

FRINGE ARTS

2014 Fringe Festival Neighborhood Fringe Box Office Procedures

Ticketing Fees, Policies, Procedures, Reports & Reconciliation

Fees and Payment

After the Fringe Festival closes, FringeArts will pay you 90% of your ticket sales for tickets sold through the Fringe Festival Box Office.

FringeArts retains 10% of your sales as part of your fee for participation in the Fringe Festival.

You keep 100% of the revenue from tickets that you sell on your own.

FringeArts will issue you a check for your tickets proceeds, as soon as possible, after the Fringe Festival closes on Sunday, September 21, 2014. (This could take up to 30 days)

The check will be issued in the name of the person or entity listed on your IRS Form W9. This form may be downloaded here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

FringeArts will not issue you a check for ticket sales unless/until you have submitted a W9 and all required ticket sales reports to FringeArts.

Credit Card purchases will be charged \$1.00 per ticket.

There is no additional fee if tickets are purchased with cash.

Policies

You determine your own ticket prices.

You may offer ticket discounts and promotions, in addition to the discounts required by FringeArts, at-the-door only (see below).

Your tickets are subject to FringeArts discount policies and credit card fees, if applicable. (See below).

You must sell at least 20% of your tickets through the Fringe Festival Box Office.

Shows cannot be cancelled without the approval of FringeArts.

Approval to cancel will be granted only in the event that inclement weather disrupts an outdoor performance.

Shows cannot be cancelled due to poor attendance, or for any other reason.

To request cancellation, please contact the 2014 FringeArts Neighborhood Fringe Coordinator, Jordan Layman, at Jordan@fringearts.com, or 267-612-4899, as soon as possible.

Procedures

Beginning at the end of August, you will receive daily email reports of your FringeArts Box Office sales.

Two hours before each performance of your show(s), you will receive a Performance Settlement Report via email from FringeArts. The report includes a list of the names of each ticket buyer, and how many tickets they purchased from the FringeArts Box Office, for that performance.

The report also will tell you how many tickets are available for walk-up sales.

Reports & Reconciliation

Within forty-eight hours after each performance, you are required to report your final ticket sales to FringeArts.

You will need your Performance Settlement Report in order to report your final sales to FringeArts.

With your Performance Settlement Report at hand, you will log on to MyFringeArts.com, and you will click on "Step 4" ("Fringe Business.")

Ticket Discounts

You are required to honor the following ticket discounts:

Students:

Students of any age, and all people 25 and younger: \$5 off any ticket priced at \$15 or higher, before credit card fees (if fees are applicable).

FringeArts Members:

30% off the regular ticket price, before credit card fees. Member lanyard required. 1 ticket discount per lanyard.

Fringe Festival Artists' Rush:

\$5 rush tickets, available five minutes prior to show. Artist lanyard required. 1 rush ticket per lanyard. Rush tickets are subject to ticket availability.

Group Sales:

Ticket buyers who buy 10 or more tickets for one performance, using one method of payment: 25% off, before credit card fees, if applicable.

Group ticket buyers should be referred to the Festival Box Office at (215) 413-1318.

Complimentary Tickets

Press Comps:

Select members of the press are eligible for comp tickets. Press lanyard required. 2 comp tickets per engagement.

FringeArts Staff Comps:

Full-time, year-round FringeArts administrative staff members are eligible comp tickets. Staff lanyard required. 2 comp tickets per engagement. Subject to availability.

FringeArts will not offer, nor will it manage, any other comp tickets.

You set your own comp policies and manage your own comp tickets for all other attendees other than press and FringeArts staff.

All policies and procedures are subject to change. You will be notified of any changes as soon as possible.
