

## 2022 Taipei Fringe Festival—Rules and Regulations

Ratified: March 26, 2008  
Amended: December 30, 2021

### 1. Taipei Fringe Festival objective

First held in 2008, the Taipei Fringe Festival (hereinafter the “Festival”), based on a spirit of freedom and openness, provides artists with a unique, nonmainstream, and highly experimental performance platform that offers a tremendous stimulus for artistic imagination. Performances are neither vetted nor subject to any artistic limitations. The Festival encourages artists to take risks, confront challenges, and showcase their work in the context of daily life. The Festival boasts rich and diverse performances, cultivating new and promising artists and groups and fostering many new types of performance spaces. Indeed, it is one of the most creative arts festivals in Taipei City.

### 2. Participation

People who wish to showcase their work, either individually or as part of a group, are welcome to take part in the Festival.

### 3. Duration

August 20-September 4, 2022

### 4. Host and organizers

Hosted by: Taipei City Government

Organized by: Taipei Performing Arts Center (hereinafter “TPAC”)

### 5. Registration information

#### 5.1. Requirements

**5.1.1.** Individuals and unincorporated groups must register under their personal names. Registrants must be 18 years or older.

**5.1.2.** Incorporated groups must register with their Unified Business Number.

**5.1.3.** Foreign nationals who wish to participate are advised to seek assistance from Taiwanese individuals or groups for administrative matters.

**5.2.** Registration must be done online via [fflogin.tpac-taipei.org](http://fflogin.tpac-taipei.org) (hereinafter the “Website”).

**5.3.** Each registered account may only register one performance.

**5.4.** Registration period: from noon, March 15, 2022, to 6 p.m., April 6, 2022.

#### 5.5. How to register

**5.5.1.** On the Website, fill out the Basic Information Form and Program Information Form.

**5.5.2.** Pay the registration fee and security deposit and upload proof of payment to the Website.

**5.5.3.** Survey venues and upload Venue Survey Form to the Website.

**5.5.4.** Await email and text message from TPAC confirming right to book venue time-slots.

**5.5.5.** Book venue time-slots on the Website. This completes the registration process.

**5.5.6.** Points of attention concerning different venue categories

**5.5.6.1.** Standard Venues: Performances must be completed within four hours.

**5.5.6.2.** Two-Hour Time-Slot Venues: Performances must be completed within two hours. When booking these venues, performers may not book other venues provided by TPAC at the same time. This category is not open to those registering as curators.

**5.5.6.3.** Autonomous Venues

**5.5.6.3.1.** Autonomous Venues are venues that cooperate with TPAC. Their management has the right to arrange and decide on programs.

**5.5.6.3.2.** Performers wishing to apply for these venues must submit a related plan prior to March 4, 2022.

**5.5.6.3.3.** When applying for these venues, there is no need to submit a Venue Survey Form. All other steps in the registration process must be completed.

**5.5.6.3.4.** Performers may only apply for one of these venues. If they do not observe this rule, TPAC reserves the right to revoke their registration.

**5.5.6.3.5.** Successful registrants may not book other venues provided by TPAC at the same time. This category is not open to those registering as curators.

**5.5.6.4.** Bring Your Own Venues (hereinafter “BYOV”): Performers may make inquiries with venues that do not cooperate with TPAC. Performers do not have to submit a Venue

Survey Form for these venues; however, during the registration period, they do have to submit an email to TPAC with a written introduction, photos, and a diagram of the venue. Registrations of those who do not submit such information will not be processed.

**5.5.6.5. Curators:** Those who wish to register as curators must contact TPAC prior to March 4, 2022. They may only proceed with online registration if TPAC gives permission to do so.

## **5.6. Information for foreign registrants**

**5.6.1.** Foreign registrants are responsible for any transportation, accommodation, food, production, visa, tax, and other fees related to their participation in the Festival.

**5.6.2.** In consideration of differences in laws and regulations, ticketing systems, and language, TPAC strongly recommends that foreign registrants find a Taiwanese partner for assistance in fulfilling related obligations and tasks.

**5.6.3.** If foreign registrants encounter any difficulties, they may contact TPAC to discuss feasible solutions to successfully hold their performances.

**5.6.4.** Foreign registrants may submit a letter of authorization to authorize family or friends in Taiwan to handle money transfers. However, conflicts or disputes arising out of such authorization are the responsibility of the foreign registrants; TPAC shall not be held liable. Likewise, if registrants use their credit card to pay fees, they shall be responsible for any refunds related to their credit cards.

## **6. Regulations concerning use of performance venues**

### **6.1. Regulations are based on the types of performance venues, as follows:**

**6.1.1. Standard Venues:** One time-slot comprises four hours and includes setup, performance, and strike.

**6.1.1.1.** Each registration account may book a maximum of five time-slots. No more than three time-slots may be selected for a single weekend (i.e., Friday evening, Saturday, Sunday). Each registration account may book a maximum of two venues.

**6.1.1.2.** For those registering as curators, each account may book a maximum of 10 time-slots. No more than three time-slots may be selected for a single weekend (i.e., Friday evening, Saturday, Sunday) for the same program. Each account may book a maximum of four venues.

**6.1.2. Two-Hour Time-Slot Venues:** One time-slot comprises two hours and includes setup, performance, and strike.

**6.1.2.1.** Each registration account may only book one venue and a maximum of one time-slot per day. There are no restrictions on the accumulated number of time-slots.

**6.1.2.2.** TPAC will arrange for professional technicians to be present at the venues to assist in resolving any technical issues.

**6.1.3. Autonomous Venues:** One time-slot comprises four hours and includes setup, performance, and strike.

**6.1.3.1.** Time-slots will be arranged for selected performers by venue operators. Each registration account may book a maximum of five time-slots. No more than three time-slots may be selected for a single weekend (i.e., Friday evening, Saturday, Sunday).

**6.1.3.2.** Basic equipment will be provided by the venue operators.

### **6.1.4. BYOV**

**6.1.4.1.** BYOV must be located within Taipei City.

**6.1.4.2.** Fees for using BYOV must be paid by the performers. BYOV must comply with fire safety checks arranged by TPAC. If there are concerns with regard to fire safety, or if the BYOV do not cooperate with fire safety checks, TPAC reserves the right to prohibit performances.

**6.2.** Time-slot fees for Standard Venues, Two-Hour Time-Slot Venues, and Autonomous Venues will be covered by TPAC. If performers cancel a time-slot on or after July 21, 2022, TPAC will charge them NT\$3,600 in cancellation fees. The same rule applies to those registering as curators.

### **6.3. Venue survey**

**6.3.1.** Performers wishing to use venues provided by TPAC shall first assess available venues and time-slots. Performers may survey multiple venues and download a Venue Survey Form for each venue from the Website. They may then survey venues at specified times; Festival

staff will be on hand to stamp the forms to make them valid. The forms must then be uploaded to the Website.

**6.3.2.** Venue Survey Forms do not guarantee use of the venue.

**6.3.3.** Please read the Venue Survey Form carefully for detailed information on types of performances and other relevant restrictions for each venue.

#### **6.4. Venue booking**

**6.4.1.** Performers must complete online registration, pay the registration fee and security deposit, and upload the Venue Survey Form. Following confirmation by TPAC, performers will be given access to online venue booking. Performers shall then book time-slots.

**6.4.2.** For all venues, time-slot booking is done on a first-come-first-serve basis. Once they receive notification that they have been given access to online venue booking, performers are advised to book quickly so as to obtain their desired time-slots.

**6.4.3.** Performers may not demand time outside of the specified time-slots. They shall adhere to the time-slots and not exceed their allotted time. If TPAC notices that performers exceed their allotted time, and if performers do not respond to repeated reminders, TPAC reserves the right to cancel their performances. In such an event, performers are responsible for handling ticket returns; TPAC will not return their security deposit and charge them a fee of NT\$3,600 per venue for breach of contract.

**6.4.4.** For each allotted time-slot, at least one performance must be held, and tickets must be made available for sale to the general public. Performances may not be cancelled without reason, and the time-slots may not be used for rehearsals or dress rehearsals. If performers do not adhere to these regulations, TPAC reserves the right to cancel their performances. In such an event, the performers are responsible for handling ticket returns; TPAC will not return their security deposit and charge them a fee of NT\$3,600 per venue for breach of contract.

#### **6.5. Venue use**

**6.5.1.** TPAC will provide basic equipment for Standard Venues and Two-Hour Time-Slot Venues.

**6.5.2.** TPAC will arrange one time-slot for a tech rehearsal. Performers must take part and complete such tech rehearsal within the allotted time. TPAC will not refund security deposits of performers who do not take part; in addition, performers may not demand another time-slot if they do not take part during the scheduled time.

**6.5.3.** Performers shall be responsible for safety during venue setup and strike.

**6.5.4.** The arrangement of props, scenery, and audience seating shall be done within the limits of the venue.

**6.5.5.** Prior to a performance, performers should be aware of fire escapes, exits, safety equipment, and escape routes. In case of emergency, performers shall follow the directions of the venue operator and Festival staff and assist with guiding the audience to safety.

**6.5.6.** Smoking and the use of pyrotechnics of any kind are prohibited during all Festival programs.

**6.5.7.** To ensure their own safety, as well as that of the audience and venue, performers must adhere to venue capacity limits set by the venue operator and not add capacity at their own initiative.

**6.5.8.** Performers shall not block fire escapes and routes or lock fire safety doors. In addition, performers shall not place any objects in these areas.

**6.5.9.** After each performance, performers shall take all props, costumes, and equipment with them. Items left behind shall be regarded as discarded. TPAC will not be responsible for safekeeping. Performers shall be responsible for any costs incurred as a result of disposing of such items.

**6.5.10.** Performers shall follow the rules and regulations of the venues they are using and be responsible for cleaning the venue. If performers do not abide by these rules, TPAC reserves the right to cancel their performances.

### **7. Registration fee and security deposit**

#### **7.1. Registration fee**

**7.1.1.** Each registration account must pay a registration fee of NT\$500.

**7.1.2.** Each curator registrant must pay a registration fee of NT\$1,000.

**7.1.3.** Registration fees will not be refunded.

#### **7.2. Security deposit**

- 7.2.1. Security deposits must be paid on a per-venue basis. Each registration account must provide a security deposit of NT\$3,600 per venue selected. Each account shall provide a maximum of two security deposits.
- 7.2.2. Each curator registrant must provide a security deposit of NT\$5,000 per venue selected. Each curator registrant shall provide a maximum of four security deposits.
- 7.2.3. For BYOV, each registration account must only pay one security deposit of NT\$3,600, regardless of the number of venues selected.

### **7.3. Payment methods**

- 7.3.1. Taiwanese registrants shall remit the registration fee and security deposit through a bank or post office transfer.
- 7.3.2. Foreign registrants may remit the registration fee and security deposit by authorizing family or friends in Taiwan to transfer the money on their behalf, or pay by credit card. Refund processing charges for credit card payments shall be paid by foreign registrants.

### **7.4. Bank information**

Bank: TAIPEI COMMERCIAL BANK (ATM Code: 012)

Branch: Shilin Branch

Account No.: 82120000022610

Account Name: TAIPEI PERFORMING ARTS CENTER

- 7.5. Registrants are kindly requested to keep transfer receipts, fill out money transfer information on the Website, and upload proof of payment.

### **7.6. Security deposit refunds and forfeiture**

7.6.1. After performances, TPAC will refund security deposits prior to the end of 2022.

7.6.2. In any of the following circumstances, TPAC will not refund part or whole of the security deposit.

7.6.2.1. Cancellation of performances or venues: Security deposits will be refunded in full for cancellations reported on or before April 29, 2022. Half of the security deposit will be refunded for cancellations reported on or after April 30 but on or before May 30. Security deposits will not be refunded for cancellations reported on or after May 31.

7.6.2.2. Absence from the administrative orientation, tech coordination meeting, and tech rehearsal: For any absence from these events, performers forfeit one-fourth of their security deposit. If foreign performers encounter difficulties in attending these events, they may discuss alternative arrangements with TPAC. If the entire security deposit has already been forfeited and performers are still absent from events, TPAC reserves the right to cancel their performances.

7.6.2.3. Failure to submit a final report: If performers do not submit a final report to the Website on or before September 30, 2022, they will forfeit one-fourth of their security deposit and be given a new deadline to submit the report.

7.6.2.4. Damage to venue: In the event of damage to a venue, performers must complete necessary repairs within one month following the performance and pay related compensation. TPAC will not refund security deposits until damage has been repaired.

7.6.3. TPAC will issue receipts for any forfeited security deposits related to the aforementioned circumstances.

## **8. Personnel matters**

8.1. TPAC will designate a venue manager for each venue. The venue manager will serve as contact window for the venue and performers.

8.2. Performers shall arrange administrative, coordination, technical, and front-of-house staff to handle related matters.

8.3. Performers shall be responsible for accident insurance for performing and other staff.

8.4. If a performer is under the age of 18, a signed legal guardian consent form must be submitted no later than the day of the tech coordination meeting.

8.5. Foreign performers require a work permit to perform publicly in Taiwan. Applications for such work permits must be made no later than two months prior to the performance. Performers may contact TPAC for assistance with work permit applications. Relevant regulations can be found on the website of the Workforce Development Agency of the Ministry of Labor: <https://www.wda.gov.tw>.

## **9. Promotion and ticketing**

- 9.1. Tickets must be sold for all Festival programs. Ticket prices may be decided by the performers, and must be NT\$150 or above. All ticket revenue goes to the performers; any related tax matters shall be handled by the performers.
- 9.2. TPAC is working with OPENTIX in 2022. Performers must sign a contract with OPENTIX and complete related procedures. All commission fees and service charges shall be the responsibility of the performers.
- 9.3. Performers must comply with People with the Disability Rights Protection Act and offer half-price tickets to people with cards showing they suffer from mental or physical disabilities, as well as one person accompanying them.
- 9.4. TPAC is responsible for general promotion of the Festival, while performers are responsible for promoting individual programs. Tickets and promotional materials for performances must bear TPAC's name and logo as specified by TPAC.
- 9.5. Promotional materials provided by performers shall feature general content that is easily understandable. Information posted on the ticketing website shall be the same as on the Website. In the case of disputes, TPAC reserves the right to amend relevant content.

## 10. Other matters

- 10.1. The purpose of the Festival is to encourage artistic creation. Registrations for community or children's art class activities will not be accepted.
- 10.2. Performances shall not promote political parties or engage in any other form of political promotion. Performances shall abide by public decency and public order laws.
- 10.3. Performers must make sure they have obtained the legal right to perform the piece they have chosen and use related materials. Any damages incurred by the Festival or its staff as a result of copyright infringement by performers are solely the responsibility of the performers. If other parties sue the Festival and request compensation with regard to such damages, the related performers shall be the defendant, assume all responsibility, and pay resulting compensation and other fees.
- 10.4. Performers agree that TPAC adheres to the Personal Data Protection Act in collecting any personal information from registrants. TPAC will only use such information for Festival-related purposes.
- 10.5. In the event of force majeure circumstances (including but not limited to natural disasters, COVID-19 pandemic, etc.), TPAC will follow related announcements made by the Taipei City Government and competent authorities of the central government in deciding whether to cancel performances or let them proceed as planned. Related announcements will be made on the Website, which performers are advised to monitor closely. If a performance is cancelled, TPAC reserves the right to reschedule the performance at a later date.
- 10.6. By completing the registration process performers agree to abide by these Rules and Regulations. In the event of serious violations of these Rules and Regulations, TPAC reserves the right to cancel performances and restrict related performers' ability to register for future editions of the Festival. If TPAC incurs any damages as a result of such violations, the performers bear all legal responsibility, including responsibility for compensation.
- 10.7. To encourage quality productions, TPAC will recommend that outstanding Festival programs are given additional performance opportunities. TPAC will also hold the Fringe Awards to encourage outstanding creations.
- 10.8. If provisions of these Rules and Regulations are found to lack clarity, TPAC has the right to amend them on the Website with no further notice. If any disputes arise out of these Rules and Regulations, TPAC has the authority to interpret them and make decisions accordingly.

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