

OIBF PERFORMER TERMS & CONDITIONS 2018

All applicants who submit an OIBF application form must agree to the Terms & Conditions

Application Process

- All applicants will need to pay a non-refundable processing fee of \$20. Payment of this fee must be sent by Paypal to finance@ottawaburlesquefestival.ca
- Each applicant may apply with up to two (2) acts and one (1) workshop per application. Discounts will not be given for artists who apply with only 1 act and/or no workshop.
- OIBF will notify successful and unsuccessful applicants within 30 days of closure of applications via email.
- Acts cannot be more than 5 minutes under any circumstances.
- All correspondence between the performer and OIBF including this agreement is confidential and must not be discussed with a third party before, during or after the festival.
- We understand not being accepted to a festival isn't the answer anyone wants to hear. Unfortunately, with so many applications individual feedback cannot be provided for those not accepted.

Images

- Performer images provided should be high resolution (minimum 300dpi) jpg or pdf files suitable for print or media (i.e. no nudity) clearly labeled with the performer's name and photographer name. e.g. PERFORMERNAME_PHOTOGRAPHERNAME.
- We suggest images with a white or dark background for media.

Music

- Music files must be labeled correctly with your stage name and act name (PERFORMERNAME_ACTNAME .mp3).
- Music must be sent in mp3 format.
- Once provided music cannot be changed or significantly altered unless approved by the Ottawa International Burlesque Festival. Due to the high number of performers, OIBF cannot risk duplicate song choice. While we appreciate some songs are popular and used repeatedly we like to avoid too many similarities.

Communication

- Correspondence will be via email and/or via a Facebook group.
- The Facebook group is for general information only. We highly recommend that you join this group to avoid delays in delivery of information. All successful applicants will be invited to this group at a later date.
- For personal questions or concerns email us at ottburlesquefestival@gmail.com
- It is expected that all performers read any correspondence that is related to the festival.

Artist Passes/Complimentary Tickets

- Every performer will receive one 'Performer Pass' to attend all festival shows. This pass is non-transferable.
- A discount for one guest general admission weekend pass will be provided to successful applicants.
- If you require an assistant, please contact OIBF right away. Once this assistant has been approved they will automatically be entitled to a 'complimentary pass' to the show they are needed for assistance. This assistants pass is non-transferable.

Photography/Videography

- Please be advised that OIBF will be photographed and possibly videotaped. By submitting your application and accepting the 'Terms and Conditions' you are agreeing to allow OIBF to use your images for ongoing promotional usage. OIBF is very mindful of using any photos or footage in a professional and appropriate manner. We are aware of being sensitive to posting 'partial nude shots', such as pasties. In general, we only post photos and footage we can use to promote future event
- Performers will receive photographs and videography of their acts from the festival at no extra cost.
- Performers will allow any footage and photography from the Ottawa International Burlesque Festival to be used for future promotion and marketing of the festival.
- You are welcome to use any photos and/or footage from OIBF. If you are using photos and/or footage from the festival, it must be credited correctly with the following: Ottawa International Burlesque Festival 2018 or OIBF, in addition to the name of the photographer or videographer.

Media and Marketing

- OIBF may approach performers regarding publicity opportunities, which might include print, online or film. OIBF expects all performers to actively participate in the promotion

of the festival by posting on social media. While we understand that many of you are asked to promote various other events it is essential that participants promote OIBF wherever possible. OIBF will in return promote each performer and offer opportunities as they arise.

- It is an expectation of performers to promote The Ottawa International Burlesque Festival as much as possible following acceptance to the festival.
- Performers may be asked to participate in publicity in fundraisers leading up to the commencement of The Ottawa International Burlesque Festival, however, these fundraisers are not obligated to participate in the festival.
- It is the responsibility of the performer to gain permission from the photographer for the images to be used in print and media. Please ensure OIBF can credit the photographer where possible.

Venues and Technical Information

- General information regarding the venue will be available via the OIBF.ca website.
- Technical information regarding the stage, lighting, access to the venue, dressing room and so forth will be emailed closer to the time of the festival by the Production Coordinator.
- If you require extra equipment you must discuss with the team immediately on confirmation. We will inform performers of what is available.
- Onsite staff includes stage technicians provided by the venue as well as the OIBF team. The list of OIBF contacts will be available in your performer handbook. It will also be available in print form upon arrival at the venue.
- No personal assistants/helpers are permitted under any circumstances unless approval has been given prior to the festival and possess a backstage pass.

Rehearsals, Formats, Acts

- Setlists and tech run schedule will be sent two (2) months prior to the commencement of the festival but are subject to change at any time due to unforeseeable circumstances. Performers will be notified of any changes to the schedule as soon as possible and must be contactable by phone or email to the Production Coordinator can inform you of any changes.
- Tech runs and/or rehearsals will be available at the venue on the day of the events. Rehearsal times will be strict. Late arrival to tech runs may mean you forfeit your spot.

- NO liquid, blood, food, spray or loose glitter, sharp objects, depiction of violence, aerials, or fire will be allowed unless direct approval given by the OIBF Director of Talent, Kitty Kin-Evil. We appreciate that burlesque performers like glitter, in particular, but we need to limit the amount used.
- Acts submitted that are successful may not be changed unless discussed with the OIBF Director of Talent in advance. Acts will only be permitted to change under extreme circumstances.

Workshops

- Workshops will be offered to the general public. These workshops will be held on Saturday, October 13th.
- Applicants may submit to teach a workshop. Workshops will be chosen from successful applicants only.
- Workshops will be a maximum 60 minutes in length.
- A maximum of 15 students may take a workshop.
- Teachers will be paid for their time teaching. More information will be provided to accepted teachers once workshops have been selected.

Miscellaneous

- In order for OIBF to run in an orderly manner, we expect everyone involved to read and comply with all instructions. We have provided plenty of valuable information and we do appreciate that you take the time to understand our expectations.
- All performers and staff must act in a professional and respectful manner to other artists, OIBF staff, assistants, technical support, venue staff, and patrons. If performers do not respect these requests you cannot participate in OIBF. Bullying or harassment will not be tolerated.
- Any performer who consumes too much alcohol or substances prior to performing or working and cannot function adequately will be asked to leave the venue forfeiting their performance slot. No illegal drug possession will be tolerated.
- The dressing room must be left in a clean and orderly manner upon departure. We appreciate that burlesque performers are a little 'messy', however, we do expect each person to leave the space as they found it. Please try to contain your costumes, makeup, luggage etc. so that each performer has access to their own space. Any damage to the venue will be the responsibility of the person/s who caused said damage.
- Please be mindful of other performers and crew's space.

- All performers are responsible for their own costumes and props. While OIBF will do everything to safeguard your property we cannot be held responsible for personal items due to loss, damage or theft. If you have left an item at the venue it is your responsibility to contact the venue to collect it.
- All performers are responsible for load in, setup and load out of their own props. However, assistance will be given regarding props as needed.
- Under NO circumstances are personal friends, family or assistants allowed backstage at any time. If you require an assistant for your act OIBF must be contacted for prior approval.
- Please make sure you read ALL correspondence and respond to emails, Facebook messages and/or texts in a timely manner.
- Unfortunately, we cannot pay for hotel and travel for out-of-town guests, but we will attempt to assist with introductions to local community members who may be able to host guests. If you would like assistance connecting with a local community member, please inform us as soon as possible.