

# FRINGE WINDSOR

## INFORMATION AND APPLICATION GUIDE

### WHAT IS FRINGE WINDSOR

Fringe Windsor is a four-day long performing arts festival from **July 23-26, 2026** that provides a platform for artists to self-produce live shows.

Produced by Windsor Feminist Theatre (WFT) Fringe Windsor is a member of the Canadian Association of Fringe Festivals (CAFF), and abides by its tenets: artists are selected on a non-juried basis by way of a lottery, they receive 100% of the ticket price revenue, artistic freedom is not interfered with or restrained, our festival strives to be an accessible opportunity for artists and patrons to participate, and we value inclusivity and diversity.

### HOW CAN YOU PARTICIPATE IN THE FRINGE

There are many ways to be involved at the Fringe. **This guide is for applicants who wish to produce a show.** There will be opportunities to volunteer before, during, and after Fringe Windsor. There *may* be some employment positions advertised in 2026.

To apply with a show, you need to apply to the lottery for a slot in the Fringe Windsor programme.

### WHO CAN APPLY TO PRODUCE A SHOW

Anybody can apply with a show to the Fringe – absolute amateur to established professionals, and local, national and international participants are welcome. The individual applying is referred to as the MAIN ADMIN CONTACT and is considered by Fringe Windsor to be the primary producer of the show and will enter a binding agreement with Fringe Windsor upon acceptance of a show slot. You must provide a company name at the time of application, and this name cannot be changed at any time thereafter. You will also need to provide a secondary contact – this doesn't necessarily need to be someone critical to the creation or producing of your show, but they can be. They will be contacted if the Festival is unable to reach the Main Admin Contact with critical information or questions about their application and/or event.

The show you can apply with can be anything you want – the festival will never intervene artistically (as long as no laws or CAFF policies are being broken). Dance, drama, comedy,

digital, immersive, solo, musical, for kids, for teens – you name it, you can probably produce a Fringe show about it.

### WHAT DOES FRINGE WINDSOR PROVIDE PARTICIPANTS

Fringe provides a showcase platform: the performance venues equipped with a basic lighting plot, sound playback system, and technical (one person) and front of house staff and support. For all participants, Fringe prints a program guide with a listing for each show and we market and promote the festival, through our social media outreach, publicity and advertisements. Fringe also provides all ticketing and box office systems, all patron services and all front of house policies and staff for all the venues and shows. The price for a single ticket will be set by each individual company between \$10 and \$18. Each company will be given one tech rehearsal time in the venue prior to the first scheduled performance.

### WHAT ARE PARTICIPANTS RESPONSIBLE FOR

The participant is self-producing a full show and is responsible for all costs associated with that (e.g. artists, designers, production team and additional production fees, set/costume/props, licensing or royalty fees (including music), rehearsal space, independent marketing), plus creating the show itself. It is also advised that each company have a stage manager in order to oversee their production from a technical standpoint.

### KEY-DATES

<b>Application Deadline</b>	March 10, 2026
<b>Draw for Participants</b>	March 12, 2026, <i>place TBA*</i>
<b>Participant Payment Deadline</b>	March 31, 2026
<b>Withdrawal with Full Refund</b>	April 14, 2026
<b>Finalized List of Participants</b>	April 28, 2026

*\*Results will be posted on Fringe Windsor Facebook page by midnight on March 12, 2026.*

### COSTS

#### Application Fee

Cost to apply \$15 (non-refundable)

#### Participant Fees

If your company is drawn in the lottery, a \$400 participant fee will be required.

100% of the full fee is due by March 31, 2026, to confirm the lottery slot. If payment is not received by this date, the slot will be given to the next company on the waitlist in each category.

#### Additional Fees

If you are drawn in the lottery and participate in Fringe Windsor, there may be additional fees. Some examples of what these may be are:

- Production Fees: if your production requires additional technicians beyond the one technician provided by the Fringe, this will be charged at an additional cost to you. If your production requires more than 2 microphones or amplified instruments, there is a high probability you will be required to have additional technicians.
- Projector Fee: If you require the use of a projector, there may be a rental. Production and rental fees will be deducted from your payout.

## HOW DOES THE LOTTERY WORK

As a non-juried festival, Fringe selects shows at random in a lottery draw to program the festival. In line with all other Fringe Festivals in Canada, Fringe Windsor does not evaluate the artistic merit of applicants, or the viability of the work.

An individual can apply to the lottery only once. The individual who submits the application is the Main Admin Contact. You must provide a company name at the time of application. The company name and the Main Admin **cannot** be changed at any time thereafter.

Applications fall into the following categories:

- **Local** (Windsor-Essex) will have 6 companies;
- **National** (anywhere else in Canada) will have 3 companies;
- **International** will have 2 companies;
- **Special Fringe Exposure (SFX)** will have 1 company. - This category encourages applications from marginalized or underrepresented groups or audiences that can be local, national, or international.

Once applications close, each company name will be printed out, placed in a hat according to category, and drawn in a public setting that will be announced.

All categories will be drawn on March 12, 2025.

## VENUES

Fringe Windsor 2026 will have venues with a seating capacity of approximately 50-75 seats. Shows will be scheduled for a minimum of 4 performances over the course of the Fringe (one each day of the festival).

## HOW TO APPLY TO THE LOTTERY

Your Event title is the title of your show. It can change later in the process if you are accepted into the Fringe. Please note “TBD”, “TBC”, “Untitled” will not be accepted as an Event title. The application must be completely filled out before submitting.

## HOW TO PAY THE APPLICATION FEE

- Application fees can be paid through Zeffy. Link at [www.fringewindsor.com](http://www.fringewindsor.com)
- Contact [fringewindsor@gmail.com](mailto:fringewindsor@gmail.com) if you need assistance.

**WHAT HAPPENS IF YOU ARE DRAWN IN YOUR CATEGORY**

If your application is drawn on March 12, you'll be offered a slot in Fringe Windsor!. All applicants who were drawn will be contacted by email. To accept the slot, you'll need to pay the Participant Fee, and you'll be sent detailed instructions to do so. The deadline to pay and confirm your acceptance of the slot is **March 31, 2026**. If you decide not to accept the slot, you can forfeit it and we will reach out to the first company on the waitlist in the correct category.

Once you've paid the fee, you're in! If you need to withdraw for any reason, you are eligible to receive 100% of the Participant Fee refunded if you withdraw by **April 14, 2026**. If you withdraw after that date, the Participant fee will be forfeited.

**HOW DOES THE WAITLIST WORK**

All applications in each category will be drawn, creating a list of selected companies followed by a waiting list. If a company that was offered a slot in a category withdraws, we will reach out to the first applicant on that category waitlist. If that applicant is unable to accept, we will move to the next applicant on the waitlist. You can withdraw from the waitlist at any time, and no fees are owed until you are offered and accept a slot.

**HELP WITH YOUR APPLICATION TO FRINGE WINDSOR**

If you have any questions about Fringe Windsor or if you require assistance at any point in the application process, please contact [fringewindsor@gmail.com](mailto:fringewindsor@gmail.com)

**LINK TO THE APPLICATION**

Located on our website [www.fringewindsor.com](http://www.fringewindsor.com)

## QUESTIONS

1. Company Name
  - You don't have to have a legally registered company to be part of Fringe Windsor. This is just so we know what to call you and how to refer to you in future promo materials. Make sure it's exactly what you want because **THIS NAME CANNOT BE CHANGED ONCE THE APPLICATION IS SUBMITTED**
  - This will be credited as the Producing Company in the Fringe Program Guide and printed materials.
2. Main Admin Contact Name
  - This is the primary person the Fringe will contact about your application and event. You may not submit more than one application to the Fringe.
  - The Company Name and Main Admin Contact cannot be changed once submitted. **The Main contact of a company cannot be the Main contact for a second company in the festival.** If the Main Admin Contact cannot continue with a production, we reserve the right to withdraw it from the Festival.
  - Please provide the preferred pronouns of the Main Admin (optional)
3. Alternate Admin Contact
  - Please include their name, email and phone number.
  - The festival will contact this person if they are unable to reach the Main Admin Contact with critical information or questions about their application or event. They will not automatically be considered a member of the producing team, nor will they be added to the festival mailing list for updates and key information. They can request to be added at a later date.
  - The Secondary Contact may not be changed once your application is submitted.
  - Please provide the preferred pronouns of the Alternate Admin (optional)
4. If your company/production has a website or Facebook page or Instagram handle, please provide it so that we can connect through socials and help promote the festival and your production.
5. Which category are you applying to?
  - Participants may choose only one lottery category
6. How long is your show?
  - Your show may only be in the concept stages but we still need an estimate of length in order to begin the process of programming and scheduling. This can be updated and confirmed if you are successfully picked in the lottery.
  - All participating performances **must be at least 30 minutes long** but cannot exceed **75 minutes** in length.
7. If you aren't chosen this year to be a performing company in the Fringe, would you be interested in participating in some other way? Fringe Windsor will be looking for people interested in volunteering and billeting for out-of-town artists. There may be paid roles needed; these will be posted on our website and social media platforms.