

Gallo Center for the Arts

Ticket Consignment Guidelines

Licensee may consign tickets for their event from the Gallo Center for the Arts Ticket Office. Consigned tickets provide the licensee with a hard-stock inventory from which they can perform their own direct sales. Typical uses include handling sales to special constituencies; providing for special “in-the community” sales activities, events or vendors; etc.

Licensee interested in consigning tickets should keep the following in mind:

- Consignment tickets are issued at the regular full price for each seat. Discount tickets (including student and child) are not available for consignment.
- Once issued, **consignment tickets cannot be returned** to the Ticket office. Licensees are solely responsible for the sales and distribution of the tickets they consign, as well as any monies thereby collected. Lost or stolen consignment tickets will be considered sold tickets and not replaced.
- Consignment Ticket Fee: \$1.50 per ticket

In addition, the regular \$1 facility restoration fee applies to each consignment ticket sold (in calculating the total restoration fee, the Gallo Center for the Arts (GCA) will make an adjustment for consignment tickets issued but not sold if Licensee shows unsold tickets to GCA Event Coordinator after event has occurred).

- In the case of an event cancellation, patrons seeking refunds or exchanges for consignment tickets will be directed to the Licensee. The Gallo Center for the Arts Ticket Office cannot provide refunds on consigned tickets. For this reason, it is recommended that Licensee keep records of who they sell consignment tickets to and for how much.
- Licensee may sell consigned tickets at whatever price they wish (e.g., discounted), but is advised to clearly mark the price sold on the ticket to minimize confusion should a refund be needed.
- Licensee may receive consignment tickets once licensing agreements are signed, initial deposit paid (or letter of Credit established to cover event costs) and the event becomes available for sale on the Gallo Center for the Arts ticketing system. If total deposits made do not cover all estimated expenses (and Licensee does not have a Letter of Credit to cover these costs), then Licensee may receive an initial allotment of no more than 100 consignment tickets. To receive additional consignment tickets beyond the initial 100, one of the following conditions must be met:
 1. The Licensee has provided an additional deposit (or deposits) to the Gallo Center for the Arts equal to the value of any previously consigned tickets; or
 2. The sum of any deposits provided to the Gallo Center for the Arts by the Licensee for the event must equal or exceed all of the Licensee’s anticipated expenses for use of the facility. Once this condition is met, Licensee may consign as many additional tickets as they would like.

Requesting Consignment Tickets: Requests for consignment tickets must be made in writing to the Gallo Center for the Arts (Jim Shirley or Bobbie Felser) at least 24 hours prior to when the tickets are needed. Requests should include information about how many tickets of what price(s) are needed. Requests may be sent by email or Fax to:

Email: jshirley@galloarts.org or bfelser@galloarts.org
Fax: 209-338-5006