

► This form must be completed and returned six (6) weeks before the event

► MERCHANDISE

A commission of 10% gross sales from merchandising is payable to MECC. The MECC will provide the appropriate forms prior to each performance to record sales and commissions. The MECC will need 6 weeks notice prior to the event if you require a MECC seller. The seller will be rostered up to 60 minutes prior to merchandise start time to count and set up. MECC will confirm times once stock is determined. It is the MECCs discretion as to how many sellers are required dependent on merchandise stock amounts and audience numbers. Sellers are \$64.00 per hour, per seller (min two-hour block).

Name of event:

Will you be selling merchandise?

Yes No

When will merchandise be available for sale?

Pre-show Interval Post-show

Will you be using:

Your eftpos machine MECC eftpos machine

If you choose to use the MECCs eftpos machine, the merchandise costs will need to be settled post event.

Will you be using:

Your own cash float MECC cash float

If using the MECC float - denominations and amounts needed in the float:

\$50		\$5		\$0.50	
\$20		\$2		\$0.20	
\$10		\$1		\$0.10	

When will you be settling the 10% commission?

Post show At settlement

Do you require MECC merchandise sellers?

Yes No

If yes, how many do you require?

Will you require the following:

Table (tablecloth \$15.00 each) Quantity:

Chair Quantity:

Partition board - \$39.00 each Quantity:

Please advise the items, quantities and prices of merchandise:

Please provide the details of who we will be settling the merchandise with:

Contact Name:

Company:

ABN:

Address:

Postcode:

State:

Mobile:

Email:

When will your merchandise be arriving?

Pre-show with a freight company

With the production

If merch is arriving prior, how many boxes should we expect and what is the ETA?

Please use the MECC delivery label - click [here](#)

Please provide the details for the onsite merchandise contact:

Name:

Phone number:

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MERCHANDISE AND MEET & GREET FORM

MACKAY
ENTERTAINMENT
CONVENTION
CENTRE
MECC

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► MEET & GREET

Will there be a meet and greet? Yes No

When will the meet and greet be held? Before the show After the show

Where will the meet and greet be held?

Who is allowed to participate in the meet and greet (VIP ticket holders, all audience members etc.)?

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Any further information:

► FEES & CHARGES

Please note: The below fees & charges are subject to change.

Please allow for a CPI increase of up to 5% from 1 July each year.

TICKETING CHARGES SCHEDULE	FEE
Merchandise Seller	
Per seller/hr	\$64.00
Public Holiday per seller/hr	\$128.00
10% taken by the venue from all merchandise and programs sold	

► DECLARATION

I/we, authorise to sign on behalf of the hirer/promoter, accept the fees noted above and, in addition, authorise all expenditure incurred on our behalf to be included in the final reconciliation and deducted from either our deposit or income received on our behalf.

Signature of Authorised Officer:

On Behalf Of: Date: