



TICKETING RESPONSE FORM

4145 East 21st Street • Tulsa, OK 74114
(918) 744-1113

CONTACT INFORMATION

Company/Organization _____ Main Phone _____
 Event Contact _____ Cell Phone _____
 Contact Email _____

EVENT TICKET INFORMATION

I plan to sell my own Advance Tickets for my event: **Yes** **No**

 If yes, I understand there is a \$250 per Event Day Buyout Fee to sell my own Advance Tickets: **Yes** **No**

 I understand I will be required to pay the Facility Surcharge for Advance Tickets sold: **Yes** **No**

I plan to sell my own Day-Of Tickets for my event: **Yes** **No**

 If yes, I understand there is a \$250 per Event Day Buyout Fee to sell my own Day-Of Tickets: **Yes** **No**

 I understand I will be required to pay the Facility Surcharge for Day-Of Tickets sold: **Yes** **No**

I plan to have Expo Square handle Day-Of Ticket Sales: **Yes** **No**

I plan to have Expo Square sell all tickets for my event: **Yes** **No**

TERMS & CONDITIONS

By signing this form, I agree I have provided accurate information above in the Event Ticket Information section of this form, and understand the information provided below:

Client – All Ticketing

- Ticket purchase link will not be available on the event calendar at exposquare.com.
- Client is required to pay the Facility Surcharge on all ticket products sold.
- Client is required to provide a certified ticket manifest listing sales for all tickets sold.
- Client is responsible for all ticket refunds/inquiries, and any other issues arising with tickets.
- Client will pay event years' rate for equipment/services required; portable building, electric required for portable building, internet, etc.
- Expo Square will not be available to provide cash change.
- Expo Square has a grounds-wide exclusive with an ATM company and client is prohibited from providing their own ATM services.

Client – Advance / Expo Square – Day-Of

- Ticket purchase link will not be available on the event calendar at exposquare.com.
- Client is permitted to sell advanced tickets through midnight the day before opening day of the event.
- Client is required to pay the Facility Surcharge on all ticket products sold.
- Client is required to provide a certified ticket manifest listing sales for advance tickets sold.
- Client is responsible for all advance ticket refunds/inquiries, and any other issues arising with tickets.
- Advanced ticket holder must enter directly into the event and are not permitted additional requirements through the ticket distribution/sales location during event.
- Advanced ticket stubs/receipts cannot be redeemed at the ticket distribution/sales location during the event for a scannable Expo Square ticket.
- Advance Ticket Promotions must permit entry directly into the event.
- Expo Square has a grounds-wide exclusive with an ATM company and client is prohibited from providing their own ATM services.

If Expo Square is selected for all ticketing sales, a full-service Ticketing Team will be assigned to the event, and on-site assistance will be available daily. Expo Square has the ability to provide advance ticket sales, and a ticket purchase link will be included on the event calendar listing at exposquare.com. Expo Square provides will call, consignment and complimentary ticket services at the client's request, and accepts cash and credit card payments online and in-person on day-of event. Client is required to pay the Facility Surcharge per the Facility Lease Agreement on all ticket products sold. All Advance Ticket promotions must permit entry directly into the event. Expo Square has a grounds-wide exclusive with an ATM company and client is prohibited from providing their own ATM services.

Signature _____ Date _____