

Ballet Nepantla:

Mística

Contract Technical Rider

2022-2023 (US TOUR ONLY)

*PLEASE DISTRIBUTE THIS DOCUMENT TO ALL APPROPRIATE SUPERVISORY STAFF: PRESENTER/EXECUTIVE DIRECTOR, STEWARD, TECHNICAL DIRECTOR, THEATRE OPERATIONS MANAGER, HOUSE CARPENTER, HOUSE ELECTRICIAN, HOUSE PROPS, HOUSE SOUND, WARDROBE SUPERVISOR, BOX OFFICE TREASURER, ETC.

Destroy all previously dated versions

This rider supersedes and replaces all previous riders issued for this engagement

THIS RIDER SHALL BE ATTACHED TO AND BECOME AN INTEGRAL PART OF THE CONTRACT BETWEEN BALLET NEPANTLA AND THE PRESENTING INDIVIDUAL OR ORGANIZATION, HEREAFTER CALLED "LOCAL MANAGER" COVERING PERFORMANCES ON THE AGREED UPON SHOW DATES

The following sections outline the technical requirements for Ballet Nepantla's production of *Valentina*. It is understood that the Local Manager will provide a Technical Director who is authorized to make production-related decisions. They must also have a working knowledge of the agreed upon performance venue, be familiar with this document and available to advance the production with a member of Ballet Nepantla's technical staff.

Ballet Nepantla reserves the right to cancel portions of the performance and/or eliminate certain scenic elements and/or effects if the equipment and/or space required below are not provided and alternate preparations/provisions are not made with a member of Ballet Nepantla's staff.

FACILITIES AND PREPARATION

The Local Manager shall arrange for and provide:

PERFORMANCE SPACE

1. A clean, safe performance venue with a minimum performance area, upstage of the Main Curtain, underneath the available fly-system and within audience sightlines of 40' wide by 35' deep.
2. The performance area should be covered by a sprung wooden floor or be made of a similarly resilient surface.
3. An area just offstage of the performance area, at the same floor height, free of obstructions, and offstage of the legs, of no less than 300 square feet.
4. Additional storage area for road cases and equipment as necessary.
5. The ambient temperature of the performance space to be kept at 73-75 degrees Fahrenheit.
6. In outdoor performance venues or those lacking functioning heating systems, industrial space heaters and/or enclosed spaces just offstage with a controllable environment.
7. The ability to completely black out the performance space and audience, or to do so within the confines of the local Fire Regulations

PRE-HANG AND PREPARATIONS

1. All house and rental soft goods specifically required for the performance shall be in good condition and positioned according to the Line Schedule provided by Ballet Nepantla.
2. All stage soft goods (main rag excluded) must be traditional stage black in color (dark blue/dark green or any similarly colored fabrics simply will not work for our UV effects)
3. A house, or rental, black marley-type dance floor shall be in good condition and installed in accordance with the instructions provided in the advance.
4. The attached lighting plot should be hung, tested and ready for focus in accordance to the instructions provided in the advance.
5. All items backstage, unnecessary to the day-to-day functioning of the theatre or required by Ballet Nepantla shall be removed and stored outside of the areas required by Ballet Nepantla.
6. The entire floor should be swept, mopped and free of dirt, debris or hazards.

AVAILABILITY OF CREW, EQUIPMENT AND VENUE

1. The equipment provided herein; lighting equipment; a high-quality stereo PA; soft goods; black marley-style dance floor; wardrobe facilities and supplies; catering; and labor.
2. The above-mentioned equipment, crew, performance space, support spaces, and related amenities are to be made available no less than seven (7) hours prior to the first public performance and as per the agreement during the advance of the show for each subsequent performance and load-out.

LOADING REQUIREMENTS

Ballet Nepantla's equipment will, unless otherwise stated arrive in a minivan, or similarly sized rental vehicle.

1. A loading dock, or loading zone accessible by two (2) minivans or similar vehicles Any arrangements, special ramps, equipment, additional crew, road-blockage or permits necessary for access or unloading of the equipment are the responsibility of the Local Manager
2. A loading dock or loading area that is free of snow and ice prior to the scheduled unloading of the truck. Reasonable effort should be made to keep this area clear of snow and ice during the loading and unloading of the truck as well.
3. A loading door and clear path and or access to the performance area free of obstructions for items of 40" width, 60" length and 50" height.

TRANSPORTATION AND PARKING

1. In the event that Ballet Nepantla is traveling to the performance city by air, provision of ground transportation for the Ballet Nepantla dancers, musicians, directors, technicians and their luggage:
 - a. To and from airport and the hotel
 - b. To and from the hotel and the venue for each rehearsal and performance
 - c. To and from any residency activities
2. In the event that Ballet Nepantla is travelling by ground to the performance city, provision of parking for up to six (6) cars or mini-vans at the hotel and performance venue.
3. Police barricades, parking cones, meter bags, etc. required to arrange for the above-mentioned parking are the sole responsibility of the Local Manager. Any parking violations received by Ballet Nepantla vehicles while parked at the venue, following the instructions of and/or within the areas arranged by the Local Manager, shall be the responsibility of the Local Manager.

LABOR

ARRANGEMENT AND COSTS

1. The Local Manager agrees to the following minimum labor requirements listed in the table below.
2. It is assumed in this list that all members of the crew are experienced stagehands who are expected to work with and/or for the Ballet Nepantla technical staff.
3. Any additional non-working department heads need to be hired in addition to the labor requirements.
4. It is the responsibility of the Local Manager to take into account variables that may require additional crewmembers such as labor agreements, venue specific issues, and experience of the crew or irregularities in the schedule.
5. Any and all arrangements for the hiring of labor and all costs, including, but not limited to, regular wages, overtime, local work permits, union fees, takes or licenses before or after the first performance are the sole responsibility of the Local Manager
6. Ballet Nepantla is not a yellow-card attraction
7. Any costs incurred due to the failure to appear, late arrival or lack of skill of labor will be the sole responsibility of the Local Manager.
8. All reasonable effort should be made to insure that members of the "Show Crew" mentioned below remain the same people for the technical rehearsal, first performance and all subsequent performances.
9. Alteration of the crew and scheduling requirements may only be undertaken with the prior approval of a member of Ballet Nepantla's technical staff.

TYPICAL CREW REQUIREMENTS

1. Ballet Nepantla's Lighting Supervisor will operate the Ballet Nepantla's lighting console as well as physically perform the lighting focus from the provided ladder or personnel lift. It is the Local Manager's responsibility to insure compliance with local labor requirements such as additional labor, permits, and/or permissions.
2. The Local Manager agrees to provide one wardrobe person for at least four hours on the first day of load-in, beginning no later than one hour after load-in starts; and for a minimum of four hours before each subsequent performance; to wash, dry, repair and prepare the costumes.
3. All Show Calls will begin no later than 30 minutes before the house opens or 60 minutes prior to the beginning of the show, whichever is earlier.
4. The Ballet Nepantla Load-Out will begin immediately following the final performance and must be completed before any venue-specific strike, restore or other work may begin.
5. It is the Local Manager's responsibility to alert Ballet Nepantla to and comply with any specific labor requirements that would require additional crewmembers to be added to any of these crew calls.

CREW NAME (Time Required)	CREW DESCRIPTION
<p>Loading Crew</p> <p><i>About 30 Minutes at the beginning of Load-In and entire Load Out</i></p>	<p>Up to 4 Loaders*</p> <p>*Only if required by local labor regulations. Otherwise, two members of the Load-In Crew will be required to remain "in the truck" to assist in the entire unloading process and then return to the Load-In Crew.</p>
<p>Load-In/Load-Out Crew</p> <p><i>This full Load-In Crew should be budgeted for both load-in calls and the load-out call. Generally however, only the Show Crew is required for the 2nd Load-In call.</i></p>	<p>1 Rail Operator/Head Carpenter 1 House Electrician/Head Electrician 1 Audio Engineer 2 Electricians/Hands*</p> <p>*Only if required by local labor regulations. Otherwise, House Heads can assist in the setup of Front of House and lighting gear.</p>
<p>Show Crew*</p> <p><i>30 minutes prior to house open until the final curtain</i></p> <p>*One video technician, electrician or wardrobe mistress may be required by local labor regulations.</p>	<p>1 Fly Rail Operator 1 Audio Engineer 1 Head Electrician</p> <p>*Please discuss the show crew with the Ballet Nepantla Production Manager to insure proper staffing within local regulations and to make certain all movements are possible.</p>
<p>Wardrobe Crew</p> <p><i>Morning of load-in and prior to second and subsequent performances</i></p>	<p>1 wardrobe for Load-In and show laundry only</p>

TYPICAL SINGLE-SHOW SCHEDULE

1. The schedule below is an approximation, assuming that a pre-hang has been completed prior to the 1pm call and the show time is 8pm.
2. For 7pm or 7:30pm Curtain times, the afternoon call is cut shorter to allow for the Ballet Class onstage and Crew Dinner from 2 hours to curtain until the Show Call at 1 hour until the curtain time.

TIME/PERIOD	DESCRIPTION	REQUIRED LABOR
1pm	Unload equipment Dancers set up Lighting Focus	Load-In Crew (as listed above)
2pm	Sound Check	
3pm	Run Through/Spacing Level Set (lighting, sound)	
5pm	Dancer Dinner Crew Notes	
6pm	Ballet Class Onstage Crew Dinner	
7pm	Show Call Sweep and Mop Dimmer Check	Show Crew
7:30pm	House Opens	
8pm	Curtain	
9:30 pm	Load-Out	Load-Out Crew (as listed above)
~11pm	End of Day	

ATYPICAL SCHEDULES

In special circumstances it may be impossible or unwise to follow the above schedule. In these cases, Ballet Nepantla will require that the load-in begin the day before the performance.

Examples of these situations are, but are not limited to:

- a. The first performance is a morning show or matinee
- b. The Performance is not part of a normal tour.
- c. The venue does not meet the requirements as listed in this rider and requires special planning and adjustment of the show.
- d. This rider applies to a performance run of one week or more.
- e. The venue is outdoors and a nighttime technical rehearsal is required.

EQUIPMENT AND STAGE MACHINERY

LIGHTING AND RELATED EQUIPMENT

1. The Local Manager agrees to provide ALL lighting equipment and gel specified to implement the design represented by the lighting plan that is sent directly to your venue.
2. The Lighting Plan attached to this document and the list of lighting instruments below are for reference only. The total number of lighting instruments, instrument types etc. may change in order to implement the design in your venue.
3. No changes or substitutions are to be made except with the express permission from a member of the Ballet Nepantla technical staff.
4. The chart below is an approximation of the instrument requirements of the standard lighting plot for Valentina. These requirements may change, based on the performance venue, schedule or show.
5. The Local Manager should be prepared to provide the instrument totals in the "TOTAL" column.
6. The Local Manager agrees to provide a minimum of 10 flexible rubber or carpet strips and approximately 3 rolls of black gaff tape for dressing and matting cables backstage
7. If possible, provisions should be made to position the Ballet Nepantla lighting operator and console in the center of the back of the house or booth, in accordance with the projection requirements in the next section.

INSTRUMENT TYPE	TOTAL
Source Four 36° ERS	31
Source Four 26° ERS	10
Source Four 50° ERS	8
House option ERS for FOH face wash	6
House option ERS or wash for curtain warmers	2
PAR 64 WFL 1Kw (or equivalent ETC unit)	30
10' Tall boom w/ base and 6x18" side-arms and/or hanging hardware	6
Pigeon Plate	2
Clip Light or equivalent w/ red gel for spotting light	1
Everbeam LED 365 nm UV Light* *please advance position and circuit options with Ballet Nepantla	2

Local Manager's Initials

Ballet Nepantla Representative's Initials

Special Effects

1. The Local Manager will be responsible for acquiring permission and necessary permits for the use of theatrical fog during a very limited portion of this performance.
2. Any fines incurred due to smoke detectors being tripped due to the use of the fog machines is also the responsibility of the Local Manager.
3. The second act of our performance is lit solely by UV light. This need for absolute darkness in the house will facilitate a very specific “late seating” policy for the second act and should be discussed in detail with a representative of Ballet Nepantla.

AUDIO REQUIREMENTS

The Local Manager agrees to provide at a minimum:

1. Amplifiers adequate to drive the system described below
2. Left and Right Speakers capable of clear, full range, stereo, sound reproduction at high levels. Clarity at (120db@4') is a good measure of required sound pressure and quality, NOT THE ACTUAL VOLUME REQUIRED FOR THE PERFORMANCE.
3. Left and Right PA speakers positioned to either side of the proscenium capable of producing a sound image at stage level. A center cluster with stereo speakers and a “sub” is, by itself, not enough.
4. The sound system must be able to fill the entire audience area, including all balconies, with full range sound. All delay, equalization and necessary adjustments for the particular system installed should be completed before the arrival of Ballet Nepantla.
5. Sub-woofer cabinets and separate control of them are required.
6. Four full-range monitor speakers capable of producing loud, clean sound. (110db @ 4')
7. At least 1 free 1/8" audio input on the house mixer for a show feed from the Ballet Nepantla sound iPhone.
8. Ballet Nepantla's staff shall have the sole authority to determine and set sound levels and equalization within local, state and federal regulations.
9. A Clear-Com or professional equivalent intercom system. Only one channel is required. 4 stations are required at a minimum. They are (House sound Operator, Ballet Nepantla Lighting Operator, Fly Rail Operator, House Head Backstage)
10. 50' of additional cable, or wireless belt-packs, for the Backstage position.

EQUIPMENT TYPE	TOTAL
Direct Lines for Show Laptop	4 max (left and right for main and backup)
Vocalist Microphone & Stands* *Shure SM58 or comparable dynamic cardioid microphone for use in preshow/post show announcements	1
Clear Com (or equivalent stage headset) from Lighting control desk to backstage curtain operator	4 belt packs and headsets total *please advance com requirements with Ballet Nepantla representative

SOFT GOODS AND STAGE MACHINERY

1. The Local Manager agrees to provide the following Soft Goods and an appropriate method for hanging them:
 - a. 5 sets of Black* Legs, appropriately sized for the Performance Venue.
 - b. 5 Black* Borders, appropriately sized for the Performance Venue.
 - c. If the Performance Venue is not equipped with a full fly loft, 2 full stage Black* travelers, sewn without fullness.
* ALL SOFT GOODS MUST BE TRUE STAGE BLACKS HUNG WITHOUT FULLNESS!
2. The Local Manager agrees to pre-hang all soft goods and clear all necessary pipes according to the lineset schedule provided by Ballet Nepantla.
3. In the event that the venue is a hemp house, or that the counterweight arbors are not accessible for loading while battens are lowered, the Local Manager agrees to provide a mechanical means to raise electrics, soft goods and scenery, and additional flymen, riggers and weight loaders as necessary.
4. Ballet Nepantla will use the house main curtain.
5. The Local Manager shall provide a black marley dance floor. The strips of dance floor should be laid parallel to plaster line, rather than parallel to center line, so that the seams in the floor will not interfere with Ballet Nepantla's props.
6. A ladder or similar personnel lift, capable of focusing electrics at a 26' trim and being moved while at this working height.

PROPS AND BACKSTAGE

1. Ten orchestra or similar chairs are required backstage for the performers
2. Push brooms, clean mops, mop buckets, and two large trash cans with bags.
3. The entire stage, wings, and backstage shall be thoroughly swept before the load-in begins and again 1 hour prior to each performance or rehearsal.
4. At venues 5,000 ft. above sea-level or more, The Local Manager must provide two tanks of oxygen with breathing masks (one stage left, one stage right).

WARDROBE AND DRESSING ROOMS

1. The Local Manager will provide one washer and one dryer, to be connected and ready to use upon our arrival; as well as hypoallergenic detergent.
2. In the event the venue does not have washing machines or dryers, the Local Manager agrees to arrange for the laundry to be taken to a laundry mat where it will be cleaned and dried at the Local Manager's expense.
3. All wardrobe work must be completed two hours before each curtain.
4. In the event there are multiple shows in a single day, the Local Manager agrees to wash at least one load of laundry between shows.
5. All dressing rooms and facilities shall be thoroughly cleaned at least six hours prior to the first curtain. The dressing rooms must be heated, well lit, and equipped with hot and cold water, electrical outlets, soap, and towels. Each space used by a performer must have a chair, a mirror, and non-fluorescent make-up lighting.
6. The performers require a total of 12 bath towels (replenished before each performance).
7. Dressing room requirements are: dressing rooms for 12 dancers (6 male and 6 female) and a production office for 2 technicians with broadband internet access.

Merchandise

1. One folding table (or comparable) in the lobby to be used for the sale of T-Shirts.

SERVICES

HOSPITALITY AND CATERING

1. For all performances including matinees and student performances, the Local Manager agrees to provide the following meal and refreshments to Ballet Nepantla's performers and crew (12 dancers & 2 technicians):
 - a. 70 individual bottles of non-carbonated water
 - b. 20 bottles of assorted fruit juice
 - c. 20 cans of assorted soft drinks (regular and diet)
 - d. Coffee with a choice of dairy and nondairy creamers and sugar
 - e. Hot water with assorted teas
 - f. Hot soup
 - g. Assorted whole fruit
 - h. 2-3 choices of entrée (at least one vegan option and a meat option, at least 1 must be Gluten Free otherwise arrangements for a Gluten Free meal must be provided)
 - i. Hot pasta (with sauce both with and without meat) or carbohydrate dish
 - j. Hot vegetable side dish
 - k. Hearty salad with assorted dressing (no iceberg lettuce)
 - l. Assorted chocolate and energy bars
 - m. Desserts (cookies, brownies or pies)
 - n. 1 single can of Monster for the Stage Manager
2. Hospitality should be set up 3.5 hours prior to each evening performance, 3 hours prior to a matinee and 2 hours prior to a morning performance (for morning shows, please contact a member of Ballet Nepantla's staff to confirm the content and timing of the catering.) This catering should be left out and available until the beginning of the performance.
3. Reasonable effort should be made to provide To-Go containers as well as plates and utensils.

HOUSE MANAGEMENT, FRONT AND BOX OFFICES

1. The Local Manager will reserve for Ballet Nepantla ten pairs of complimentary tickets located in the center of the orchestra approximately halfway back from the stage for use by Ballet Nepantla for each performance. Ballet Nepantla will provide a list of comp ticket recipients to your box office or house manager approximately two hours before the performance. At that time, all unused comps may be released for sale, except one pair which must be held until fifteen minutes before curtain.
2. The Local Manager agrees that the house will open no earlier than 30 minutes before curtain unless other arrangements are made in advance with Ballet Nepantla.
3. Our requirements for late seating are very specific and the house manager must coordinate with the production stage manager to ensure that late seating is handled appropriately.
4. Absolutely no photography, video recording or audio recording of any kind will be permitted in the theatre or support spaces related to the Ballet Nepantla performance during any part of the time that Ballet Nepantla is promised exclusive use of the performance venue, unless expressly authorized by the Ballet Nepantla office in writing.
5. Any person photographing or recording the show in any manner, for any reason must be in physical possession of written permission from the Ballet Nepantla office or else they will be asked to either cease their activities or leave the theatre.
6. A space will be provided in the rear-center of the house for Ballet Nepantla to make an archival video of each performance. The Local Manager shall obtain any necessary permits, approvals or clearances to allow this practice, be responsible for any costs due to local labor and/or permit regulations.
7. Ballet Nepantla shall at all times retain sole artistic control over the program, performance, and other residency activities.
8. The Local Manager shall provide for adequate insurance coverage against fire, theft and personal liability for the period of Ballet Nepantla's residency. The Local Manager shall be completely financially responsible for any loss or damage to Ballet Nepantla's property, or to the personal property of Ballet Nepantla's performers and staff, due to theft or negligence of the local crew. The Local Manager agrees to indemnify and hold harmless Ballet Nepantla and all its employees of and from all claims and damages arising in any manner in connection with Ballet Nepantla's performance(s) or other residency activities, except to the extent that such claim may be occasioned by a deliberate and negligent act of Ballet Nepantla or its employees.
9. It is the sole responsibility of the Local Manager to be aware of any specific visibility and/or sightline issues in the Performance Venue and to take this into account before putting tickets up for sale.

COVID COMPLIANCE POLICIES

Reasonable attempt must be made by the Local Manager to accommodate all of the following covid compliance policies for the protection of staff, performers, and patrons alike.

1. A location outside of the venue (but still with appropriate cover from the elements) with adequate space for social distancing should be provided for health check ins of performers and staff before entering the building.
 - a. At check in, all employees will be subject to a temperature check as well as a questionnaire concerning recent exposure.
 - i. Being vaccinated does not exempt you from your preshift health check in but can be used to circumvent **SOME** questions in the questionnaire WITH ADEQUATE PROOF OF VACCINATION¹ OR NEGATIVE TEST² (¹within the past 6 months ²within the past 48 hrs)
2. A location inside the venue within a reasonable distance of the deck for performers and crew to safely socially distance for the purpose of water breaks or the like where masks are impractical.
 - a. The spaces provided for covid compliance should be IN ADDITION TO the aforementioned venue requirements for the performance and should not come at the expense of performance/backstage area requirements.
 - b. If the green room is within a reasonable distance to the deck this COULD be a good option, but a reasonable attempt should be made for this space to be exclusive to touring company members (locals should have their own break spaces in order to limit exposure)
 - c. If local ordinances require catering personnel to remain in the room with the catering (whether this be the green room or otherwise) a reasonable attempt should be made to provide this person with a safe location to achieve their job.
 - i. Any additional materials (baffles, additional air handling/purification, etc.) required to provide a safe, healthy break room is the sole responsibility of the local manager.
3. All employees MUST adhere to STRICT mask and social distancing policies whenever possible.
 - a. performers will not wear masks on stage but should have them available in order to travel back and forth to dressing rooms or bathrooms.
 - b. ALL TECHNICIANS/USHERS/AND ANY ADDITIONAL STAFF SHOULD BE MASKED AND SOCIALLY DISTANCED AT ALL TIMES UNLESS EATING/DRINKING IN THEIR RESPECTIVE BREAK AREAS
4. IN THE EVENT OF AN EXPOSURE our performance will IMMEDIATELY halt, and investigations will begin into the possible source of outbreak and, any and all reasonable steps will be taken in order to isolate the source of infection.

- a. At this time Ballet Nepantla representatives will GLADLY discuss rescheduling performances/responsibility of refunds (if that should be deemed necessary) but focus should first be placed on the health and safety of all workers involved.
5. Reasonable attempt should be made at screening patrons before entrance to the building for contact tracing purposes.
 - a. If not already compiled, a running list should be kept of contact information for anyone entering the building as well as what times they are present, in case of an exposure event proper notification should be made to any and all parties that may have been present at the same time as the infected person(s).

ADDITIONAL TECHNICAL INFORMATION

The Local Manager must provide the following documents to Ballet Nepantla no later than 30 days prior to the first performance:

1. Scale drawings of the stage house and auditorium, both plan and section in PDF format.
2. A complete technical packet for the venue including house inventories of lighting and sound equipment, soft goods, FOH lighting positions and throws, hanging plot, dressing rooms, loading access information, and local labor regulations.
3. Directions to the venue.
4. List of local services, hotels, physical therapists, emergency clinics, doctors, restaurants and workout gyms.

This rider is an integral part of the Ballet Nepantla performance contract.

All pages of this document must be initialed by the Local Manager and by a Ballet Nepantla representative, and signed below. Both parties must initial any changes or modifications to any portion of this document. It is the responsibility of the Local Manager to ensure that all portions of this document are understood and agreed to before any tickets are sold.

UNDERSTOOD AND AGREED

Local Manger	Ballet Nepantla Representative
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Date	Date
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Local Technical Director: _____

Email: _____

Office Phone: _____

Cell Phone: _____

Fax: _____

Ballet Nepantla Production Manager:

*Chris Lubik
63 Hoffman St 3F
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Local Manager's Initials

Ballet Nepantla Representative's Initials