



*Come Together*

## MERCHANDISE SALES

We are pleased to welcome you to the deCoste Centre for Arts & Creativity and to offer you our services for merchandise sales. To assure timely sales and an accurate sales record, please observe the following:

- Upon arriving and unloading at the venue, please have personnel notify the Front of House Manager of your arrival.
- You will be responsible for the merchandise until it has been counted and accepted by the Front of House Manager.
- An inventory sheet should be completed and provided to the Front of House Manager to be left with the merchandise. Please fill in the number of units and the price of the units.
- The Front of House Manager will sign acceptance of the inventory.
- Front of House Manager must receive merchandise no later that 1 hour prior to show time. Late arrival may prevent the sale of the merchandise.

When your sales are completed, please balance with the Front of House personnel.

If you provide your own seller and float, the deCoste Centre's commission is 5% of gross sales. If the theatre provides the seller and/or float, their commission is 10% of gross sales for albums/CDs. If extra merchandise like t-shirts/hats/posters are involved, the commission is 15% of gross sales for all merchandise. This will be taken out of the funds of the sales and will be given directly to the Front of House Manager to look after.

We ask that you allow our designated staff to take care of the sales. Too many people involved leads to errors and losses.

Please inform the Front of House Manager should you take any stock at any time for any reason (gifts, promos etc.).

We hope your event and your sales will be successful. Please sign below to indicate that you have read and accepted the above conditions.

\_\_\_\_\_  
Name and signature,  
Capitol Theatre Representative  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name and signature,  
Artist Representative  
  
Date: \_\_\_\_\_