

PRITARTA  
Klaipėdos miesto savivaldybės  
tarybos  
sprendimu Nr. .

## 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

### 1.1 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.

### 1.2 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

1.22.11 an 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.

## 2. Preparations

2.1 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.

2.2 The terms of registration and acceptance of the participating groups shall be established by the INPO.

2.3 The registration fee shall be €125 per participant for adults and €80 for children under 13.

2.4 The closing date for registration shall be 31/03/2020.

2.5 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.

2.6 The INPO shall send the final list of accepted registrations to the LOC by 15/04/2020.

2.7 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.

2.8 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 co-workers appointed by him.

### 3. Responsibilities of the LOC

#### 3.1 Preparations

3.1.1 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.

3.1.2 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.

#### 3.2 Accommodation (annex 3)

3.2.1 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.

3.2.2 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.

3.2.3 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.

3.24 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.

3.25 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.

### 3.3 Performances

3.3.1 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.

### 3.4 Meals

3.4.1 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.

3.4.2 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 853/2004 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.

### 3.5 Miscellaneous

3.5.1 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.

3.5.3 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.

### 3.6 Advertising

3.6.1 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.

3.6.2 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.

3.6.3 The LOC shall arrange for the production of a stylish poster, which shall be supplied free of charge to each participating group.

3.6.4 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<>.

3.6.5 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.

## 4. 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.

## 5. Final Provisions

5.1 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.

5.2 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.

5.3 The present agreement shall be governed by Belgian law.

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

5.5 The 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  
INPO

Vice-President

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

## ANNEX 3: Safety Guidelines for the Europeade

### SAFETY ADDENDUM

#### ART. 1

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 5<sup>th</sup>

## Inhoud

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## 2 Overall

### 2.1 All Manifestations

	Number	Information	Check
<b>All Manifestations</b>			
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	1	trans ort of materials to manifestations	
Small DKW for R isseur	1	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
<b>Meal accomodation</b>			
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
<b>Sleeping accomodation Groups</b>			
Guard / Res onsi ble with ID-Pass		for each anici ant for eacht meal	
S ace for each artici ant	5		
Matress	<b>I</b>	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	

Extinction extinguishers validated	1	Room	
Fire Hose (validated)		Room	
Non-Smoking - Information		Rooms / School	
Rules for accommodations		in different languages	
Escape Route 1,2 meter wide		Rooms / Schools (never closed)	
Showers	1	per 15 individuals / sex	
Washing tables	3	per 40 individuals / sex	
Toilets	3	per 40 individuals / sex	
Urinals	3	per 40 individuals / sex	
If DIFFERENT groups together in one place			
Separation between groups		every group his own territory	
Safe closet		1 per group	

## 2.4 Drivers groups

	Number	Information	Check
<b>Drivers groups</b>			
accommodation for drivers autocars	25	rooms for land/or 2 persons	

## 2.5 Transport

	Number	Information	Check
<b>Transport</b>			
Autocar for 50 persons	1	Transportation of IEC-PRESS-VIPS to opening /closing	
Van for registration	1	Movements material different venues	
car for staff manager	1	Movements material different venues	
car for IEC	1	Safe , secret , resident	

## 3 Regieteam

### 3.1 Sleeping accommodation Regieteam

	Number	Information	Check



Location & Lodgement Regieteam			
Location as near as possible to the manifestation-locations			
Location need to be accessible on Monday till Monday (8 days)			
Self-Service system	14	for each participant for each meal	
Possibilities for stationing			
- small van	1		
- mobile-home	2		
kw's			
Electricity-connection for mobile-homes	2		
Sleeping accommodation per 2 persons, twin bed with refrigerator, toilet, douche	10	20 persons	
1 sleep in room with 16 AMP		To load the Walki Talki	
Working room	1	10 x 5 meter	
Meeting room	1	10 x 5 meter	
Food vouchers for dinner	1	(eating on other moments than participants)	
Electricity access points in meeting rooms	3		
Internet Access Point	5	or wifi wireless	
Printer/copier Laser A4 eventually A3	1		
Screen and beamer for projection	1	In meeting room	
Reserved parking places outside the hotel or in the street near the hotel		From Sunday till Monday +7	
Elevator to carry the material from the van to the sleeping, meeting and working rooms no steps	Min 1	to carry the material from the van to the sleeping, meeting and working rooms (no steps)	

#### 4 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. Ians 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	
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**Desks Check In**

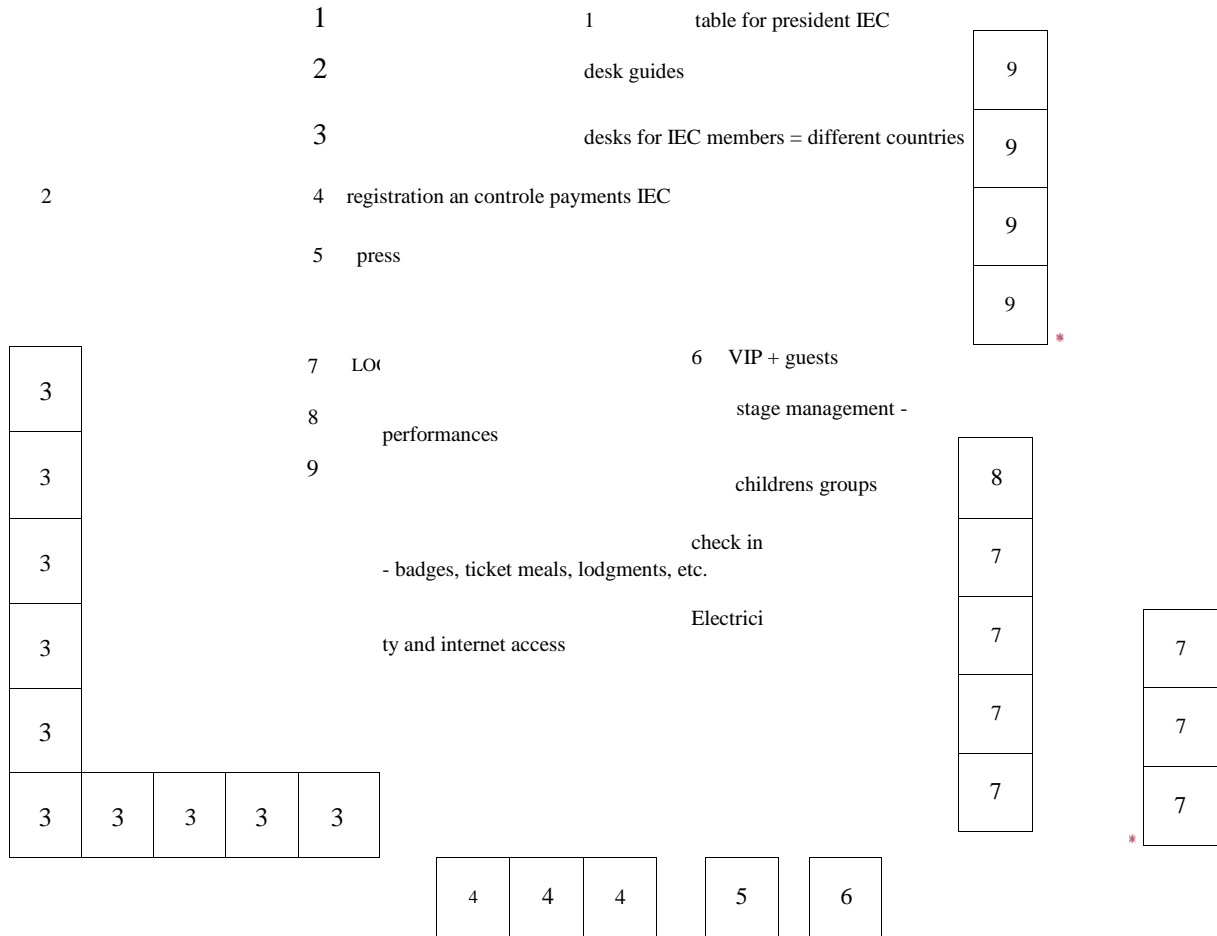
<u>Stands</u>		<u>Labels 1</u>		<u>Persons</u>	
= in following order to walk (see Check-In plan)		m			
Guide desk	To pick up guide	9			(your decision)
<u>Desks Country / Region's</u>					
BE / NL				2	2 2
ES / PT				2	2 2
EE / LT / LV					
FI	2 2	2 2	2	2	
DE / AT / HU			2	2	2
FR/ CH			2	2	2
IT			2	2	2
SE			2	2	2
UK / BG / CZ / CY / DK / IE / IS / PL /			4	3	4
RO/RU / SI / SK					
Desk: IEC - Access stand	Registration	3	3	3	
Desk: VIP and Press	Registration	2	2	2	
Desk: Stage Management / Regie team	Information	8	10	8	
	Information	2	2	2	
Desk: LOC - Access stand	Check-In LOC	9	9		(your decision)
<b>Desk: Children groups</b>					

To foreseen:

- Internet acces (WIFI)
- Printer (A4, A3)  
entrance

REGISTRATION WEDNESDAY  
ARRIVAL GROUPS

exit



## 4.2 Opening and Closing

	Num ber	Information	Check
<b>Opening / Closing Ceremony</b>			
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	1	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	aces 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 lan 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	1	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 around the sta es		durin manifestations	
Separate place for music instruments	1	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	1	so waiting groups can follow the showmoments	

### 4.3 Rehearsals groups

	Num ber	Information	Check
<b>Rehearsals groups (Thursday and Sunday)</b>			
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	1	durin the ceremon	
Technical staff for mixin sound	1	durin the ceremony	

#### 4.4 Workshop Children

	Num ber	Information	Check
<b>Workshop Children (Saturday-morning)</b>			
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
<b>Forum</b>			
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	1	to interfere when necess	
Water acces oint	2	near the stands	

#### 4.6 Music concert

	Number	Information	Check
<b>Music concert</b>			
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
<b>Choir concert</b>			
Seats for Public	900		
Stage on the balcony for music trou	1	80 cm H / 4 x 8 meter	
Access to this stage	2	steps	
Electric access points)	6		
Chairs for musicians	15	without arm-rest	
PA-sound system	1		
Microphones	10		
Headsets or wireless microphones		for the presentation	
Monitors on stage	4		
Technical staff for microphone setting	1	during the ceremony	
Follow spots (with colour changes)	2	from back the stage	
Lighting system		from the Centre	
+ possibility to change colours and put accents on the stages			
Technical staff for mixing and lighting	1	during the concert	
Screen in waiting zone	1	so waiting groups can follow the show-moments	

#### 4.8 Children's show

	Number	Information	Check
<b>Children's show</b>			
Capacity place for public	400		
Platform for dancing	1	12 x 12 meter (before stage)	
Stage for musicians	1	10 m long and 7 m deep on 120 cm height above dance stage	
Chairs for musicians	30	without arm-rest	
Electric access points	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 htin	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
<b>Workshop regions</b>			
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
<b>Europeadeball</b> 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	1	during performances	
Technical staff for li htnin	1	durin erformances	

#### 4.11 Street performances

	Number	Information	Check
<b>Street performances</b>			
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 grupes (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
<b>Parade</b>			
Number plate for each group plate with handle	200	with name and parade N <sup>o</sup> ofthe rou and re ion-Ci	

Monitors on stage	2		
Technical staff for microphone setting	1	during performances	
Stewards for follow the programme	1	On event 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 draw up groups	1	for 40 groups/ 1000 people	
Tribune / Bleacher		150 persons (end of parade)	
Free Water - drink points for the participants	2	in the middle - on arrival	
PA-Sound system at tribune	1	(for presentation of groups)	
Microphones for announcements	2	on the tribune	
Presenter in local language	1	Women or men	
Security and police		to close streets	
Flag carriers	35	city flags	
Permits to let some cars through	15	(for regie-team and IEC)	
All streets car-free		during the whole parade	

## 4.13 Reception

	Number	Information	Check
<b>Reception</b>			
Invitations for groups or access-passes	400	2 members / group	
Invitations for VIP or access-passes			
Invitations for IEC + Regie (or access-passes)			
Invitations for Press or access-passes		Press and Photographers	
Invitations for LOC or access-passes		to decide by LOC	
Stewards for event-controlling	2	in front of the location	
PA + Microphone	1	for announcements / speeches	

Tables to access routes	3	LOC - Ci - IEC	
Gifts from Ci /Loc to routes	200		
Stewards LOC	3	to collect the gifts	
Stewards IEC	3	to collect the gifts	
Boxes		to collect the gifts	
Drinks			

#### 4.14 Ecumenical or Church Service

	Number	Information	Check
<b>Ecumenical or Church Service</b>			
Capacity Church	800	People (incl Participants)	
Flag standard	2	for 5 flags (from routes)	
Place for Choirs / Music Groups	5		
Decoration of the church		up to LOC	

#### 4.15 Europeade By Night — Jam Session

	Number	Information	Check
<b>Europeade By Night</b>			
Locations to perform with music routes	2	(to decide by LOC)	
PA-Sound system (Plug-In Possibility)		(not if inside pubs)	
CD-Player	1	(not if inside pubs)	
MD Player	1	(not if inside pubs)	
USB connection	1	(not if inside pubs)	
Microphones on 1 music stage	8	(not if inside pubs)	
Technical staff for microphone setting & mixing	1	during the ceremony	

#### 4.16 Far Well party

Local Activity

## 4.17 Volunteers night

### Local Activity

## ANNEX 5: Contact Details