

## Dates and deadlines for organisers at the 23rd Kulturnacht Ulm/Neu-Ulm on Saturday, 16 September 2023

### Start of registration:

at Monday, **03 April 2023**

### Application deadline and editorial deadline for your texts and pictures:

at Sunday, **14 May 2023**

Please allow sufficient time for **obtaining any permits that may be required** (e.g. special use of public spaces and alcohol sales). You can find tips and information on where to obtain information online in the "[Organiser obligations](#)" section, among others.

**This year, we will also carry out the wristband issue and billing contactlessly.**

**From mid-August** we will send your admission bands and organiser passes by post: Please confirm receipt of the wristbands by signing the delivery note and send us a **copy/scan of the signed delivery note by Monday, 04 September 2023** at the latest.

### Collection of promotional materials (posters and programme booklets):

From: Monday, 04 September 2023

until: Wednesday, 13 September 2023

During this period, you can pick up the number of posters and programme booklets you specified when registering on the ground floor of the Cultural Department of the City of Ulm.

### Estimated delivery of event signs to your venue:

From: Thursday, 14 September 2023

until: Saturday, 16 September 2023

You can find information about the event signs under: [WerbuAdvertising](#)

If the signage is placed in an unsuitable location, you can move it to another place yourself.

### Submission of the remaining entrance bands with delivery note and, if applicable, GEMA music tracking form:

from Monday, **18 September 2023**

until: **no later than Friday, 29 September 2023, 12 noon**

By post or by drop-off at the Cultural Department  
(Frauenstraße 19, 89073 Ulm)

Please send us your unsold **admission tapes** with the **delivery note** and please check **beforehand that** the receipts correspond to the number of remaining tapes by **filling in the back of the delivery note**.

**Important:** If you have performed **live music subject to GEMA**, please submit the completed form "[Music sequence for a single event](#)" as well.

If music was played from sound recordings, this must be stated with the registration, but no music tracking form must be filled in and handed in.

**Invoicing for payment of income by bank transfer:**

After checking your details, we will send you an **invoice for the** amount of your entrance fees. You can then **transfer** your entry fees to us and the billing process is complete.

If you submit your remaining tapes after **29 September 2023 without consulting us**, they will **no longer be taken into account for the distribution**.

**Expected payment of the allowance to the organisers:**

as of: Monday, 06 November 2023

Please note: The amount of the allowance is based on a points system. (cf. [Conditions of Participation](#)) and cannot be guaranteed. The prerequisite for payment is the timely settlement of all participants.