

Ford Amphitheatre Merchandise Sales

All merchandise sales must be approved by the Event Services Manager.

For sales conducted by Ford staff, artist merchandise must be delivered to the House Manager at least three hours prior to the performance.

Merchandise Fees

Licensee's merchandise (CDs, T-shirts, videos, etc.) may be sold on the day of the event. All merchandise sales must be approved by the Event Services Manager. All vendor and inventory lists must be submitted to Event Services Manager one week prior to event date. Producers may choose **one** of the following merchandise sales options:

1. A **\$150 "buy out" fee** may be paid to the Ford Theatre Foundation. This fee will cover up to four separate vendor tables. There is a \$25 fee for each additional table. All vendors must provide their own merchandise sales personnel. Licensee is responsible for paying "buy out" fee in cash or check (to "the Ford Theatre Foundation") before gates open to the theatre. Otherwise the percentage fees will go into effect. *No inventory list required for this option.*

-or-

2. Merchandise may be sold directly by Licensee or Licensee's vendors. A 25% commission, payable to the **Ford Theatre Foundation**, applies to all merchandise sales. A sales inventory form must be completed with a Ford Theatres representative at the opening and close of sales. All vendors must provide their own merchandise, bank, and sales people;

-or-

3. A limited amount of merchandise may be sold by Ford house staff. **Ford House Manager will determine appropriate amount of inventory.** A 25% commission and 9% California sales tax will be deducted from total revenues. A settlement check will be sent to Licensee within 10 business days. Requests for Ford sales staff must be made one week prior to the date of the event. For sales conducted by Ford staff, artist merchandise must be delivered to the House Manager at least three hours prior to the start of the performance. Any unsold merchandise must be retrieved at the conclusion of the event.

The Ford is not responsible for merchandise left at the theatre for more than 72 hours after the event.