

DANSNÄTSVERIGE

Welcome to Dancenet Sweden!

We hope the following information will be useful to you in preparation of our collaboration.

This information is meant for all persons involved in the tour with particular focus on producer/manager and technical staff.

Contracts

Since Dancenet Sweden is not a juridical entity, the contract is signed by each local organization that has purchased your performance. The Dancenet's producer draws up the contract, sees to it being signed by the local organizers (= the local parties of Dancenet Sweden) and sends it to the company for signature.

Dancenet Sweden uses a basic contract, making specific adjustments depending on the production.

The first thing that happens with regard to the issuing of contracts is that we discuss some of the various attachments to be included in the contract (logistics, travel & hotels). Logistics and travel and hotel planning proposals are drawn up by the Dancenet's producer and sent to the company for comments. Particular wishes concerning travels and hotels should be the producer at hand within a few weeks after you have received the attachments.

The completed contract includes five attachments:

- Logistics, transport, travel & hotels etc
- Technical plans of the local stage
- The company's technical rider
- Security regulations
- Contact details

Fee

In accordance with the contract, the fee is paid for the performance by the organizer in question ten banking days after the last performance at that location. Payment is made to the account stipulated in the contract. Thus you do not need to submit a separate invoice.

Per Diem

The per diem for the entire tour is shared between the local organizers. This means that the touring group upon arrival at each new location is paid for expenses for the number of days the company spends in the town. This could mean that you arrive in one town for two days and are paid for three days while in the next town you arrive for four days but are paid for three days of expenses. In the end, you will have been reimbursed for the exact number of days you have been on tour with Dancenet Sweden including travel days. Per diems are paid out to each individual in cash SEK unless otherwise agreed upon in advance.

Travel

Who makes travel reservations to and from Sweden is based on the cheapest and most practical solution available. This often means that the touring company arranges travels to and from Sweden and then sends an invoice to Dancenet Sweden for the costs.

Travel within Sweden, to and from the place of performance (incl. any airport transfer), is booked and paid for by the local organizer. For all locations except Umeå travel will be by train. To and from Umeå travel will be by flight. To keep expenses down it is important that we fix travel times at the latest a month before the start of the tour in question.

Train and/or flight tickets within Sweden will be handed over at each venue. The company will receive tickets to the next venue.

Changes in train bookings later than one month before the travel starts and in flight bookings later than 10 weeks before the travel starts will be handled and paid for by the company themselves.

Hotels

Hotels are booked and paid for by the local organizer. Special hotel room requests must be discussed with the Dancenet's producer well in advance. Changes in hotel bookings later than one month before the tour starts will be handled and paid for by the company themselves.

Rider

The company's rider should be sent to Dancenet Sweden's technical coordinator as the process of drawing up the contract begins, and at least six months before the tour starts. The rider is to include:

- Equipment requirements (sound/lighting/scenery)
- Set design + stage-and light plot
- Work schedule, stating staffing requirements
- Requirements regarding the number of dressing rooms, any need for washing facilities etc
- Requirements regarding studio/training time
- Names and phone numbers of the company's technical manager and of the company's production manager

Technical staff

Dancenet Sweden's 'standard' is for the local stage to provide 2 technicians (with expertise in lighting, sound and stage technology, plus good knowledge of and access to all the necessary premises) throughout the whole set-up, plus stage hands for 3 hours for unloading, start of build-up and for take-down and load out. If there are other staffing requirements, please contact Dancenet Sweden's technical coordinator.

The company must also employ its own technical staff for the tour. The technician/s must be well aware of the technical requirements of the performance and be prepared to guide the technical work at each venue. The technical staff of the company must be available for planning of the tour from the beginning of the contract writing process.

Technical equipment

Responsibility for technical equipment will be divided up between the local stage, the company and Dancenet Sweden. The aim is for as much as possible of the technical equipment required to be available locally at each stage. Dancenet Sweden is able to provide support in the form of specific equipment that is not normally available on the stages, or proves to be hard to hire locally and then transport this equipment throughout the tour (see "Transportation..." below). Practically it is the technical staff of the company on tour that will be responsible for this equipment that is formally a loan from Dansens Hus, Stockholm, to the local stages.

If the production calls for extremely specialised equipment (e.g. specially constructed microphones or lights adapted to the specific production), this should be acquired and paid for by the company itself. The company should take care of gobos.

Dancenet Sweden has access to packing boxes on wheels and transport vehicles for the technical equipment. Contact between the company's technical staff and the technical coordinator of Dancenet Sweden should be established well in advance of the tour. We also appreciate that the company has direct contact with the technical staff at the local venues in advance of the performance.

Transportation of technical equipment

If necessary Dancenet Sweden books and pays for a lorry plus driver for set design and technical equipment. The lorry always has a rear lifting device. The local organizers are responsible for booking the driver's hotel room. Basically the company's own technicians always travel between the places of performance by train, coach or plane together with the company. (If there are no suitable departures it MAY occur that they will be permitted to travel in the lorry, but this would be an exception and would only apply to short distances.)

Tour plan

Attachment 1 to the agreement is a tour plan stipulating all the times and places for the tour. Attachment 5 is contacts details for organizers and local technician. The tour plan is drawn up by Dancenet Sweden and approved by the company.

Marketing

Marketing will be carried out by each member of Dancenet Sweden locally. We need access to all necessary information: press photos, texts concerning the company, the choreographer and the performance in question, and if possible film material from the performance, well in advance. All such information will be sent to Dancenet Sweden's producer at the latest 15th of March for an autumn tour and 15th of September for a spring tour. The producer will see to the distribution of the marketing material to the local marketing personnel.

Dancenet Sweden's organization

Dancenet Sweden is a network consisting of eleven regional parties throughout the country. Chairmanship alternates between the parties. The current chairman is Vicky Sverkerson from Dance in Halland.. Representatives of the parties of Dancenet Sweden meet about three times a season. The productions to be taken on tour in Dancenet Sweden are decided upon jointly by all the parties (about 4-5 productions a season). Each party decides which of the season's productions they wish to present. Dancenet Sweden's finances are administrated through Dansens Hus, which means that officially Dansens Hus employs Dancenet Sweden's staff.

Dancenet Sweden consists of the following parties from north to south;
NorrlandsOpera, Umeå
Gävle Teaterförening, Gävle
Dansens Hus, Stockholm
Västmanlandsmusiken (Regional music organization of Västmanland), Västerås
Linköpings kommun (Linköping Municipality), Linköping
Jönköpings kommun (Jönköping Municipality), Jönköping
Pustervik Theatre, Gothenburg
Västra Götalandsregionen, with venues in Uddevalla/Vara/Borås
Dance in Halland, with venues in Halmstad/Varberg/Falkenberg/Kungsbacka
Dans i Sydost, with venues in Växjö/Karlskrona/Kalmar
Dansstationen, Malmö

Contacts

Dancenet Sweden, c/o Dansens Hus, Wallingatan 21, S-111 24 Stockholm, Sweden
Producer: Carina Norée +46(0)8 508 990 77, carina.noree@dansenshus.se
Producer: Anna Karlander +46 (0)8 508 990 72, anna.karlander@dansenshus.se
Technical coordinator: Erik Wiedersheim-Paul +46(0)8 508 990 71, erik.wiedersheim-paul@dansenshus.se

We look forward to our collaboration!

Yes, we have received and read this information

Producer/responsible of the company:

Technician:

Please return a signed copy of this document to:

Dansnät Sverige/ Dancenet Sweden
Dansens Hus
Wallingatan 21
S-111 24 Stockholm
SWEDEN

Or scan the document and send it by email to:

dansnatsverige@dansenshus.se