

PIRANDELLO



PRODUCTION CONDITIONS OF THE EVENTS

*ADDRESSED TO THE GUESTS OF IIC LIMA AND
THEIR AGENTS/PRODUCERS*

Istituto Italiano di Cultura di Lima, Av. Arequipa 1055, Santa Beatriz, Lima

EVENT PRODUCTION CONDITIONS

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Welcome

to our Italian Cultural Institute

Preface

- 1) **The Italian Cultural Institute of Lima** (hereinafter referred to as IIC) organizes its own cultural and theatrical calendar, directly involving **Italian artists, professionals, and specialists** (hereinafter referred to as "the guests" or "the guest") with proven experience, qualifications, and accreditation in their respective fields of activity.
- 2) The Italian Cultural Institute of Lima is in charge of and manages the **Pirandello Theater**, one of the largest capacity theaters in the Peruvian capital and one of the most sought-after venues in the city due to its central location and notable capacity (710 seats). **The Pirandello Theater** follows an Italian programming line to showcase the finest and most promising Italian proposals in the fields of music, dance, and theater.

Requirements for the Selection of Artists, Professionals, and Experts

- 3) The guest is generally of **Italian nationality** and can travel to Peru from Italy or any part of the world. Artists, experts, professionals, service providers identified in Peru of any nationality can be directly contracted by the Institute for needs related to the event's realization, even outside the **budget attached in the project form at the end of this document**, if deemed necessary by the IIC for the successful completion of the activity and if corresponding financial resources are available. In official records, the possibility of funding travel to Peru for non-Italian artists is also permitted.
- 4) The selection of guests is carried out discretely by the IIC, evaluating their accreditation in their respective cultural fields. Guests must have obtained degrees from higher education institutions, whether public or private, that award legally recognized qualifications, and they must have at least two years of cultural activity. In certain specific fields where the Italian educational system provides limited opportunities to obtain formal degrees (for example, gastronomy, oenology), or in cases where the guest has at least 5 years of experience in the field for which the cultural project is presented, exceptions to the stated criteria are possible. However, holding a formal degree of at least a three-year bachelor's is required. The Director of the IIC can, under absolutely exceptional circumstances, consider the admission of different cases, providing motivation for such choices in official records.

Cultural Proposal

- 5) In order to organize an event, the IIC receives a cultural proposal outline through the following email addresses:
 - **iiclina@esteri.it**
 - **iiclina.pirandello@esteri.it** (for proposals aspiring to be part of the New Italian Programming of the Pirandello Theater)
- 6) The cultural proposal, drafted by the guests themselves or a qualified intermediary designated by them, whether an individual or a legal entity, should adhere to the outline provided in **Annex 1. The IIC is available for any dialogue before finalizing the project.** The proposal should be submitted well in advance of the event start date for proper evaluation. It serves as an initial hypothesis that can be refined through subsequent discussions between the parties, but the final proposal must be shared along with all requested materials and information **no later than two and a half months before the**

event takes place. Both parties (IIC and guests) are involved in defining the concept and other constitutive elements of the event or events in relation to projects and activities. As for the budget, the IIC considers expense proposals, evaluates them, and can provide counterproposals, even for individual expense items. Regarding the technical requirements for event execution, timely submission of relevant requests to the IIC is required if the activity takes place in the Institute's spaces. **The deadline for any additional requests compared to the project outline, due to unforeseen needs, is 15 business days before the event.**

Contractual Conditions

7) The contract between the guest and the IIC ideally should be signed during the semester preceding the event, within a well-structured planning framework, and **should not be signed later than two months prior to the event start date.** In absolutely exceptional and duly justified cases, the IIC may extend this deadline up to one month before that date.

8) The IIC can provide the following to the guests:

- **Comprehensive gross fee.**
- **Accommodation:** Our affiliated three or four-star hotels are located in safe areas of Lima. Additional expenses at the hotel are covered by the guest.
- **Necessary local transportation** for the proposal's execution, with all necessary precautions for safe travel.
- **Round-trip travel** from Italy or another third country for a justified reason, including all travel segments (economy class flight, train, ship, or other means in second class). Regarding non-air travel segments, the respective amount will be part of the fee, and the respective agreements must be reached before the flight booking. The principle followed is that of maximum economy. In the case of specific flight and travel needs incurring additional costs, guests may purchase flights themselves and include the flight cost in the comprehensive fee, excluding the price difference between the chosen alternative and the most economical solution proposed by the Institute.
- **Other expenses**, as identified at the IIC's discretion, deemed absolutely necessary for the event's realization.
- **Additional seats** for musical instruments and technical equipment that the guest prefers to bring from Italy.
- **Additional luggage:** The IIC could also consider this request in light of alternatives, only if submitted before the travel ticket reservation.
- **The Institute is not responsible for the travel of the guest's companions**, even through intermediaries.
- **In no case will refunds be provided.**

9) It is not permitted to carry out more than one (1) production per year with the same guest or entity. In this regard, free collaborations are not considered. The IIC applies the principle of rotation of artists and entities involved to comply with the principles established by current regulations on transparency and anti-corruption measures.

Event Communication

10) The IIC is committed to special attention and dedication to the external **communication of its events**, aiming to reach and expand the target audience, while seeking maximum inclusiveness. Therefore, the IIC strongly urges guests, as well as the entities it collaborates with and co-produces within project partnerships, **to follow and have their agents/contacts follow the Institute's social media pages:** *Facebook, Instagram, Twitter, and YouTube*. Please make sure to select the official Institute page, as there are several unofficial pages for both the IIC and the Pirandello Theater. The official pages are exclusively: @iiclimate for Facebook, Instagram, and YouTube; @IICLima for Twitter.

In cases of co-production or collaboration with project-associated entities, whether public or private, Italian, Peruvian, or from other locations based on their fiscal domicile, the IIC considers it necessary to timely share a communication **plan resulting from close coordination** that respects the contributions of the various collaborators in all aspects of the advertising campaign (posters, press releases, graphics, press and media relations, administrative management). This plan should consistently prioritize highlighting the Italian component of the projects.

11) Se It is requested to send, well in advance (at least one and a half months before the event start date), a video teaser, photographs, press reviews, critiques, and any materials that could be useful for promoting the event to the following email addresses:

- iiclimate@esteri.it
- iiclimate.pirandello@esteri.it (Italian Programming of the Pirandello Theater)

12) **Generally, events are recorded.** For virtual conferences, they are recorded through platforms like Zoom or similar ones and are then uploaded to platforms and social media (YouTube, Facebook). For in-person events, the event is fully recorded (if it's part of the New Italian Programming of the Pirandello Theater), and usually, an excerpt is uploaded to digital platforms. In the absence of communication from the guest, **it is understood that consent is given for the publication, in any medium and at any time, of any recording of the event or its reworking**, conducted following the high artistic quality standards of the IIC's communication plan.

13) **Unpublished recordings** can be requested by the guest from the IIC by sending an email to iiclimate@esteri.it. The delivery of the recording may be subject, in some cases, to the guest's signing of a release of liability in favor of the IIC concerning the dissemination of the video.

14) **The recording remains the property of the IIC**, as does any product resulting from the funded events, except in the case of original works of art and ingenuity produced by the guests for the first time on the occasion of the events. Ownership and the manner of use of such works are specified in greater detail in the contractual agreements.

Other Recommendations - Image, Security, Health, Useful Information

15) When presenting as part of the cultural programming of the IIC or the New Italian Programming of the Pirandello Theater, the guest contributes to representing the **values, image, and prestige of Italy in Peru**. This is an assignment with institutional and artistic value, and it is requested to consider this when choosing the strategy for presenting to the audience along with the respective formal details. In respect of the regulatory autonomy governing Italian Cultural Institutes, within the framework of the policy guidelines set by the Diplomatic Representation, certain particularly sensitive topics have been identified. The guest must exercise special caution when addressing these topics. **These issues**

pertain to current political aspects both on a global and local level, matters related to beliefs and religions, and situations that involve explicit references of a sexual nature. This recommendation applies to in-person events, virtual events, and recordings. To clarify any doubts about these important topics, it is advised to contact the administrative offices and the Director of the IIC.

16) Regarding the legal, health, and safety aspects for individuals and property during the trip to Peru, a country rich in natural, archaeological, and scenic wonders, which is currently experiencing a period of high instability, it is advised to carefully consult the website "Viaggiare Sicuri" (<https://www.viaggiariesicuri.it/home>), where all updated information can be found. It is recommended to subscribe to the database <https://www.dovesiamonemondo.it/home.html>, so that the Italian Ministry of Foreign Affairs can keep your record, which is useful in case of emergency.

17) As of the current date (04/08/2023), Italian citizens are admitted to Peru without requiring a visa; **only a valid passport is needed, with a validity not less than six months from the flight date.** Peruvian authorities have intensified controls at airports, therefore it is recommended to pay utmost attention to the timely planning of all aspects. While the Institute is available for clarification and support, it is not responsible for travel arrangements beyond transportation booking and payment. Please take note of the following recommendations:

- For security and local immigration policy reasons, it might be necessary to complete online or paper forms both before departure and upon arrival in the country. **It's advisable to arrive at departure airports well in advance to facilitate these potential procedures.**
- It is recommended **to consider purchasing travel insurance that covers medical care**, choosing a company specialized in this type of insurance. The IIC is not responsible for medical insurance.
- It is strongly recommended to **have a complete COVID-19 vaccination plan upon entering the country, as well as all recommended vaccinations for infectious and tropical diseases**, especially if planning to travel outside Lima (consult your primary care physician in advance, who will direct you to the nearest vaccination center).

18) Upon arriving in Lima, for security reasons, you are encouraged to use the **transportation provided by the IIC for trips to/from the IIC.** Before the guest's arrival in Lima, a guest transportation plan will be developed and corresponding mobility will be scheduled in advance. Any rescheduling should be communicated with at least 24 hours' notice, and availability of the driver in the case of rescheduling is not guaranteed. The use of mobile apps should be limited. Trips made through this mode, even if instrumental for the event's realization, cannot be reimbursed. It is emphasized that the use of other forms of transportation (street taxis, public transport) can be risky. In the case of requesting a taxi through an app (Satelital/ Easy Taxi/ Cabify/ Uber/ Beat), it is recommended to inform the security personnel present at the IIC, who will note down the selected taxi's license plate number. Outside of the planned event-related transportation, if available, the IIC's transportation can be used at the individual's own expense, and the aforementioned recommendations remain valid. **If traveling outside of Lima**, it is necessary to follow the recommendations provided by the IIC and the Embassy of Italy: https://amblima.esteri.it/ambasciata_lima/es/

In the IIC area, walking during the day is possible; however, it is recommended not to display your cellphone or other valuable items (cameras, laptops), and it's preferable to

keep your wallet in your front pockets. After dinner hours, since the neighborhood is not very safe, it's advisable to avoid walking. For nighttime outings, use a taxi. Even with pedestrian crossings and traffic lights, when on the street, it's important to always ensure that approaching vehicles are at a safe distance or stopped. Accidents involving pedestrians and cyclists are not uncommon.

20) Health recommendations:

- Drink bottled water and avoid consuming street food to prevent infections.
- In the absence of bottled drinking water, boil it or disinfect it with appropriate pharmaceutical products.
- Do not add ice to your drinks, as the ice may be made from questionable water quality.
- Pay special attention to personal hygiene
- Avoid walking barefoot or immersing yourself in stagnant water.
- Do not flush any kind of paper down the toilet; instead, always use the provided wastebasket due to sewage system limitations.

21) **Local Time:** 6 hours behind Italy. During daylight saving time in Italy (April-October), this difference increases to 7 hours behind.

22) **Local Currency:** Sol (PEN). The most easily convertible currencies are the Euro and the United States Dollar, which can be exchanged for Peruvian currency at banks or authorized exchange offices. For updated exchange rates, please visit the website:

Tassi di Cambio - Banca d'Italia (bancaditalia.it)

23) **Credit Cards and ATMs:** The most common international credit cards (especially VISA, MasterCard) are accepted everywhere, including banks and exchange offices, restaurants, and hotels in major cities. ATMs dispense local currency or US dollars.

24) **Electricity:** The electrical supply system is 220 volts and 60 Hz. The plugs are of type A (American plug with two parallel blade outlets) and C (European two-pin plug, sometimes also used in Italy). **For more details, visit: <http://www.uniquevisitor.it/magazine/prese-elettriche-in-viaggio.php>.**

25) **Phone:** Prefix to call Italy: 0039 + area code (with 0) + subscriber number.

26) **Phone:** Prefix to call Peru: 0051 + area code without 0 + 2 + subscriber number.

27) **Cell Phones:** Mobile network coverage is extensive in major cities of the country, but to make connections, a triband cell phone is necessary. SIM cards can be purchased at kiosks, stores, and supermarkets in Lima, Arequipa, Cusco, as well as at Telefónica del Perú offices.

28) In restaurants or bars, especially during the evening (dinner or after dinner), it is customary to leave a tip at the discretion of the customer. A rough guideline is between 5% and 10% of the total bill. No tip is left in restaurants with fixed menus and for takeout or delivery orders.

Our Lodging

29) The Institute offers lodging for guests who contribute to its cultural programming or for individuals visiting the Institute for various reasons, subject to the Director's authorization.

30) The lodging at the Italian Cultural Institute is suitable for young individuals and guests who prefer a **simple lifestyle**.

31) The lodging comprises **1 entrance, 1 dining area, 1 kitchen, 1 pantry/hallway, 2 bathrooms, and 2 lofts used as resting areas with 3 beds, of which 2 can be joined to form a double bed in one of the lofts**. The entrance door to the lodging is located in the director's courtyard, while a wooden door from the dining area, which can only be opened from the inside, leads to the garden.

32) **The lodging is equipped with:**

- **Entrance:** 2 armchairs, 1 desk with drawers, 1 chair, 2 armchairs with arms, 1 side table, 1 small lamp, 5 photographs, 1 tall chest of drawers, 1 wooden sculpture, 1 granite sculpture, 1 painting.
- **Pantry/hallway:** 1 ironing board, 1 cabinet with towels and sheets, 2 drying racks, 1 hairdryer.
- **Bathroom 1:** 1 three-tier organizer, 1 wastebasket.
- **Loft 1:** 2 beds, 2 wardrobes, 2 nightstands, 2 lamps, 1 electric heater, 1 laundry basket, 1 cassette radio recorder, 2 watercolors.
- **Dining Area:** 1 dining table with 6 chairs, 1 TV side table, 1 tall chest of drawers, 1 sofa, 1 cabinet, 1 lamp, 3 photographs, books.
- **Kitchen:** 1 small table, 1 kitchen countertop, 1 sink, 1 microwave, 1 refrigerator, 1 electric stove, 1 three-tier organizer, 1 dispenser, 1 wastebasket, essential dishware, cooking utensils, absorbent paper.
- **Bathroom 2:** 1 wastebasket, 1 shoe rack.
- **Loft 2:** 1 bed, 1 wardrobe, 1 nightstand with drawer, 1 lamp, 1 nightstand with shelf, 1 rug, 1 laundry basket, 2 watercolors, 2 photographs, 1 electric heater, 1 chair.

33) The Wi-Fi **password** in the lodging will be provided to guests by the administrative staff.

34) It is **recommended to unplug sockets** when appliances are not in use (**especially, disconnect the plug of the kitchen electric stove**).

35) **The key** can be requested from the administrative staff, but the security personnel also have it.

36) Humidity in Lima during winter is very high, which can make it feel colder than the indicated temperature. Considering the structure of the IIC spaces, if needed, it's possible to turn on the **electric heater**.

37) **The wooden stairs** have anti-slip strips on the edge of each step; however, it's important to be cautious. It's recommended to go up and down the stairs slowly and hold onto the handrail.

38) Upon entering the lodging, the IIC staff or security personnel conduct a joint inspection of the items present in the presence of the guest. The guest signs a declaration confirming that the lodging belongings are in good condition. The same inspection is carried out when guests check out. If any damages or losses are found, the responsible guest signs an acknowledgment of debt and commits to paying a debt of 300 euros (or the equivalent in soles, based on the exchange rate of the day) to the IIC. If the damage exceeds 300 euros, as recorded in the IIC's asset inventory, the cost of the damaged item must be covered. To recover the credit, the IIC may withhold it from the guest's fee, if applicable.

39) The lodging **provides a laundry service** with bed linen and towel change at least once a week, and upon request. The service is complimentary for guests who contribute to the cultural and theatrical programming of the Institute, **while it is charged for others**. Daily cleaning and **tidying**

of the rooms are always provided free of charge. Guests can coordinate the service with the IIC staff (Mrs. Roxana Hermenegildo, Mrs. Daniela Lerici, Mr. Massimo Ba, Mr. Maurizio Leva).

40) No Making changes to the lodging or its belongings, as well as performing any repairs, is not allowed. Any defects in the facilities or systems are the responsibility of the IIC. Therefore, guests are **kindly requested to report any observations or malfunctions.**

41) It's important to note that **smoking is prohibited within the lodging premises.**

42) In **case of an emergency**, you can approach the IIC staff or, in their absence, the security personnel. If necessary, call the emergency number provided below.



PROJECT OUTLINE FOR EVENT PRODUCTION AT THE IIC LIMA

In order to produce an event, the IIC **receives a cultural proposal outline** prepared by the guests or a qualified intermediary, whether an individual or legal entity. Please complete the **ACTIVITY** form (duplicate the form for multiple activities) or both the **PROJECT** and **ACTIVITY** forms (if you intend to link proposed activities under a project framework). The IIC prefers the submission of **projects** comprising multiple activities, but also accepts proposals for **individual activities** or **multiple independent activities**. Fill in the necessary information for the contract signing (**FORM 1** for Individuals / **FORM 2** for Legal Entities) and provide the **PROGRAM** for the guest's visit, **specifying departure dates from Italy and Peru**.

GLOBAL PROJECT FORM	
Project Heading	A compelling and meaningful slogan summarizing the whole.
Project Concept	Purpose and objectives of the project, details of the activities included in the project, total duration of the project.
Total Gross Budget	Sum of all activity budgets.

INDIVIDUAL ACTIVITY PROJECT FORM (SPEECH, LABORATORY, SHOW, CONCERT...)	
Activity Heading	A compelling and meaningful slogan summarizing the activity.
Activity Summary	Approximately 1500 characters, including spaces.
Gross Budget	Cost per each expense item (fees, meals: refer to contractual conditions), before any legal deductions.
Target Audience	Age, interests, origin (schools, academies, universities...), specify if they are professionals, what type, or if they are the general public.
Proposed Dates and Times	Date and time of the start of the activity.
Duration	Approximate.
Proposed Venue	Public or private institutional entity and its address.
Guest Details	Public or private institutional entity and address. For each guest: First name, last name Passport number with expiration date Official social media profiles Do they speak Spanish? (None/A little/Quite well/Very well/Native language) Available for interviews? Yes/No Available to stay at the easy IIC residence? (Yes/No) Dietary restrictions, allergies, health conditions.
Other Elements	Miscellaneous notes.
MATERIALS TO BE SENT VIA WE TRANSFER or another data sharing platform:	
Items and Equipment	Technical rider, technical equipment, necessary items.
Photographs, videos, press reviews and release, reels) *	Ads material, accompanied by a list in Word and a brief description. <u>Press reviews and release. Insert copyright.</u>
Logo	Send authorized logos (e.g., artists, ministries, associations...) Open formats (e.g., Adobe Illustrator).
CV of each guest.	Possibly two sheets.

(Repeat for each activity that is part of the project)

* The proposal, in order to respond adequately to press and media requests, must be accompanied by a set of at least **6 high-resolution photographs (at least 1 megabyte each)**, including at least two of the guest and at least four that capture the essence of the activity. In case of collectives or theatrical companies, **professional high resolution picture of each member should be sent.**

**FORM 1
INDIVIDUAL PERSON**

First and Last Name
Passport Number
Tax Code Number
NIF (Tax Identification Number)
NIF Regime
Place and Date of Birth
Residential Address
Bank Name
Bank Account Number under the individual's name
IBAN Code
BIC-SWIFT Code

**FORM 2
LEGAL ENTITY
(association, foundation, company, etc.)**

Full Name and Legal Entity Name
Tax Code Number
NIF (Tax Identification Number)
NIF Regime
Legal Address
Bank Account Number under the legal entity's name
Bank Name
IBAN Code
BIC-SWIFT Code
Legal Representative
Full Name and Surname
ID Document Number
Tax Code Number
Place and Date of Birth
Residential Address

**FORM 3
PROGRAM**

Day 1: Departure from Italy
Day 2: Arrival in Lima, check-in at the hotel, rest
Day 3: Rest
Day 4: From ... am to ... am: Setup; From ... am to ... am: Rehearsals
Day 5: 8:00 pm: Performance
Day 6: 4:00 pm - 8:00 pm: Workshop
[...]
Day n: Departure from Peru
Day x: Arrive in Italy

USEFUL INFORMATION

Italian Cultural Institute of Lima
Av. Arequipa 1055
Santa Beatriz – Lima 1

Offices open Monday to Friday from 9 am to 5 pm; Concierge service available 24 hours a day

Phone: 0051 1 265 1248 / 0051 1 471 1021

Email: iiclima@esteri.it

Phone and WhatsApp contacts (in case of emergency):

Director Silvia Vallini 0051 976 278 158 / Cultural Office Maurizio Leva 0051 936 287 880



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