



COMPLIMENTARY TICKETS

TO BOOK YOUR OWN COMPS THROUGH THE FRINGE WEBSITE

- The Artist Services Coordinator will send you a show-specific Coupon Code, and more detailed instructions, on **August 3**.
- Go to tickets.vancouverfringe.com. Find your show, select your tickets, and insert your coupon code at check out. You can go on to the Fringe website to book your comps at any time.
- You can book comps online up until 45 minutes before the show.
- You can forward the Print at Home tickets to your guests, or print them and hand them out.
- Remember - there will be **no at door pick ups**.
- **You cannot cancel booked comp tickets.** Once a comp ticket is booked it cannot be returned or resold at any time.
- We recommend that you do not pass your Coupon Code around, as the Fringe is not able to revoke tickets once they're booked.

TO BOOK YOUR COMPS 45 MINUTES BEFORE YOUR SHOW IN PERSON

- Pending availability, Comps can also be booked 45 minutes before your show with the Venue Captain or Front of House Manager (the Volunteers who runs your Front of House) at the Box Office outside your venue. Please provide the ticket sellers with the names of your guests.

COMP BOOKING POLICIES

- Memberships **ARE** required for all your guests; they can purchase a membership at the venue, or at the box office, in advance.
- Comped Patrons **must have their tickets with them; they will not be able to pick them up at the door.**
- Complimentary tickets also **cannot be picked up or booked at the Box Office.**
- Complimentary tickets booked in advance will not be resold, even if that person does not show up.
- 100% of the house can be sold/booked in advance.
- The Festival also offers complimentary tickets to Fringe Staff, Media, important Theatre Community representatives, Sponsors and Donors, and Volunteers and Artists with a Rush Pass. A maximum of 15% of tickets can be booked by the Fringe as comps in advance.
- There is no limit to Artist Comp bookings.
- One seat is always reserved for Golden Ass Pass holders, (reviewers from major newspapers and award adjudicators). If, at 45 minutes before start time, the media seat is not filled, we will sell the seat.
- One seat is always reserved for the usher. We will never sell the usher seat, under any circumstances.
- **Never**, under any circumstances, will you be allowed to add more seats to the venue.

MEDIA COMPS

- Do **NOT** use Artist Comp Tickets to get media into your show.
- If you want to reserve a seat for media, **contact our Communications Director**, Debby Reis (communications@vancouverfringe.com), at least 24 hours before show time.
- In your email, please include **the media contact's name, their organization, phone and email address**, and information regarding what **show, date and the time they** will be attending.
- **We will offer them one comp ticket only.**
- Also, let us know if they will be **videotaping or photographing** your show.