

MERCHANDISE AND MEET & GREET FORM

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

► MERCHANDISE

Name of event:

Will you be selling merchandise? Yes No

A commission of 10% gross sales from merchandising is payable to MECC. The MECC will provide you with the appropriate forms prior to each performance to record merchandise sales and commissions.

Will you be using your own eftpos machine or the venues? Own 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 or the venues? Own cash float MECC cash float

Denominations and amounts needed in the float:

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

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

Contact Name:

Company: ABN:

Address:

Postcode: State:

Phone: Mobile:

Email Address:

Will your merchandise be arriving via a freight company or 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 name and phone number of the on site merchandise contact?

Do you require MECC merchandise sellers? Yes No If yes, how many do you require?

The MECC will need to know 6 weeks prior to the event if you require a MECC seller. The seller will be rostered on anywhere up to 60 minutes prior to merchandise start time to count and set up. Merchandise times will be confirmed from MECC 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 \$60 per hour, per seller (min two-hour block).

Will you require the following: Table Quantity:

Chair Quantity:

Black backing display board Quantity:

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► MEET & GREET

Will there be a meet and greet? Yes No

Will the meet and greet be before or after the show? Before After

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	\$60
Public Holiday per seller/hr	\$120
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: