



CAPITOL

THÉÂTRE CAPITOL THEATRE

MERCHANDISE SALES

We are pleased to welcome you to the Capitol Theatre and to offer you our services for merchandise sales. In order to assure timely sales and an accurate sales record, please observe the following.

- Upon your arrival at the Capitol Theatre, please check in with the security personnel backstage.
- Security will advise you of the arrival time of the Front of House Manager.
- You will be responsible for the merchandise until it has been counted and accepted by the Front of House Manager.
- An inventory sheet must be completed in the presence of the Front of House Manager and left with 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 Capitol Theatre's commission is 15% of gross sales. If the Theatre provides the seller and/or float, The Capitol Theatre's commission is 20% of gross sales. This can be paid directly to the Front of House Manager.

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: _____