

Increase distribution by selling your event tickets online through the Vtix event portal.

Vtix Online

By listing event(s) on the Vtix web site, you provide ticket buyers with a secure, convenient environment for purchasing your event tickets online. Only cost to you the promoter is a small event setup fee. Any individual, group or organization ticketing single or multiple **General Admission** and/or **Reserved Seating** events can take advantage of this service. Seminars, concerts, sporting and other entertainment functions... any event that requires admission.

How does it work?

We assign each event with a link; www.vtix.com/events/nameofyourevent so that you can direct patrons to your event selling page through your own web site or other promotional media. They can view a description of the event and other event-specific information on this page and search for available tickets. The second page provides a summary of the transaction and requests payment details. As soon as the sale is confirmed and the payment authorized, the Vtix system automatically sends both you and the buyer an email confirming all the details of the sale.

As emails are received, you are responsible for distributing tickets from the inventory allocated by you for web sales. The buyer can pick up the tickets at the door by simply providing the sale number included in their confirmation email. If tickets are to be mailed, charges can be automatically added during the web sale. As the promoter, you can login to your event at any time to check sales, view, export and print attendance and financial reports. Typically, we suspend sales and remove the event from our web site 6 hours prior to the event.

Event Calendar
For Promoters
Vtix Solutions

Event Calendar :

Spring Choral Concert

Subtitle will go here and can be 2 lines

When: Friday, April 24, 2009, 5:00pm
Where: Norman Rothstein Theatre
What: Concert

Tickets: Adult \$15.00
 Student/Senior \$10.00


J. Scott Goble, Conductor
 Ya-Wen Vivienne Wang, Piano

This concert will feature Rainer Maria Rilke/Paul Hindemith's Six Chansons, William Blake's The Lamb, The Tyger, Matthew Harris' Three Shakespeare Songs and Jaako Mäntyjärvi's Four Shakespeare Songs.

This concert is a benefit for the Chatamilu Project of the Vancouver Quakers to help build a 12-room school in Chatamilu, Western Kenya.

Ticket pick-up: Will call (doors open 30 minutes before the concert begins)

For more information: www.jubilate.ca



Event Calendar
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Event Calendar : Spring Choral Concert :

Order Tickets

Event: Spring Choral Concert, Subtitle will go here and can be 2 lines
When: Friday, April 24, 2009, 5:00pm
Where: Norman Rothstein Theatre
What: Concert

We have the tickets available. They are being held for you for 3:37 to complete your purchase.

Qty	Item	Price	Total
1	Adult tickets	\$15.00	\$15.00
2	Student/Senior tickets	\$10.00	\$20.00
3	Web Charge	\$1.50/ticket	4.50
		Delivery Method: <input type="button" value="Pick up at door - \$0.00"/>	0.00
		Credit Card Authorization Fee (3.2%)	1.26
		Total	\$40.76

Payment Procedure: Once the event is completed, a Web Sale Settlement Report is emailed to you that details all the web sales and lists all charges. Vtix will issue a cheque within 3 business days following your approval. To avoid charge backs, we recommend that you use the Event Attendance report to collect signatures for pick up orders. Signatures obtained on the email form are also acceptable.

See page 2 for event charges and other information.

Promoter Charges:

Set Up Fee: \$25.00 for a single General Admission event
(only \$15.00 if we print your tickets as well)
\$75.00 for a single Reserved Seating event
(only \$60.00 if we print your tickets as well)

(discount available for multiple events)

Patron Charges: The following charges can be added to, shared or included in the price of the ticket.

Web Fee: \$1.50 per online ticket sold

Credit Authorization Fee: 3.2% on total transaction (Visa and MasterCard only)

Example: A \$10.00 ticket would have an additional charge of \$1.87
(\$1.50 + \$.37 = \$1.87)

Event Set Up Information: At minimum, 24 hours notice is required for us to list an event online subject to Vtix having all of the pertinent event information. Once the event is on sale, modifications to this information are available and can be processed within 8 business hours. The following is a list of requirements used to prepare your event for online sales.

- | | |
|--------------------------------|--|
| 1. Event Name | 5. Number of tickets being allocated for online sales |
| 2. Event Date | 6. Ticket price (or prices if multiple price types are being sold) |
| 3. Event Time | 7. Promoter email address |
| 4. Event Location (Venue name) | 8. Seat Map (for Reserved Seating events only) |

Event Information Page: The event poster is displayed on the Vtix Event information page. If desired a picture, graphic or logo can be posted here. The dimensions are 125 (width) x 150 (length) pixels. The image format must be .jpeg, .gif or .png. If you do not have the ability to resize your image or are not able to save your image in any of these formats, the image can be sent as is and we will attempt to convert it for you.

Other information that can be displayed on the Vtix Event Information page:

1. Information about the performer/s
2. Exact location where tickets can be picked up
3. Start time of when tickets can be picked up, or time doors open
4. Address and parking information for venue if necessary
5. Venue policies (No cameras, etc) if necessary

All information can be forwarded to coleen@vtix.com or faxed to 604-241-7727.

Legal: Completion of the Vtix Online Agreement is required prior to the initiation of online ticket sales.

- ❖ **Need tickets for your next event? Ask us about our custom ticket printing service.**
- ❖ **Print tickets at home. Patron email confirmations can include a barcode. Ask us about our scanning software**

For more information please contact:
Email: sales@vtix.com
Toll Free: 1-888-961-6111 **Tel:** 604-241-7292

Vtix Solutions Corp.
www.vtix.com