



Community Activation Catalogue | Submission Guidelines, Terms and Conditions

1. By submitting an application you acknowledge that you have the authority to represent the listing. All details will be reviewed and verified by RISE UP before inclusion in any section of the website.
2. By submitting this application, you confirm that all information and data provided is true and accurate. You also acknowledge that the installation, activation, or service is repeatable and not a one-time event.
3. If selected, will be required to provide proof of commercial general liability insurance *or* general liability insurance for two million dollars (\$2,000,000.00) and list an additional insured as confirmed.
4. The RISE UP administration reserves the right to modify your listing information for style and grammar, invalid characters, symbols or formatting.
5. Images must be of a high quality and resolution. RISE UP reserves the right to adjust images provided to best align with website and style formatting.
6. Individuals, Organization, Group, and Business, must be located in Calgary, Alberta (and/or the surrounding area).
7. Profile/listing information that we display publicly within the Creative Directory includes:
 - a. Name of Individual , Organization, Group, Business
 - b. Main Contact Details (at least one form, either email or phone)
 - c. Summary introduction sentence
 - d. Website link
 - e. Social media links
 - f. Full profile description
 - g. Images (minimum of one to be approved, maximum and recommended 5 images)
 - h. Activation/ Installation/ or Service(s) Fee
8. Content that RISE UP does not accept:
 - a. Submissions not related to the arts and culture community in Calgary and the surrounding area.
 - b. Websites that are in development or redirect to 404-page errors.
9. The submission representative gives RISE UP Calgary the right to use the images, profile content and contact details from the directory for purposes of featuring or including in:
 - a. Advertising, promotional and marketing material of any format including, but not limited to, print, film and digital

- b. Merchandise of any type including but not limited to flyers, brochures, posters, images, videos and other broadcast and media formats
 - c. Use on social media including but not limited to Facebook, Instagram and Twitter
- 10. RISE UP Calgary reserves the right to to amend, remove or vary the directory and/or any page of its website at any time and without notice.
- 11. All RISE UP Calgary selected partners are required to provide a final report and 2 updates after the event has completed including: Statistics, attendance, testimonials and overall feedback on the impact of the funding to generate new market opportunities. Reports required immediately following the event, 6 months post event and 1 year post event.
- 12. Project budget—please note that funds can only be used to offset the cost of venue rentals, production costs, and or artist fees.
- 13. Successful applicants will be required to submit a final report after their event outlining actual attendance, partners, artists supported, location used, final budget etc. A final report form is provided.
- 14. RISE UP Calgary will prioritize applications that:
 - a. Unique offerings (those that haven't been done before, unique partnerships, or reimagined use of downtown spaces)
 - b. Events occurring on evenings & weekends
 - c. Events that directly activate the street (e.g., vacant storefronts and public realm)
 - d. Applicants with a demonstrable history of presenting shows
 - e. Diverse community groups included in presentations/events
 - f. Applicants who have not already received funding from one of RISE UP's funding partners or the City of Calgary Festival and Event Subsidy program
 - g. Events occurring during larger events, conferences, or initiatives that will showcase Calgary's creativity to visitors (Breakout West, Canadian Country Music Awards, etc.)
- 15. At RISE UP Calgary we do our best to manage and resolve complaints when they first arise, as such please let us know if you have any concerns or comments <[here](#)>.

If you require help with your listing or are unsure if your listing complies with the submission guidelines, please feel free to contact us using the contact form on the website.