



## Ticket Marketplace Setup Form

**Ticket offer information:** We require the following information in order to setup your ticket offer. Please complete all fields and fax to 866.232.1799. This form is also available in Large Print by emailing [service@allianceforaudience.org](mailto:service@allianceforaudience.org).

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### Event Information

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Organization name: \_\_\_\_\_

Event name: \_\_\_\_\_

Venue name: \_\_\_\_\_

Event date (s): \_\_\_\_\_

Event time (s): \_\_\_\_\_

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### Ticket Information

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Ticket 1 regular price: \_\_\_\_\_

Ticket 2 regular price: \_\_\_\_\_

Base discount price: \_\_\_\_\_

Base discount price: \_\_\_\_\_

Regular price should exclude surcharge, facility and/or restoration fees.

**Surcharge Information:** A ShowUp.com service charge, paid by the customer, will be added to the discount base price of each ticket. Surcharge rates: \$1 added to \$10 or less, \$3 added to \$10.01-\$20.00, \$4 added to \$20.01-\$45, \$5 added to greater than \$45.

Discount price w/surcharge: \_\_\_\_\_

Discount price w/surcharge: \_\_\_\_\_

Ticket quantity: \_\_\_\_\_

Ticket quantity: \_\_\_\_\_

On sale date: \_\_\_\_\_

On sale date: \_\_\_\_\_

Off sale date: \_\_\_\_\_

Off sale time: \_\_\_\_\_

Special Info: \_\_\_\_\_

Special Info: \_\_\_\_\_

*ShowUp for Fun Exclusive?* \_\_\_\_\_

*ShowUp for Fun Exclusive?* \_\_\_\_\_

*Date on ShowUp for FUN:* \_\_\_\_\_

*Date on ShowUp for FUN:* \_\_\_\_\_

*Date on regular Ticket Marketplace:* \_\_\_\_\_

*Date on regular Ticket Marketplace:* \_\_\_\_\_

**Contact and Notification Information:** Please include the name and email address of up to two contacts who will receive email notification of total tickets sales at the off sale time.

Contact 1 name: \_\_\_\_\_

Contact 2 name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email : \_\_\_\_\_

Email : \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

**Authorization Information:** On behalf of my organization, I certify I am authorized to make offers available for sale in ShowUp.com's Ticket Marketplace, and I do hereby authorize this event offer.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Send check to: \_\_\_\_\_