

In order to post your event to the Vtix Online event portal, we need the following information:

Required Contact Information;

1. Company Name and Company contact name
2. Mailing Address
3. Phone and Fax number

Required Settlement Information;

1. If you would like to receive your funds from ticket sales in advance, just let us know and we will send you additional information otherwise, we will send you your funds via cheque or wire transfer
2. If we are sending you a cheque, we need the Name and address of the settlement recipient if different from above
3. If we are sending you a wire transfer, we need a copy of a void cheque

Required Event Information:

1. Event Name, Event Date, Event Time, Event Location (Venue name and address)
2. Seating Chart (only for Reserved Seating events)
3. Number of tickets being allocated for online sales
4. Ticket price (or prices if multiple price types are being sold)
5. Promoter email address for purchase confirmations – must be very reliable i.e. Shaw or Telus
6. Contact name, email address and phone number to be displayed on the event purchase page where patrons can get questions answered or get additional information about the event.
7. Identify how ticket buyers will receive their tickets. ie. at the door (will call); via mail; alternate location where the tickets can be picked up prior to the event

Required Event Information for Display:

Event Poster: Your event poster can be displayed on the Vtix Online Event information page. The dimensions should be 270 (height) x 360 (length) pixels. If you do not have the ability to resize your image or are not able to save your image in either jpg, bmp, gif, tiff or pdf formats, the image can be sent as is and we will attempt to convert it for you

Documentation: The following information is typically displayed on the Vtix Online Event Information page but is not limited to:

- information about the performer/s
- exact location where tickets can be picked up
- start time of when tickets can be picked up, or time doors open
- address and parking information for venue if necessary
- venue policies (No cameras, etc) if necessary
- any other information you want your patrons to be aware of

All information can be forwarded to sales@vtixonline.com or faxed to 604-241-7727.

Y our event will be available for sale online within 1 business day after we receive the above information.

Note: we will be forwarding the **Vtix Online Agreement** for you to review and sign. This agreement essentially outlines our responsibility to you as the promoter.

