



IMPORT CHECKLIST TO BE ATTACHED WITH COMMERCIAL APPLICATIONS

SPONSOR COMPANY _____

SPONSOR CONTACT NAME: _____

NAME OF ACT: _____

DATE APPLICATION FAXED: _____

Please tick as completed

1. 1420N FORM

- (a) Sponsor details included
- (b) Applicants names and occupations included
- (c) Arrival and departure dates included
- (d) Full itinerary including venue and city details included
- (e) Signed

2. NET AUSTRALIAN EMPLOYMENT BENEFIT

- (a) List of confirmed Australian supports included
- (b) List of Australian personnel included (if appropriate)

3. CONTRACT

- (a) Details of return international airfares paid by sponsor included
- (b) Confirmation that sponsor will pay for all domestic travel
- (c) Confirmation of accommodation paid for by sponsor (Min 3 *)
- (d) Confirmation of meal arrangement (e.g provision or allowance)
- (e) Performers pay meets Australian minimum requirements
- (f) Details of medical insurance provided by sponsor included
- (g) Confirmation that the contract falls under Australian jurisdiction
- (h) The contract is signed by both parties

NB. If you submit your application via post, please do not staple.

PHONE

WEB

PO Box, 723 Strawberry Hills NSW 2012

1300 656 513

MEAA.org

BUILT ON INTEGRITY, POWERED BY CREATIVITY

ABN. 84 054 775 598



4. WORKERS COMPENSATION

- Details of workers compensation insurance provided by sponsor

This only applies to NSW and to performers or crew receiving more than \$7,000.00 whilst they are here.

5. Payment Form

- If you have not previously registered a payment form with MEAA then please include one when lodging as the fee is charged upon application (See next page). The fees are listed below and are charged per person.

Applications for union endorsement of overseas performers and technicians are subject to a consultation fee and should be submitted as part of your application (see fees below, GST inclusive):

Producers	Not applicable
Film and TV Actors (other than dancers)	\$550.00
Film and TV Personnel	\$302.50
Live Theatre/Variety Performers/ DJs/ Singers	\$165.00
Dancers	\$379.50
Live Theatre/Variety Personnel	\$110.00



Payment Details

Processing Fee for Imported Artists/Crew

Please complete your details below return immediately to the MEAA Membership Centre
by:

Email imports@meaa.org or

Fax 07 3846 0153 or 07 3846 0055

Card Holder's Name:				
Credit Card Type (please circle):	Visa	Mastercard	Amex	Diners
Credit Card No:	Expiry Date:			
Card Holder's signature:				

I would like to register my credit card details with the Media Entertainment & Arts Alliance (MEAA): *(By ticking 'Yes', you authorise the Media Entertainment & Arts Alliance (MEAA) to automatically charge the registered credit card for the processing fee of this and future endorsements.)*

Yes No

By signing and submitting this payment form, I authorise the Media Entertainment & Arts Alliance (MEAA) to charge to my credit card the processing fee for Imported Artists application for endorsement should the union letter of non-objection be granted.

Sponsor Organisation:

Signature:

Date: ___/___/___



SPONSORSHIP OF OVERSEAS ENTERTAINERS & TECHNICAL PERSONNEL

The following information applies to Australian sponsors wishing to import overseas performers into Australia for Variety, Club, Promotional and Concert performances.

The Media, Entertainment & Arts Alliance (MEAA) is the relevant union for all performing artists and entertainment industry technicians and production personnel.

These include: actors, entertainers, vocalists, backing vocalists, dancers, DJ's, solo singers, variety and circus performers, magicians, comedians, sight acts etc, sound, lighting, producing, directing, camerawork, makeup, front of house, wardrobe etc. **(Applications that include instrumental musicians should also be lodged with the Musicians Union)**

MEAA will endeavour to process applications quickly, however as a **minimum** we require the information **14 days** prior to the date of entry to Australia. Please allow 5 business days for processing.

Please note that sponsors seeking to import personnel for festivals, theatre, film and television productions or for any other type of recorded media should refer to the information on the Alliance website - <http://www.meaa.org/imports/> - and consult with the imports office before lodging their application.

Your application to MEAA must contain:

Commercial Tours

1. **A copy of the form 1420N supplied by DIBP** (Department of Immigration and Citizenship). Forms are available from the DIAC Sydney Entertainment Processing Centre on 131 881 or through the DIBP web address of: <http://www.immi.gov.au/allforms/pdf/1420n.pdf>
2. **A signed copy of a contract of employment** between the sponsor and the performer. The contract should evidence provision by the sponsor of both international and domestic airfares, workers compensation and medical insurance, accommodation (motel/single room), *meals and incidentals* *provision or allowance* and the fee to be paid to the performer.

Meals: \$51.63 per day to a maximum of \$258.08 per week

Incidentals: \$13.86 per day to a maximum of \$69.41 per week

There are minimum Australian pay and conditions which must be met. The relevant industry agreement for **performers** (including DJ's, Singers, Actors, Musicians, Variety acts etc) is *The Performers Collective Agreement* which has a minimum weekly rate of **\$1080.76**. The relevant award for **technicians** is the *Live Performance Award 2010* which has a minimum weekly rate of **\$775.90** for **crew** and **\$802.70** for **Stage/Tour Managers**. To calculate the required minimum wage for each member of the tour party, multiply the above rates by the number of weeks they will be in Australia.



3. **Evidence of Workers Compensation Insurance**, which covers the performer and crew for the period of stay in Australia. This should be included in the contract, or attached separately to the application
4. **The names of Australian entertainers/groups** and numbers of technicians etc who will be engaged on the tour to fulfill the **Net Employment Benefit test**. It is our view that DIBP's Net Employment Benefit test will not be met unless Australian support acts are engaged.
5. **The location of the Department of Immigration and Border Protection office** in Australia where you will submit your application.

Cultural / Non Commercial Tours

If you are applying under the Cultural Non-Commercial provisions, *you will need to include support material that clearly demonstrates that the proposed event is non-commercial*. A copy of your budget (including if applicable ticket prices, seating capacity and estimated ticket sales), and promotional material or a letter giving details about the event and the sponsoring organisation should be included. Airfares, medical insurance, meals and single room motel accommodation must still be provided by the sponsor, and should be outlined in a contract signed by the performer and sponsor.

Promotional Tours

A Promotional tour is defined as such when an international performer is seeking to promote for example a new album through interviews or short performances for print, radio or television, in-store appearances, media showcases and the like. Performances where tickets are sold to the public, or performances where a sponsor is seeking to engage an international artist to promote their own organization should refer to the provisions for commercial tours as outlined above. If your application meets the requirements for a promotional tour, please include a detailed itinerary, the 1420N form, and details as to which party will be meeting travel, accommodation etc costs for the tour.

Immigration Guidelines require all sponsors to comply with Australian standards for wages and conditions as set out in the relevant award and accept full responsibility through appropriate insurance for all hospital and medical costs that may be incurred.

MEAA is only able to endorse applications that clearly demonstrate that they meet all of the listed statutory requirements.

Privacy

The Media, Entertainment & Arts Alliance (MEAA) recognises and respects your privacy. We are bound by the Privacy Act. Information requested by MEAA is treated confidentially and is requested only to the extent necessary for MEAA to provide advice to the Department of Immigration and Border Protection and the Office for the Arts administered by the Department of Regional Australia, Local Government, Arts and Sport in accordance with the provisions of the Migration Regulations in respect of applications for Entertainer (subclass 420) visas. You can inspect the MEAA's Privacy Statement at MEAA Online on <http://www.meaa.org/privacy>, or by contacting the MEAA office.



For further information contact

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W: <http://www.meaa.org>
E: kerrianne.groves@meaa.org / imports@meaa.org

Import information and award summaries can also be found on the Alliance website at
<http://www.meaa.org/imports>