needed to perform your show (i.e. projection screens, pianos, special lighting or sound, strobos). To help us begin to secure venues for the festival, tell us if you need:

Piano                      Open floor space appropriate for dance or movement

Easy access to audience for audience interaction

Intimate space

High ceilings, because:

Ability to hang rigging for

Other

PLEASE NOTE: The above items will not necessarily be provided by FringeNYC, but we MAY be able to pair you with shows with similar needs to share resources. The venues range in size from intimate (30 seats) to less intimate (500 seats). Few of them provide the luxury of even minimal backstage space. What little space there is in each venue will be shared by approximately twelve other companies. Again, less is more.

FringeNYC will provide a Venue Director for each venue. This staff member will assist you during your performance and during your pre-festival tech rehearsal. You must bring your own Stage Manager to call your show, and any necessary Board Operators. They can be the same person, if you wish. You must also provide an ACR (Authorized Company Representative) who is not a technician or performer in the show, but will attend every performance, attend mandatory training sessions, be the representative of the show at the box office, and be the sole representative of the company to FringeNYC. REMEMBER: Unlike some other festivals, acceptance to FringeNYC does not mean that we are producing your show. We are the producers of the festival, and are *presenting* your show. If accepted, *producing* your show is your responsibility.

19) SCHEDULING:

During each of the last two festivals, each participating company has been given approximately five performances during the festival. What would be the optimum number of performances for your show during the festival?

What would be the minimum number of performances required for you to make it worth your while?

20) If selected as an alternate (select one):

I would like to be on the alternate list until

I would like to be on the alternate list until the last possible moment

I choose not to be on the alternate list

We assume each show is available for presentation where and when it is assigned, and we are as fair as possible in assigning venues and performance times. If you feel there are things we need to consider when scheduling your show, please detail them here:

21) RESEARCH:

The following question is for our own marketing research, and in no way affects your application. How did you hear about The New York International Fringe Festival (FringeNYC)?

Have participated in FringeNYC before

Title of Show: \_\_\_\_\_ Year: \_\_\_\_\_

Position with Show (Actor, Designer, etc.): \_\_\_\_\_

Have friends who participated in FringeNYC before

Read about it in a newspaper, magazine, or other publication \_\_\_\_\_ Attended the festival in prior years \_\_\_\_\_

Have volunteered for the festival in prior years \_\_\_\_\_

Other (please describe): \_\_\_\_\_

**Substantial Information**

22) This one page project summary is considered substantial information. You are NOT required to fill out any of this information. However, **if you choose to do so, and any of this information changes, it could affect your acceptance.** In other words, we consider the below information SUBSTANTIAL information, and reserve the right to withdraw an acceptance that was based upon this application information, if it should change. It is not necessary to tell us who will star in or direct your show. If you are not certain of this information, and don't want us to rely on it, it is best to leave question #22 blank (you can include the information in your support materials).

TITLE:

ADJUDICATION CATEGORY:

AUTHOR:

COMPOSER:

LYRICIST:

DIRECTOR:

CHOREOGRAPHER:

COMPANY / PRODUCING ORGANIZATION:

CAST MEMBERS' NAMES:

By signing below, I certify that I have read and understand this application and the General Application Information, and that the information that I have provided is true to the best of my knowledge.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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IF COMPLETED, YOU MAY NOW PRINT OUT YOUR COMPLETED APPLICATION AND THEN PRESS SUBMIT. WAIT FOR YOUR CONFIRMATION, WHICH WILL PROVIDE AN APPLICATION NUMBER. WRITE THIS NUMBER ON THE TOP RIGHT CORNER OF EACH PAGE OF YOUR PRINTED APPLICATION. If you have trouble receiving a confirmation number please visit <http://www.fringenyc.org/About/faq.asp> Warning! You can only submit your application online one time. You may want to go back and review your answers to be sure they are all correct and complete before printing out the application and hitting the submit button.

MAKE TWO COPIES OF THIS APPLICATION FORM AND SIGN THEM. MAIL BOTH COPIES, ALONG WITH **ONE COPY** OF SUPPORT MATERIALS AND YOUR APPLICATION FEE IMMEDIATELY TO:

FringeNYC Applications  
The Present Company  
520 Eighth Avenue, Ste. 311  
New York, NY 10018-8906  
Phone (212) 279-4455 Fax (212) 279-4466

**FINAL DEADLINE FOR APPLICATIONS IS FEBRUARY 14, 2009**

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