|  |
| --- |
| PATVIRTINTA |
| Klaipėdos miesto savivaldybės |
| tarybos 2018 m. rugsėjo 13 d. |
| sprendimu Nr. T2-182 |

AGREEMENT

Between

EUROPEADE, International Non-Profit Organization with registered office at 167 bus 6 Potterstraat, BE-9170 Sint-Pauwels, of which the Memorandum of Association was published in the Annexes to the Belgisch Staatsblad on 5 August 2014, and registered in the Crossroads Bank for Enterprises under number 0474.915.760,



Represented hereto by Rüdiger HEß, President and <>, Vice-President [member of the board of directors IEC. Hereinafter referred to as the "INPO" And

The CITY of KLAIPEDA, represented by its Chair of the Executive Committee, <> Hereinafter referred to as the "LOC"

The following is set out:

 On the initiative of the INPO, the Europeade, an event featuring European folk culture (hereinafter referred to as the "Europeade"), will take place at 2020 from Wednesday 05-08 to Sunday 09-08.

* The purpose and objectives of the Europeade are set forth in the Constitutional Act of 15 November 1997, a copy of which is attached to the present agreement as Annex 1.
* The concept and central organization of the Europeade is in the hands of the INPO, acting through its International Committee (hereinafter referred to as the "IEC").  The City may delegate all or part of its practical organizational tasks to the LOC.

The composition of the LOC is set forth in Annex 2 to the present agreement.  In all circumstances, the LOC shall act on the instructions and responsibility of the City. Where reference is made in the present agreement to LOC, this shall also mean the City and vice versa.

 The parties wish to make binding arrangements in the present agreement with respect to the planning and organization of the Europeade and to establish their respective responsibilities, in a spirit of constructive collaboration.

Therefore, the following is agreed: General

* 1. Organization

The organization of the Europeade shall be a joint initiative of the INPO and the City. The City shall assume, through the agency of the LOC, the organization of the Europeade in accordance with the provisions set out below and in accordance with the principles of good governance. To this end, the INPO shall pledge its full cooperation both in the preparations and during and after the event proper.

* 1. The program of the Europeade shall be comprised of the following items:

1.2.1 on Wednesday 05-08-2020, optional:

-A regional welcoming night; organized by and under the responsibility of the LOC

1.2.2 from Thursday 06-08-2020 until Sunday 09-08-2020:

1.2.2.1 A regional and international press conference

1.2.2.2 Continuous performances in streets and squares and in churches or concert halls

1.2.2.3 An opening show

1.2.2.4 European choral and vocal music concert: an indoor show with folk chorales reflecting the folk culture of the participants' respective countries of origin

1.2.2.5 A special event for children and young people, the subject of which will be decided jointly by the INPO and the LOC

1.2.2.6 The Europeade village: a permanent forum of stalls where the participating cities and groups can present themselves to the public; all former and candidate Europeade cities can take part and local arts and crafts or other appropriate exhibitors proposed by the LOC.

1.2.2.7 Workshops for children in collaboration with and under the supervision of the IEC

1.2.2.8 A Europeade party where the participating groups and the local population can meet and get to know each other; the musical background will be provided by a number of bands recruited by the INPO as well as by the LOC where necessary

1.2.2.9 A festive parade through town by all the participating groups

1.2.2.10 a religious service, if possible ecumenical

1.22. llan official reception by the City of representatives of the participating groups (maximum two delegates per group), official visitors and press 1.2.2.12 a closing show

1.3 Admission fees

All proceeds from the events and shows in the form of admission fees shall be handed over to the LOC. All participants in the Europeade and official visitors (as defined under 2.5 below) shall have free admission to those events and shows.

1.4. Technical writer

The LOC undertakes to comply as best it can with the basic technical writer (Appendix 4). The detailed technical information/performance will be discussed with the representatives of the LOC on the site visits. Major changes to this document must be decided during the preparatory work visits in consultation between the LOC and the INPO.

1. Preparations
	1. The INPO shall select a list of folk groups that are eligible for participation and shall send invitations to those groups by circular letter.

The maximum number of participants who may be admitted shall be decided jointly by the LOC and the INPO according to the available organizational facilities in terms of accommodation, meals, etc. This maximum number shall not exceed <> persons.

* 1. The terms of registration and acceptance of the participating groups shall be established by the INPO.
	2. The registration fee shall be €125 per participant for adults and €80 for children under 13.

* 1. The closing date for registration shall be 31/03/2020.
	2. The groups that have been accepted for participation shall pay the registration fee for their participating members to the treasurer of the INPO. Half of the fee shall be payable by 01/03/2017 and the balance by 01/05/2020.
	3. The INPO shall send the final list of accepted registrations to the LOC by 15/04/2020.
	4. Upon receipt of the registration fees, the INPO shall transfer the sum of €85 per adult participant and €55 per child under 13 and belonging to a children's group to the LOC in two installments: 50% before 15 June 2017 and 50% at least 1 month after the close of the Europeade. The remaining balance of the registration fees received, namely €40 per adult and €25 per child under 13 and belonging to a children's group, shall be used by the INPO to cover the administration, logistical and operating expenses for the preparation and performance of the events during the Europeade.
	5. The INPO shall appoint a director who shall bear final responsibility for the whole artistic side of the organization and each of the program items. She shall coordinate all productions, performances, meetings and shows. The director shall be assisted in these duties by a team of coworkers appointed by him.
1. Responsibilities of the LOC
	1. Preparations
		1. The LOC shall also take care of the accommodation expenses of the IEC members and the production staff for every working visit in preparation for the Europeade. Each visit shall be discussed beforehand with the President of the INPO and the LOC.

The travelling expenses for these visits shall be paid by the INPO. To be anticipated: three visits of five persons for two nights.

* + 1. The IEC shall hold its General Meeting in March <> in the organizing city and this at the expense of the IEC. The LOC will arrange hotel reservations, meals and conference room, in common agreement between the LOC and the INPO
	1. Accommodation (annex 3)
		1. The LOC shall, to the exclusion of INPO, be entirely responsible for the accommodation of the participants. It shall provide all participating groups with suitable accommodation consisting of (field) beds, chairs and storage space for clothes, as well as adequate hygiene and sanitation facilities such as showers and toilets in proper working order. The INPO shall require the participants to bring their own sleeping bags and/or bedclothes and blankets. For the older participants, the LOC will provide 10 % 'normal' beds instead of camp beds.

In exceptional cases where a group, due to circumstances, does not have those materials, the LOC shall supply them at a charge, payable directly by the group.

* + 1. The groups of children and adolescents under 13 shall be accommodated in one and the same building which is adapted to their needs and shall be reserved exclusively for them, in the sense that no adult groups must be housed in this building. One room in this building shall be reserved for a representative of the INPO.
	1. For groups that have to make a very long journey to and from the Europeade, the LOC shall arrange for them to be provided with one or two days' extra accommodation — at their own expense — before or after the Europeade.
	2. The LOC shall, at its own expense, arrange for suitable hotel accommodation for the members of the INPO and the IEC, the government representatives and guests of honour invited by the INPO and the City, and the accredited representatives of the written and audiovisual press (hereinafter referred to as the "official visitors"), up to a maximum of 75 double rooms for five nights. The list of official visitors shall be drawn up by the INPO, in common agreement between the LOC and the INPO.

The LOC shall also arrange a suitable hotel accommodation for the production staff, up to a maximum of 10 double rooms for five nights.

The INPO shall ensure that the official visitors announce the exact period of their stay by 15 April 2020.

* 1. The LOC will meet the actual accommodation expenses from Monday <> to Wednesday <> for the members of the IEC (approximately 10 persons) who are present earlier for organisational reasons. The LOC will provide accommodation from Monday <> to Wednesday <> for the production assistants who have to arrive earlier for organisational reasons.
	2. Performances
		1. For the purposes of performances and shows, the LOC shall make secured lockers and changing rooms available to the groups, as well as accommodation for music and dance rehearsals.
	3. Meals
		1. The LOC shall provide all participants and official visitors with breakfast and two meals, of which one hot meal, per day for the duration of the Europeade. The first hot meal shall be served on Wednesday 05-08-2020. The last meal shall be breakfast on Monday 10-08-2020. Participants who leave earlier shall be given a packed lunch.

3.42 All the food provided must be sufficiently nutritious, adapted to the needs of the participants, and meet the standards laid down in Directive (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

3.4.3 The distribution of the meals shall take place in consultation with the representatives of the INPO who have been appointed to this end, and shall be organized in such a way that all participants always receive their meals at the appointed meal times, with the shortest possible waiting time.

* 1. Miscellaneous
		1. The LOC shall make a suitable room available to welcome the participating groups when they arrive on Wednesday 05-08-2020 and to attend to the necessary formalities (such as contacts with the guides, completion of administrative formalities, contacts with the production team, etc. - Annex 4). Delegates of the LOC (<> Persons), the IEC (around 30 persons) and the production team (around 20 persons) will stay there from 8 a.m. to 10 p.m. The LOC will arrange lunch (50 persons) and dinner (20 persons) for the delegates present.

3 5.2 The LOC shall arrange for a local guide to be assigned to each participating group from the time the participants are registered until they leave. After registration, the guides shall escort the groups to their accommodation. For the duration of the Europeade, the guides shall accompany their respective groups to the various locations to which the program directs them. The guide shall know enough about the town and the general organization, and shall preferably speak the language of the group or a language, which the group can understand.

1. 5.3 The LOC and/or the City shall, for the whole duration of the Europeade, take out liability insurance to cover its liability as organizer.

3.5.4 If the LOC should default on its obligations in terms of the provision of accommodation and/or catering as stipulated under 3.1 through 3.10 above, the INPO shall have the right to withhold payment of all or part of the second installment of 50% referred to under 2.8 above as compensation to the disadvantaged participants. Such withholding shall be effected in a reasonable manner, and the parties shall Endeavour to reach an amicable settlement in that connection.

3.5.5 The LOC shall, for the whole duration of the Europeade, observe the safety guidelines attached hereto as Annex 3

* 1. Advertising
		1. The LOC shall attend to the production of a program brochure of which the contents shall be decided jointly with the INPO. Besides an overview and locations of the different program items, the brochure shall also contain messages from the Mayor of the City and from the President of the INPO, as well as a list of members of the Honorary Committee of the Europeade, the LOC and the participating groups. There is space in the brochure for tasteful promotional inserts. Where the INPO is able to conclude agreements with structural sponsors, those sponsors shall have first choice of advertising space in the brochure. The program brochure shall be supplied free of charge to each member of the participating groups.
		2. The LOC shall attend to the promotion of the Europeade in the broadest sense and in the manner it considers appropriate. The LOC shall be entitled to all income from advertising and sponsoring accessed by the LOC, The INPO shall be entitled to all income from advertising and sponsoring accessed by the INPO.
		3. The LOC shall arrange for the production of a stylish poster, which shall be supplied free of charge to each participating group.
		4. The LOC shall supply a sufficient stock of tourist brochures about the region and a street map for distribution to the participating groups during the registration session on Wednesday
		5. For accreditation purposes, representatives of the press shall send a copy of their press pass to the secretariat of the INPO in advance. They must also present their press pass on site. The City shall ensure that a journalist specialized in cultural affairs and preferably, a member of the national press association is delegated to the Europeades that are organized before 2017.
1. Cancellation

If the INPO cancels the Europeade for any reason other than a Force Majeure cause, the INPO shall be liable to reimburse the LOC for any reasonable costs incurred directly in connection with the cancellation.

1. Final Provisions
	1. If the INPO is able to secure a form of long-term government subsidy from a national or supranational body, part of the amount which shall actually be received for one year of activity and which shall be determined by mutual agreement shall be made over to the City as an additional contribution towards the organizational costs.
	2. The INPO, the City and the LOC shall remain in close contact with each other during the preparations for the Europeade. The contact details of the various representatives of the parties shall be attached to the present agreement as Annex 5.
	3. The present agreement shall be governed by Belgian law.

5.4Any additions or changes hereto shall only be binding if they are confirmed in writing by both parties in an addendum to the present agreement.

5.5The parties shall endeavor to settle any disputes that may arise during the performance of the present agreement amicably in a spirit of goodwill and cooperation. If a serious dispute should arise which cannot be resolved amicably, the courts of Antwerp (Belgium) or the competent courts of any place agreed upon by the parties shall have jurisdiction to hear the case.

5.6 All charges, taxes, excise duties, VAT, royalties etc. relating to the Europeade event referred to in this agreement shall be the responsibility of the LOC.

Drawn up in Klaipeda on <> in three copies

 City of KLAIPEDA

Rüdiger HEß

 President Vice-President

 INPO INPO

ANNEXES:

ANNEX 1 : Constitutional Act of the Europeade of 15 November 1997

ANNEX 2: Composition of the LOC

ANNEX 3.• Safety Guidelines for the Europeade

ANNEX 4: Technical Writer

 ANNEX 5: Contact Details

ANNEX 1: Constitutional Act of the Europeade of 15 November 1997

EUROPEADE

CONSTITUTIONAL ACT

The Europeade is the expression of a belief in the friendship and brotherhood between the peoples of the European continent, founded on the idea of "unity in diversity".

It takes concrete form, among others, in an annual gathering of thousands of Europeans who come together over five days to give expression to this conviction — through the folk arts and traditions of their respective regions.

This event is organized by an International Committee, composed of members representing the various European regions. This Committee assigns authority to an executive board.

To encourage the growth of this idea, the Europeade event is hosted in a different country each year, the practical organization being entrusted to a local committee in collaboration with and under the auspices of the International Committee.

Declaration of agreement, with the approval for the formation of an International Non-Profit Organization, called EUROPEADE, of which the headquarters are located in ANTWERP, and for the foundation of an editorial commission for compiling the official statutes. Antwerp, 15

 November 1997.

ANNEX 2: Composition of the LOC

1. Chairman – Mayor of Klaipeda City Municipality;
2. Members:
	1. Director of Klaipeda City Municipality Administration;
	2. Head of Culture Division of Klaipeda City Municipality;
	3. Member of International Europeada Committee (representative of Lithuania);

2.5 The Event Organiser in Klaipeda selected during procedure of Public Procurement;

ANNEX 3: Safety Guidelines for the Europeade

SAFETY ADDENDUM

ART. I

The organizer needs to submit a statement of agreement issued by the local government concerning the organization of the event.

ART. 2

The organizer is obliged to take all necessary precautions to prevent injury or damage to people and goods. This includes all practical measures to prevent any misconduct of spectators. Monitoring the safety is an inextricable part of this assignment.

ART. 3

The organiser appoints a safety supervisor who has the following jobs and responsibilities.

Before the event:

* He designs the safety structure of the organization organizing the event.
* He monitors the construction of the infrastructure and in the organization gives safety instructions.
* He checks during the construction and the installation whether the infrastructure meets the regulations.
* He finds and hires people in the context of safety He is responsible for the final editing of the safety scenario or the safety manual.
* He reaches the necessary agreements with the external services in the field of safety and stays in touch with these services and the local authority (including the representation of the organizer during the co-ordination meeting).

During the event:

* During the event he needs to be available at all times for the external services.
* He briefs everyone or makes sure they are briefed.
* He carries out or delegates the inspection of the active and passive safety on the site.
* He takes the necessary measures in case any safety flaws are detected.
* He co-ordinates the measures that need to be taken in case of calamities and unexpected events and steers the helpers.

ART. 4

The safety scenario or safety manual needs to be sent to the Europeade committee at least 14 calendar days before the event.

This dossier needs to contain the following elements:

To simplify and structure the work, often a scenario is written. This book provides an overview of all the aspects that need to guarantee a safe event (description, performance, timing...)• The content can be described as follows.

* The overview of the infrastructure and layout of the site;
* The traffic measures and signage;
* The fire prevention, fire fighting and evacuation measures;
* The security, surveillance and supervision measures;
* The co-ordination measures;
* The arrangement and infrastructure regarding the accommodation of the spectators

(in case of campsites and lodgings);

* Use of the organizer's people,
* Use of the fire brigade;
* Use of the medical emergency service(s);  Use of the police service(s);
* The accessibility and transport facilities (public transport, bicycle.
* Ambulatory commercial activities arrangement;
* Waste and sanitary measures management;
* The accessibility of key people and services (in easy to use lists and/or a flow diagram).

Other measures, specific or typical for the event;

* Including the necessary technical materials, the required skills, the division of tasks and the different responsibilities, the scenarios as a function of specific emergency situations and a clear communication structure need to be specified in detail.

ANNEXE 4 Technical Writer

# Europeade Klaipeda 2020

2018 April 1 5th

Inhoud

1. Overall ..... ............. .

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* 1. Manifestations ..... ..... ..... ..... ..... ..... .... .. ... . ..

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* 1. Meals .................................

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* 1. Sleeping accomodations groups ..... ..... ..... ..... .

 .4

* 1. Drivers groups ......................

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* 1. Transport ... ... .

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	1. Children 's show.... . .

12

* 1. Workshop Regions ..................................................................................... ... ....12

 4. 10 Europeadebal....................... . 13

1. 11 Street performances

. 13

* 1. Parade ............................................. 13
	2. Reception ..... .... ..... ..... ..... ..... ..... .... .................



1. 14 Ecumencial or Church Service ..........................................

14

* 1. Europeade By Night — Jam Session ..... ........................... .... ... 15
	2. Far Well party ...... . . 15

 4. 1 7 Volunteers night.... . 15

2 Overall

## 2.1 All Manifestations

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| All Manifestations  |   |   |   |
| ID-bad es for artici ants  | 5000  | = number of artici ants  |   |
| ID- es for members IEC (VIP's) bad  | 200  |   |   |
| ID-bad es for members "Re ie"  | 20  | Hilde Gielis, "Regie Team"  |   |
| ID-bad es for res onsibles "Safe  | 2  | Fernand Clement, Hilda R ssaert  |   |
| ID-bad es for Press & Photo ra hers  | 25  |   |   |
| Passin trou h- a ers for cars  | 10  | Comité and Re ie  |   |
| Small LKW forRe ie  | I  | trans ort of materials to manifestations  |   |
| Small DKW for R isseur  | I  | movements to all city-locations  |   |
| Cars for ur ent trans ortations  | 3  |   |   |
| Parking places for Autocars manifestation venues  |   | near each manifestation  |   |
| Parking places for Autocars (lod ements  |   | near sleeping places  |   |
| Parkin laces for Vehicles  |   | near each manifestation  |   |
| Sanita for each 1000  | eo le Women  | 41  | Women's: Toilets  |   |
| Sanita for each 1000  |  le Women  | 22  | Women's washin tables  |   |
| Sanita for each 1000  |  le Men  | 20  | Men's urinoirs  |   |
| Sanita for each 1000  | eo le Men  | 5  | Men's: toilets  |   |
| Sanita for each 1000  | eo le Men  | 9  | Men's: washin tables  |   |
| Si ns  |  |   | with indication of manifestation  |   |
| First aid kit  |  | 2  | on each manifestation-location  |   |
| First aid kit  |  |   | on slee in laces area  |   |
| First aid team  |  | 1  | durin each manifestation  |   |

## 2.2 Meals

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Meal accomodation |   |   |   |
| Self-Service s stem  | 14  | for each artici ant for each meal  |   |
| Tickets  | 14  | for each artici ant for each meal  |   |
| Picku Camberin  | 4  | different in the meal-hall  |   |
| Tables  |   | in function of artici ants / schools  |   |
| Chairs  |   | in function of panicipants / schools  |   |
| Bins  |   | in function of artici ants / schools  |   |
| Dail em in of bins  |   |   |   |
| Free water  |   | in function of partici ants / schools  |   |
| In tercom  |   | for information ur ose  |   |
| Toilets  | 3  | er 40 individuals / sexe  |   |

## 2.3 Sleeping accomodations groups

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Sleeping accomodation Groups |   |
| Guard / Res onsible with ID-Pass  |   | for each anici ant for eacht meal  |   |
| S ace for each artici ant  | 5  |   |   |
| Matress  | I  | 200 x 80 cm - 15 cm tickness  |   |
| Chair  | 1  |   |   |
|   | 1  |   |   |
| Ke 's room ent door  | 2  | / room (to close against burglary  |   |
| Electrici acces oints  | 3  | / Room  |   |
| Da li ht  |   |   |   |
| Artificial li ht  |   |   |   |
| Fire detection  | 1  | Room  |   |
| Extin uishers validated  | 1  | Room  |   |
| Fire Hose (validated)  |   | Room  |   |
| Non-Smonin - icto rams  |   | Rooms / School  |   |
| Rules for lod ments  |   | in different languages  |   |
| Esca e Facilit 1,2 meter wide  |   | Rooms / Schools (never closed)  |   |
| Showers  | 1  | per 15 individuals / sexe  |   |
| Washin tables  | 3  | per 40 individuals / sexe  |   |
| Toilets  | 3  | er 40 individuals / sexe  |   |
| Urinals  | 3  | er 40 individuals / sexe  |   |
| If DIFFERENT groups together in one lace  |   |   |   |
| Se aration between rou s  |   | eve rou his own territorium  |   |
| Safe closet  |   | I per group  |   |

2.4 Drivers groups

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Drivers rou s  |   |   |   |
| accommodation for drivers autocars  | 25  | rooms for land/or 2 persons  |   |

2.5 Transport

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Trans ort |   |   |   |
| Autocar for 50 persons  | 1  | Transportation of IEC-PRESS-VIPS to openin /closin  |   |
| Van for re ieteam  | I  | Movements material different venues  |   |
| car for sta e-mana er  | I  | Movements material different venues  |   |
| car for IEC  | 1  | Safe , secreta , resident  |   |

1. Regieteam

3.1 Sleeping accommodation Regieteam

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Location & Lodgement Regieteam |
| Location as near as ossible to the manifestation-locations  |
| Location need to be accessible on Monda till Monda (8 da s  |
| Self-Service s stem 14 for each artici ant for each meal  |   |
| Possibili for stationatin  |   |
| - small van  | 1  |   |   |
| - mobile-home  | 2  |   |   |
|  kw's  |   |   |   |
| Electrici -connection for mobile-homes  | 2  |   |   |
| Sleeping accomodation per 2 persons, twin bed with refri erator, toilet, douche  | 10  | 20 persons  |   |
| 1 slee in room with 16 AMP  |   | To load the Walki Talki  |   |
| Workin room  | I  | 10 x 5 meter  |   |
| Meetin room  | I  | I Ox 5 meter  |   |
| Food vouchers for dinner  | I  | (eating on other moments then artici ants)  |   |
| Electricity access points in meeting rooms  | 3  |   |   |
| Internet Acces Point  | 5  | or wifl wireless  |   |
| Printer/co ier Laser A4 eventuall A3  | 1  |   |   |
| Screen and beamer for ro•ection  | 1  | In meetin room  |   |
| Reserved parking places outside the hotel or in the street near the hotel  |   | From Sunda till Monda +7  |   |
| Elevator to carry the material from the van to the sleeping, meeting and working rooms no ste s  | Min 1  | to carry the material from the van to the sleeping, meeting and working rooms (no ste s)  |   |

1. What has to be ready at Tuesday 181100

## 4.1 Check In groups

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Check In groups  |   |   |   |

|  |  |
| --- | --- |
| Location need to be read on Tuesda -afternoon  |   |
| Different desks /stands / stalls  |   | see se arated Ian + list  |   |
| Placement desk cfr. lans IEC  | 1  | Following usual flow  |   |
|  Parkin laces for autocars  | 20  |   |   |
|  Parkin laces for IEC-vehicles  | 10  |   |   |
| Tables  | 50  | meter  |   |
| Chairs  | 50  |   |   |
| Dis la to han u information  |   | 15 x 2,5 meter  |   |
| Electrici access oints  | 6  |   |   |
| Electrici Cables 15 meter  | 5  |   |   |
| Electrici socket with 4 acces oints)  | 10  | every 10 meter  |   |
| Meeting room (separated) for up to 10 eo le  | 1  |   |   |
|  Internet Acces Point ifi  | 1  |   |   |
| Printer A4/A3 (fast rintin )  |   |   |   |
|  Co iër( ossibili for A3 Co in )  |   |   |   |
| PA + Micro hone  | 1  | For information declarations  |   |
| Sanita for arrival rou s  | 20  | Toilets se arated / sexe  |   |
| Catering (food and drinks for check in team  | 50  | persons (IEC + regie)  |   |
| Catering (food and drinks for check in team  |   | persons (LOC)  |   |
| Bar for arrival rou s  | 5  | modest rices  |   |
| Separate room for President Euro eade  | 4 x 6 meter  | To access group leaders  |   |
| + table  | 1  |   |   |
| + chairs  | 8  |   |   |
| Plans with school / slee locations  | 4  | On dis la s  |   |
| Watin room for the uides  |   | to wait till there group arrive  |   |
| Closure barriers  | 30  | x 2 meter  |   |
| Telephone-List responsables  | 10  | On displays  |   |



Tabels 1

 Stands m Persons

= in following order to walk (see Check-In plan)

 Guide desk To pick up guide 9 (decision)your

Desks Country / Region's

 2 2 2

 2 2 2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  DE / AT / HU FR/ CH IT SE  |   |   | 2 2 2 2  |   | 2 2 2 2  |  | 2 2 2 2  |   |
|  UK / BG / CZ / CY / DK / IS / PL/ RO/RU / Sl / SK  Desk: IEC - Access stand Desk: VIP and Press Desk: Stage Management / Regie team Desk: LOC - Access stand  |  Registration Registration Information   |     9   | 4 3 2 8 2   |     9  | 3 3 2 10 2   |   | 4 3 2 8 2  |     (your decision)  |
| Check-ln LOC  |

 2 2 2 2 2 2

To foreseen:

* Internet acces (WIFI)
* Printer (A4, A3)

 entrance REGISTRATION WEDNESDAY exit

ARRIVAL GROUPS

|  |
| --- |
| 9  |
| 9  |
| 9  |
| 9  |

1 1 table for president IEC 2 desk guides

 3 desks for IEC members = different countries

 2 4 registration an controle payments IEC

 5 press

 

|  |  |  |  |  |  |
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| 3  | 3  | 3  | 3  |   | 3  |

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| 7  |
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 LOC 6 VIP + guests

stage management -

performances childrens groups

check in - badges, ticket meals, lodgments, etc.

Electrici

ty and internet access



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4  | 4  | 4  |   | 5  |   | 6  |

## 4.2 Opening and Closing

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Opening / Closing Ceremony |   |   |
| Stages need to be ready on Tuesday-evening - rehearsal groups on Wednesday, Thursday and Sunda  |   |
| Dance latforms markin on the floor  | 6  | x (12 x 12 m) - flat on the round  |   |
| Music sta es  | I or 2  | totaly min. 6 m x 15 m  |   |
| Music stages (for interludiums for changing rou s  | I  | x 30 x 8m 160 cm height  |   |
| Access to sta es  | 6  | ste s or ram with bannisters  |   |
| Se erations annels with canvas - 2 meter hi h  | 100  | acces music rou s on music sta es  |   |
| Electrici on music sta es  | 6  | access oints  |   |
| Electrici Cables 15 meter  | 6  |   |   |
| Chairs on music sta e 1  | 60  | without arm-rest  |   |
| PA-Sound s stem (Plu -In Possibili  | 1  |   |   |
| CD-Pla er  | 1  |   |   |
| MD Pla er  | 1  |   |   |
| USB connection  | 1  |   |   |
| Micro hones music sta es  | 36  | incl. 16 irafe-microphones  |   |
| Headsets or wireless micro hones  | 2  | for the resentation  |   |
| Micro hone for s eeches (wireless)  | 2  | for rotocol  |   |
| Wireless microfones (on small standard  | 6  | to lace near dance latforms (ste s)  |   |
| Local resentator  |   | to inform ublic in local Ian ua e  |   |
| Monitors music sta es  | 9  | 3 er sta e  |   |
| Monitors on dance latforms  | 12  | 2 er dance-sta e  |   |
| Technical staff for micro hone settin  | 4  | durin the ceremony  |   |
| Technical staff for mixin sound and li ht  | 2  | durin the ceremon  |   |
| Li htin s tem  |   | on all sta es (se erated in 3 arts)  |   |
| Follow s Ots with colour chan es  |   | on all stages  |   |
| Projection screen  | 1  | to show images of regions and direct  |   |
|  |  | ro•ectin  |  |
| Camera crew  |   | to film whilst rou s are erformin  |   |
| Technical staff for mixin video  | 1  | during the ceremon  |   |
| Pul it fors eeches  | 1  | removable  |   |
| Fla oles  | 4  |   |   |
| Fla s  | 4  | count , Euro e, Europeade, town  |   |
| System for hanging Europeade-banner  | I  | Banner is 8 meter long (rising and lowing)  |   |
| Decoration sta es and area  |   |   |   |
| Bars for ublic and artici ants  |   |   |   |
| Entrance and exit for participants separate ublic  |   |   |   |
| Stewards arount the sta es  |   | durin manifestations  |   |
| Separate place for music instruments  | I  | Small shelter or place / back stage secured  |   |
| Fireworks for after closin ceremon  |   | is it allowed? / to discuss  |   |
| Opening / Closing concert (Triage-room)  |  |   |
| Tables  | 30  | for waitin artici ants  |   |
| Chairs  | 200  | for waiting articipants  |   |
| Bars for waitin artici ants  |   | democratic rices  |  |
| Fences (2 meter x 1 meter  | 40  | for se aration u ose  |
| Acces to lavato  |   | different sexe  |
| PA-S stem  | 1  | for announcements  |
| Si nalisation outside  |   | to uide rou s to 'tria e'  |
| Si nalisation inside (if necessa  |   | to uide rou s to 'tria e- oint'  |
| Screen in waiting zone  | I  | so waiting groups can follow the showmoments  |

## 4.3 Rehearsals groups

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check |
| Rehearsals groups (Thursday and Sunday) |   |
| Stages need to be ready on Tuesday-evening - rehearsal groups on Wednesday, Thursday and Sunda  |   |
| Music Sta e  |   | Same lace/stages Opening/Closing  |   |
| Dance latforms markin on the floor) -  | 6  | Same lace/floor Openin Closing  |   |
| PA-Sound s stem (Plu -In Possibili  | 1  |   |   |
| CD-Pla er  | 1  |   |   |
| MD Pla er  |   |   |   |
| USB connection  | 1  |   |   |
| Micro hones on 1 music sta e  | 12  | (for rehearsals)  |   |
| Monitors music sta es  | 9  | 3 er sta e  |   |
| Monitors on dance latforms  | 12  | divided around the dance-stage  |   |
| Technical staff for micro hone settin  | I  | durin the ceremon  |   |
| Technical staff for mixin sound  | 1  | durin the ceremony  |   |

4.4 Workshop Children

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Workshop Children (Saturday-morning) |   |
| Stages need to be ready on Tuesday-evening - rehearsal groups on Wednesday, Thursday and Sunda  |   |
| Dance latforms markin on the floor  | 6  | x (10 x 10 m) - flat on the ground  |   |
| PA-Sound system lu -In Possibili )  | 1  |   |   |
| CD-Pla er  | 1  |   |   |
| MD Pla er  | 1  |   |   |
| USB connection  |   |   |   |
| Micro hones on 1 music sta e  | 12  | (for rehearsals)  |   |
| Monitors music sta es  |   | 3 er stage  |   |
| Monitors on dance latforms  | 12  | divided around the dance-sta e  |   |
| Technical staff for micro hone settin  |   | durin the ceremony  |   |
| Technical staff for mixin sound  | 1  | durin the ceremony  |   |
| Dance teacher ocal)  | 1  | To learn local dance  |   |

## 4.5 Forum

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Forum  |   |   |   |
| Location  | 1  |   |   |
| Tents / Stands in hard material  | 10  | chalets  |   |
| Possibili to close for the ni ht  |   | a ainst bur la  |   |
| Tables  | 2  | / stand  |   |
| Chairs  | 4  | / stand  |   |
| Electrici - oint  | 1  | / stand  |   |
| Electrici -cable  |   | / stand  |   |
| Technician o enin -times durin  | I  | to interfeer when nescess  |   |
| Water acces oint  | 2  | near the stands  |   |

## 4.6 Music concert

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Music concert  |   |   |   |
| Music stage  |   | 10m long and 7 m deep on 80 cm height above dance stage  |   |
| Decoration of the sta e  |   |   |   |
| Electrici (access oints)  | 6  |   |   |
| Chairs for Preprogram outside (Brazzband  | 40  | without arm-rest  |   |
| PA-sound s stem  |   |   |   |
| Micro hones  | 30  |   |   |
| Headsets or wireless micro hones  | 2  | for the resentation  |   |
| Monitors on sta e  | 4  |   |   |
| Technical staff for micro hone settin  | 2  | during the ceremony  |   |
| Follows Ots with colour chan es  | 2  | from back the tribunes  |   |
| Li htin system  |   |   |   |
| + possibility to change colours and put accents on the sta es  |   |   |   |

## 4.7 Choir

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | Number  | Information  | Check  |
| Choir concert  |   |   |   |   |
| Seats for Public  |   | 900  |   |   |
| Sta e u on the bi sta e for music  | rou  | 1  | 80 cm H / 4 x 8 meter  |   |
| Access to this sta e  |   | 2  | ste s  |   |
| Electrici access oints)  |   | 6  |   |   |
| Chairs for musicians  |   | 15  | without arm-rest  |   |
| PA-sound s stem  |   | 1  |   |   |
| Micro hones  |   | 10  |   |   |
| Headsets or wireless microphones  |   |   | for the presentation  |   |
| Monitors on sta e  |   | 4  |   |   |
| Technical staff for micro hone settin  | I  | durin the ceremon  |   |
| Follow s Ots (with colour chan es)  | 2  | from back the stage  |   |
| Li htin s stem  |   | from the Centre  |   |
| + possibility to change colours and put accents on the stages  |   |   |   |
| Technical staff for mixin and li htnin  | I  | durin the conecrt  |   |
| Screen in waiting zone  | I  | so waiting groups can follow the show-moments  |   |

## 4.8 Children's show

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Children's show |   |   |   |
| Ca aci lace for ublic  | 400  |   |   |
| Plarform for dancin  | 1  | 12 x 12 meter (before stage)  |   |
| Stage for musicians  | I  | 10 m long and 7 m deep on 120 cm height above dance stage  |   |
| Chairs for musicians  | 30  | without arm-rest  |   |
| Electrici access oints  | 6  |   |   |
| PA-sound system  | 1  |   |   |
| Connection for CD, Minidisk, USB  | 1  |   |   |
| Micro hones  | 20  |   |   |
| Headsets or wireless micro hones  | 2  | for the resentation  |   |
| Monitors on dance sta e  | 4  |   |   |
| Monitors on musicians sta e  | 4  |   |   |
| Technical staff for micro hone settin  | 2  | durin the erformance  |   |
| Technical staff for mixin & li htnin  | 2  | durin the erformance  |   |
| Follow s Ots (with colour chan es)  | 1  |   |   |
| Li htin s stem  |   | on sta es  |   |
| + possibility to change colours and put accents on the sta es  |   |   |   |

## 4.9 Workshop Regions

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Workshop regions  |   |   |   |
| Dance platforms (marking on the floor)  | 1  | (10 x 10 m) - flat on the ground  |   |
| PA-Sound system (Plug-In Possibility)  | 1  |   |   |
| CD-Player  | 1  |   |   |
| MD Player  | 1  |   |   |
| USB connection  | 1  |   |   |
| Microphones on 1 music stage  | 12  |   |   |
| Monitors music stages  | 9  | 3 per stage  |   |
| Monitors on dance platforms  | 8  | divided around the dance-stage  |   |
| Technical staff for microphone setting  | 1  | during the ceremony  |   |
| Technical staff for mixing sound  | 1  | during the ceremony  |   |

## 4.10 Europeadeball

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Europeadeball Children and Adults  |   |   |   |
| Main Sta e  |   |   |   |
| Stage 1 big or 2 smaller for musicians  | 1  | Minimum 16 x 8 meter (free zone)  |   |
| Chairs for musicians  | 50  | without arm-rest  |   |
| Electrici access oints  | 6  |   |   |
| Electrici cables  | 3  | 1 5 meter  |   |
| PA-sound s stem on main lace  | 1  |   |   |
| Micro hones musicians  | 20  |   |   |
| Headsets or wireless hones micro  |   | for the resentation  |   |
| Monitors on sta e  | 6  | 3 ersta e  |   |
| Li htin s stem  |   | on both stages  |   |
| Technical staff for micro hone settin  | 2  | during performances  |   |
| Technical staff for mixin  | I  | during performances  |   |
| Technical staff for li htnin  | I  | durin erformances  |   |

## 4.11 Street performances

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Street performances |   |   |   |
| Flat places of 12 x 12 meter  | 10 till 12  |   |   |
| Wooden dance latforms 10 x 10 meter  |   | if street not flat enou h  |   |
| Signs with Program of dancing groupes Countries)  | 1  | On every place  |   |
| Electrici access oints  | 3  |   |   |
| Electrici cables  | 3  | 15 meter  |   |
| PA-sound system (Live, CD, MD)  | 10 till 12  | On every place  |   |
| Microphones musicians / singers  | 10 till 12  | On every place  |   |
|   | Num ber  | Information  | Check  |
| Parade |   |   |   |
| Number plate for each group plate with handle  | 200  | with name and parade NOofthe rou and re ion-Ci  |   |
| Monitors on sta e  | 2  |   |   |
| Technical staff for micro hone settin  | I  | durin erformances  |   |
| Stewards for folow the ro ramm  | I  | On eve place  |   |

4.12 Parade

|  |  |  |  |
| --- | --- | --- | --- |
| (+ 1 plate for IEC + 1 plate for Regieteam + 1 plate for City Flags + 1 plate for Flag Euro eade ci  |   | (width 60cm / height 40 cm)  |   |
| Ground / Place to drow u rou s  | I  | for 40 groups/ 1000 eo le  |   |
| Tribune / Bleacher  |   | 150 ersons (end of arade)  |   |
| Free Water - drink points for the artici ants  | 2  | in the middle - on arrival  |   |
| PA-Sound system at tribune  | 1  | (for resentation of rou s)  |   |
| Micro hones for announcements  | 2  | on the tribune  |   |
| Presentator in local Ian ua e  | I  | Women or men  |   |
| Securi and olice  |   | to close streets  |   |
| Fla carriers  | 35  | ci flags  |   |
| Permits to let some cars throu h  | 15  | (for regie-team and IEC  |   |
| All streets car-free  |   | during the whole parade  |   |

4.13 Reception

|  |  |  |  |
| --- | --- | --- | --- |
|   | Num ber  | Information  | Check  |
| Reception  |   |   |   |
| Invitations for rou s or acces-bad es  | 400  | 2 members / grou  |   |
| Invitations for VIP or acces-bad es  |   |   |   |
| Invitations for IEC + Regie (or accesbad es)  |   |   |   |
| Invitations for Press or acces-bad es  |   | Press and Photo ra hers  |   |
| Invitations for LOC or acces-bad es  |   | to decide by LOC  |   |
| Stewards for ent -controllin  | 2  | in front of the location  |   |
| PA + Micro hone  | I  | for announcements / speeches  |   |
| Tables to acces rou s  | 3  | LOC - Ci - IEC  |   |
| Gifts from Ci /Loc to rou s  | 200  |   |   |
| Stewards LOC  | 3  | to collect the ifts  |   |
| Stewards IEC  | 3  | to collect the ifts  |   |
| Boxes  |   | to collect the gifts  |   |
| Drinks  |   |   |   |

## 4.14 Ecumenical or Church Service

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Ecumenical or Church Service  |   |   |   |
| Ca aci Church  | 800  | Peo le (incl Partici ants)  |   |
| Fla standard  | 2  | for 5 flags (from rou s)  |   |
| Place for Choirs / Music s Grou  | 5  |   |   |
| Decoration of the church  |   | up to LOC  |   |

## 4.15Europeade By Night — Jam Session

|  |  |  |  |
| --- | --- | --- | --- |
|   | Number  | Information  | Check  |
| Europeade By Night |   |   |   |
| Locations to erform with music rou s  | 2  | (to decide b LOC  |   |
| PA-Sound system (Plu -In Possibili )  |   | (not if inside ubs)  |   |
| CD-Pla er  | I  | (not if inside ubs)  |   |
| MD Pla er  | I  | (not if inside ubs)  |   |
| USB connection  | 1  | (not if inside ubs)  |   |
| Micro hones on 1 music sta e  | 8  | (not if inside pubs)  |   |
| Technical staff for microphone setting & mixin  | 1  | during the ceremony  |   |

4.16Far Well party

Local Activity

4.17 Volunteers night

Local Activity

Europeade Klaipeda 2020 —Technical Writer

ANNEX 5 : Contact Details

**Klaipeda city municipality:**

Chiefexpert of Culture Division of Kaipeda City Municipality

Kristina Skiotyte-Radiene

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