

This document forms an **integral part of the contract**. Please read it carefully and contact us with any issues or questions at least five weeks prior to the event.

Unless otherwise agreed, in addition to the following technical rider, the Organiser will be responsible for the complete costs associated with:

- Transport of the structure and props (Unless supported by the Swiss Arts Council Pro Helvetia).
- Travel costs of the artists, internationally and locally (Unless supported by the Swiss Arts Council Pro Helvetia).
- Accommodation and catering &/or per diems
- Author & music royalties
- Local insurances
- Regional and local authorisations & permissions
- Any taxes or charges which the Organiser's country applies to foreign artists.

1. RESPONSABILITIES OF THE ORGANISER

- 1.1. The event head technician will be present on-site prior to the construction and demounting of the scenography to ensure local regulations & requirements are met.
- 1.2. **Vehicle permission & access to the performing site** during the construction & demounting will be approved before the arrival of the crew. Should vehicle access not be possible, 2 stage-hands will be provided to assist transporting the scenography to and from the performing site.
- 1.3. During any initial site visit and/or prior to set-up for performances, a representative of the organiser will be present to advise & assist Panorama in finalising the use of the space and surrounds.
- 1.4. If the costs associated with transport &/or crew travel of Panorama Kino Theatre is supported by The Swiss Arts Council Pro Helvetia, **the by-line "Panorama Kino Theatre is supported by The Swiss Arts Council Pro Helvetia" & logo** is required in promotional or publicity material diffused by the event based on guidelines stipulated at: <https://prohelvetia.ch/en/pro-helvetia-logo/>

2. LOGISTICS

- 2.1. The Panorama team arrives one day before the first performance or beginning of any creative project.
- 2.2. Set up of the structure is 4 hours and disassembly is 2 hours.
- 2.3. **Secure transport van parking** should be provided for the duration of the engagement. Van dimensions are 5.90 meters long x 2.49 meters high x 2.50 meters wide.

3. DURATION OF THE SHOW

- 3.1. The maximal duration of performances is of 2 x 100 minutes per day with a minimum 90 minute pause between performances.
- 3.2. Performances are a series of 20 minute episodes, followed by an audience turnover in the structure between each scenario.

4. REHEARSALS & PREPARATION

- 4.1. Preparations for the performance start 2 hours before the show. All arrangements, rehearsals, meetings or interviews should be finished before this time.
- 4.2. In case some Panorama performances are during the day and others during the night, a separate rehearsal period of 2 hours should be made available unless otherwise agreed to.

5. SECURITY

- 5.1. For the security & safety of the general public, the scenography and equipment, during the period that the Panorama structure is standing unattended by Panorama crew or overnight, the organiser must provide security personnel & suitable overnight fencing.
- 5.2. Should the audiences, performing environment or weather become unmanageable or unsafe (including but not limited to rain, wind or dangerous temperatures), Panorama reserves the right to re-schedule or cancel performances.

6. PERMISSIONS

- 6.1. Panorama will need the permissions to construct & use the rotating structure at the chosen location from the set-up date and throughout any workshop &/or performance period.
- 6.2. Panorama can provide a certified European structural stress safety certificate upon request.

7. SITE SELECTION

- 7.1. Organisers will collaborate closely with Panorama when selecting the exact performing site. Locations should be visited by a representative of Panorama in advance if possible. Initial aerial or "street view" links, photos or videos of site options should be forwarded to Panorama in advance.
- 7.2. The site must be:
 - as flat and levelled as possible.
 - accessible for a vehicle.
 - without danger for Panorama or the public.
 - away from loud sound sources which could disturb the performance.
- 7.3. The Panorama structure requires a minimum 6.5 meter radius free of people, structures & objects. This does not include the area for the general public and audiences.
- 7.4. Only one location is to be scheduled for performances unless discussed with and approved by Panorama.
- 7.5. During agreed Panorama rehearsal periods and performance times, no other performances, sound-checks or rehearsals from other groups are to take place.

8. FACILITIES AND EQUIPMENT

- 8.1. The Organiser provides a secure dressing-storage room close to the performance location. This space will include toilet, running water, mirrors, chairs, tables, tea & coffee making facilities and an open floor space for physical warm-ups. The space should be on ground level or have elevator access. Free access will be given to the Panorama crew during the whole duration of the stay.
- 8.2. The dressing room should be available from the commencement of the structure build until 5 hours after the final performance. If Panorama performs for more than one day, the same dressing rooms and showers should be reserved specifically and only for Panorama for the duration of the stay.
- 8.3. In the event that Panorama performs over more than three days, costume washing and drying facilities &/or services should be made available.

9. ACCOMMODATION & CATERING

- 9.1. Single rooms to be made available to the cast and crew unless otherwise agreed to in advance.
- 9.2. Three meals per day will be made available to the cast & crew for the duration of the stay at times suiting the performance schedule.
- 9.3. Fresh fruit, nuts and other snacks are to be supplied at the dressing room.
- 9.4. Clean drinking water is to be supplied at both the dressing room and the performance site. Panorama has it's own re-useable bottles...please provide a large water dispenser or glass/recyclable bottles. Do not supply plastic bottles.

10. LIGHTS & OTHER EQUIPMENT

- 10.1. Standard 220v – 240v electricity will be required at the center of the performing site. 2 cables are to be provided and should be securely fixed to the ground.
- 10.2. Two x "A" ladders. Minimum 2.5 meters high made available for set up and disassembly.
- 10.3. Transport wagon for transporting material between the venue and the storage room.
- 10.4. For evening or night performances, the Organiser will provide the following: 12 par-can spots on 4 stands (4 x 3); a selection of coloured gels, a lighting mixing table and all the necessary cables.
- 10.5. Final lighting requirements to be discussed and agreed on depending on the site requirements.

11. TECHNICAL SUPPORT :

- 11.1. A minimum of 2 stage hands are needed for a period of 2 hours on site from the start of setting up and 2 hours from the start of disassembly.

ADDITIONAL PROJECT VARIATION REQUIREMENTS :

12. FOR CREATIVE DEVELOPMENT WORKSHOPS :

- 12.1. A liaison person from the event will be required to promote the workshops and co-ordinate with the participants. Additional promotional materials, documents and information can be provided by Panorama on request.
- 12.2. Number of Panorama workshop leaders to be discussed and agreed to depending on the duration and number of workshop participants.
- 12.3. Workshops are ideally aimed on individuals &/or groups with experience in the performing arts unless otherwise agreed.
- 12.4. A complete list of participants & their contact details should be sent to Panorama at least 2 weeks in advance of the project starting date.
- 12.5. Participants will be required to attend all sessions. Additional tasks & preparation for participants may be required outside creative development project scheduled times.
- 12.6. An open floor rehearsal space suitable for the size of the workshop group and as close to the performance site as possible.
- 12.7. A dressing room suitable for the number of workshop participants and Panorama crew as close to the performing space as possible.
- 12.8. Participants will require all locally required personal, accident and public liability insurance.
- 12.. On-site rehearsals with the Panorama structure will form a part of any workshops.

13. OPTION 3: SPECIALLY COMMISSIONED PANORAMA PERFORMANCES :

- 13.1. Working independently or in collaboration with others, Panorama is able to write & create unique performances based around the Panorama concept and specific to the particular needs & wishes of the festival or event. Details, technical and infrastructure requirements to be negotiated.