

## **Dates and Deadlines**

### **Important dates and deadlines for hosts of the Kulturnacht 2024**

If you are interested in hosting an event at the Kulturnacht 2024 in Ulm/Neu-Ulm, please find an overview of the dates and deadlines below.

#### **Application opens:**

Monday, **22<sup>nd</sup> April 2024**

#### **Deadline for handing in texts and images / application closes:**

Friday, **31<sup>st</sup> May 2024**

As host of an event you need to **apply for the required permits** (e.g. special permit for public spaces and alcohol licence). Please make sure to apply for these permits well in advance. [Here](#) you will find more detailed information.

#### **Shipping of the wristbands and host-IDs:**

From mid-August, we will send your wristbands and host-IDs by post: Please confirm the receipt by signing the delivery note and send us a copy/scan of the signed delivery note no later than **Monday, 09<sup>th</sup> September 2024**.

#### **Collection of advertising material (placards and programme booklets):**

from: Monday, **09<sup>th</sup> September 2024**

to: Wednesday, **18<sup>th</sup> September 2024**

where: Kulturabteilung, Frauenstraße 19,  
89073 Ulm, ground-floor

#### **Delivery of the placards for your venue:**

between: Thursday, **19<sup>th</sup> September 2024**

and: Saturday, **21<sup>st</sup> September 2024**

You can find more detailed information regarding the placards [here](#).

#### **Deadline for handing in the remaining wristbands and the *GEMA-Musikfolgebogen* after the Kulturnacht:**

between: Monday, **23<sup>rd</sup> September 2024**

and: Thursday, **10<sup>th</sup> October 2024** **12 am**

By post or by dropping in the mailbox of the  
Cultural department of the City of Ulm  
(Frauenstraße 19, 89073 Ulm)

Please note: If your event includes any live music performances you're required to pay *GEMA* fees for, please hand in the completed form '*Musikfolge für eine Einzelveranstaltung*' together with your remaining wristbands. Please check the correspondence of the proceeds with the number of remaining wristbands by filling out the backside of the delivery note. Please double-check before handing it in.

**Billing and deposit of the proceeds by bank transfer:**

After checking your information given to us by the backside of the delivery note, we will send you an invoice, so that you can transfer your proceeds by bank transfer.

Should you decide to hand in everything after the given deadline, without having made arrangements with us beforehand, you will not be eligible to receive any payment!

**If you are not able to meet any deadline, please give us a call**, in order to arrange a new one.

**We are likely to start making payments:**

from: Monday, **22<sup>nd</sup> November 2024**

Please note: the sum to be paid is based on a point system (for more detailed information refer to [Terms and Conditions](#)), and payment cannot be guaranteed. In order for the hosts to receive any payment, all the hosts need to hand in their statements by the deadline.

Contact:

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