

# Binding event registration form

Please submit your registration form filled out and signed to [vertrieb@wien-ticket.at](mailto:vertrieb@wien-ticket.at).

## 1. Organiser information

### Organiser

Organiser (Company/Organisation)

Address

Postcode  Town/City

State

Contact Name

Date of birth (if the organizer is a natural person)

Telephone/Mobile  Fax no.

Email address

Website

VAT number (tax number)  Tax number

Company register number (if the organizer is a legal entity)

Account holder

Bank name

IBAN  SWIFT-BIC

### Billing information

The invoice will be sent after the event has taken place. Please select an option:

- The invoice should be sent to the address given on this form.
- The invoice should be sent to the following address instead:

## 2. Your event

### Event details

Event name  
(max. 26 characters, as shown online and on tickets)

Surtitle of the event  
(f.e. Organiser presents, max. 26 characters)

Subtitle of the event  
(max. 26 characters)

Event date  
(for event series, please enclose a full list)

Start

Start of the sale (date)  
(at least 3 weeks after receipt of event registration form)

End of sale (date)  
(return of contingents Mo-Fr, 08:00 o'clock)

Category of event

<input type="radio"/> Pop/Rock	<input type="radio"/> Show	<input type="radio"/> Museum/
<input type="radio"/> Jazz	<input type="radio"/> Family	Point of Interest
<input type="radio"/> Cabarett	<input type="radio"/> Classic/Theatre	<input type="radio"/> Other
<input type="radio"/> Musical	<input type="radio"/> Folk Music	
<input type="radio"/> Sports	<input type="radio"/> Voucher	

### Information for affiliated ticket agencies and internet customers

Admission

Event duration

Break (duration)

Supporting act (band/artist)

VIP Package

Box Office opening hours

Other Information

### 3. Venue

#### Information

Venue name

Address

Postcode  Town/City

Hall

#### Seating type

Standing Room

Seating

- free seating
- free seating within the category
- allocated seating
- numbered seating (Please send a seating plan with indicated price categories)

Total venue capacity  No. allocated to Wien Ticket\*

\* Please attach a list of seats and other reserved areas.

#### Wheelchair accessible spaces

Wheelchair spaces can only be booked through the organiser.

Contact name

Wheelchair spaces can be booked through Wien Ticket (only available with Wien Ticket facilities).  
Please specify the prices and designated areas.

#### 4. Prices

Final customer price – „Inside Commission“: includes 10 % booking fee for Wien Ticket and all Wien Ticket affiliated ticket agencies and VAT.

Final customer price	VIP	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5	Cat. 6
Price							
Discount 1*							
Discount 2*							
Discount 3*							
Discount 4*							

\*Please indicate the name of the discount (f.e. Children until 16 years, students, etc.)

Please tick if different price rates apply for certain tickets and/or at the box office.  
If so, we kindly ask for separate notice of the relevant prices.

We offer different discounts for our partners (f.e. “Krone”-BonusCard, Krone Deal der Woche, Vienna City Card discount), if you wish to make use of these discounts, please note the discount in the price list. The discount can be applied for a maximum of 4 tickets per “Krone” BonusCard.

#### VAT rate

0 % VAT       10 % VAT       13 % VAT       20 % VAT       % VAT

#### Handling fee

1,- € net/ticket       Inside Commission (included in final customer price)  
 will be added to the basic price



## 5. Tickets

### Ticket layout

There should be  logos (max. 5 logos) on the ticket. Please send us the relevant logos in JPG format and black/white. If we have to edit your logos, we charge max. 50,- € net per logo (depending on time and effort) on a time and material basis.

In the Wien Ticket sales network, tickets are issued as Print@Home tickets.

### Design Ticket

With individual design options – prices and requirements are available on request.

### Delivery options (optional)

- |  |                           |                          |
|--|---------------------------|--------------------------|
| Print@Home with list                                     | <input type="radio"/> Yes | <input type="radio"/> No |
| Print@Home with electronic access control*               | <input type="radio"/> Yes | <input type="radio"/> No |
| e-Ticket / Wallet Ticket with list                       | <input type="radio"/> Yes | <input type="radio"/> No |
| e-Ticket / Wallet Ticket with electronic access control* | <input type="radio"/> Yes | <input type="radio"/> No |

\* The equipment for electronic access control (entrance management via app, hand scanner, access pillars) can be provided by Wien Ticket – offer on request.

## Deposition in box office (optional)

- to be operated by Wien Ticket (please pay attention to our conditions for operating the box office, if technically possible Wien Ticket will provide the necessary equipment – price on request.)
- by means of a guest list
- by means of tickets printed out (please inform WIEN-TICKET in sufficient time if you would like us to print the tickets)

## Box office (optional)

- To be operated by Wien Ticket (conditions and prices on request)
- To be operated by the organiser

## Cash registers security regulation

The ticket program generates a unique receipt, however in the case of cash payments this does not entirely fulfil the legal requirements. For cash payments, a cash register receipt must additionally be generated. **In case it is the intention of the Event Organizer to use the ticket program to generate cash payment receipts in accordance with the legal requirements, it is necessary to conclude an additional agreement for this purpose between the Event Organizer and Wien Ticket.**

## Group bookings

Group bookings are possible  Yes  No

If yes, from  persons and available via  Wien Ticket (please indicate group discount)  the organiser

## Rebookings

Rebookings are possible  Yes  No

If yes, under which circumstances:

## Loss of tickets

Access will be granted with invoice and ID  Yes  No

The invoice is not sufficient, the customer has to show the following documents:

## 6. Further information

### Advertising/Promotion

For the promotion of your event please send images (free of charge) and relevant information of your event.

Wien Ticket will receive two tickets for promotional purposes for every event (series of event).

A marketing package for promoting your event can be created on request.  
For further information, please contact [marketing@wien-ticket.at](mailto:marketing@wien-ticket.at).

The Wien Ticket and ticket.at logo must be clearly visible on your advertising material.



You can download our logos here <https://www.wien-ticket.at/en/service/press> or here <https://www.ticket.at/en/service/press>. Non-wanted Advertising material or material without our logo cannot be delivered to our affiliated ticket agencies.

### Print of tickets for the organiser

If Wien Ticket has to print tickets for the organiser, there will be a fee of 1,- € net/ ticket.  
This fee will also be charged for free tickets as well as tickets, which will be printed on behalf of the organiser.

### Fee for installation of venue

For every venue or change in existing venue as well as additional adaptations we charge a current hourly rate of EUR 90,- (in words: ninety Euros) net per hour. Explicitly excluded are changes in our software or ticketing program.

## Minimum turnover & Agios

For every event or series of events, there will be a minimum turnover of 300,- € net (handling fee + booking fee). Agios which will incur due to bookings by electronic payment will be charged as an average agio percentage of 3 % net per transaction.

## Activation

Your event will be automatically offered by all offices connected to the Wien Ticket sales network (Bank Austria online shop and branches, Kronen Zeitung online shop and call center, Vienna City Card Portal). If you do not want sales via any of these sales channels (e.g. Sponsor conflicts), please note this under comments.

## Comments

## Contract

The organiser hereby commissions Wien Ticket to operate the ticketing procedure for the above event(s). This event registration form is an integral part of the underlying agreement between the organiser and Wien Ticket. This agreement is subject to Austrian Law in the jurisdiction of Vienna.

Signed in

Signature of the organiser

Name of the person signing

Appendices:

The total number of additional pages attached to this form:

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