

MERCHANDISE AND MEET & GREET FORM 26-27

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

MERCHANDISE

Important, please read:

- 10% commission of gross sales is payable to MECC.
- The MECC requires a minimum of 6 weeks' notice prior to the event if MECC sellers are required.
- MECC sellers will be rostered one hour before the merchandise start time to count and set up, and one hour post-event to count stock and reconcile. Exact times will be confirmed once stock levels are determined. As per MECC's Cash Handling Procedure, 2 x MECC sellers are to be rostered on at all times. MECC sellers are \$80.00 per hour, per seller (min two-hour block).
- The MECC will provide the appropriate forms prior to each performance to record sales and commissions.

Name of event:

Will you be selling merchandise/programs?

Yes No

When will merchandise be available for sale?

Pre-show Interval Post-show

Will you be using:

Your eftpos machine MECC eftpos machine

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	

Do you require MECC merchandise sellers?

Yes No

If yes, how many do you require?

**Minimum of two MECC sellers required*

Will you require the following:

Table Quantity:

A tablecloth is provided free of charge when used for a merchandise table

Chair Quantity:

Mobile Divider 1.5m x 1.5m
\$43.50 per item, per day Quantity:

Please note that commission will be finalised at settlement.

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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MEET & GREET

Will there be a meet and greet? Yes No

When will the meet and greet be held? Pre-event Post-event

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 *minimum 2 sellers required	
Per seller/hr	\$80.00
Public Holiday per seller/hr	\$160.00
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: