I. OBJECTIVE
The Campus Center Ticket Desk is a service provided by the Campus Center Board. The objective of this program is to provide ticketing services to members of the campus community: chartered student organizations, registered independent organizations, and UH Departments. Tickets for events sponsored by non-UH groups may be sold at the discretion of the Campus Center Ticket Desk Administration.

II. TERMS AND CONDITIONS
a. The Contractor shall NOT CHARGE a surcharge for student tickets for events sponsored by the University of Hawai`i at Manoa and held in the Campus Center Complex.

b. For events and programs in the Campus Center, the Contractor shall have a student discount ticket price that shall be no less than 25% of the lowest price charged to the general public. If that event is held in the Campus Center Complex, the same discount rate must be applicable to tickets sold at the door or gate.

c. The Contractor shall include or indicate the availability of tickets at the University Campus Center Ticket Desk in all advertising and other promotional materials.

d. The Contractor shall, in the event of cancellation of the performance, make refunds of tickets to the customer within five (5) working days. The University herein shall retain payment.

e. Event tickets shall go on sale no sooner than two (2) working days following the drop-off date.

f. The Contractor agrees to pick-up remaining tickets and monies from sales no earlier than three (3) working days and no later than five (5) working days.
following the last sale date. The Contractor must call and notify the Ticket Office Manager at 956-4816, to verify that tickets and monies are ready and available to be picked up. If monies are not picked up within thirty (30) days after performance date, money will be retained by Campus Center.

g. The Contractor agrees to provide the desired advertisement such as posters, fliers, handouts, etc.

III. PAYMENT

The Contractor agrees to the following:

a. Service Fee:
   i. $0.25 per ticket sold for all Registered Independent Organizations (RIO) and Chartered Student Organizations (CSO), which will be added onto the stated ticket price.
   ii. $0.50 per ticket sold for all other UH groups, which will be added onto the stated ticket price.

b. Handling Fee: $5.00 per event for all Contractors. Due at time of ticket drop-off, prior to sales.

**Service fees may be waived upon approval by the Campus Center Board.

IV. PRINTING OF TICKETS

The following items must be printed on all tickets sold at the Campus Center Ticket Desk.

a. Title of Event
b. Date of Event
c. Time of Event
d. Place that event will be held
e. Sponsor(s) of the event
f. Price(s) of tickets
g. Consecutive numbers printed on all tickets

V. SPECIAL INSTRUCTIONS

Special instructions must be specifically stated (i.e., method of payment, stamping of tickets, tearing of stubs, etc.)

VI. RESTRICTIONS AND/OR PENALTIES

VIOLATIONS OF THE AFOREMENTIONED TERMS AND CONDITIONS WILL RESULT IN DELAYS IN REFUNDS, RECONCILIATIONS OF TICKET MANIFEST, AND RETURN OF TICKETS AND DOCUMENTATIONS. THE CAMPUS CENTER
RESERVES THE RIGHT TO RESTRICT CONTRACTOR FROM FUTURE USE OF THE TICKET DESK SERVICES.

VII. CERTIFICATION

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS AND CONDITIONS AND THAT I WILL INFORM THE NECESSARY PERSONS OF MY ORGANIZATION OF THESE TENETS AND OBLIGATIONS.

________________________________   ______________________________
Organization       Name

________________________________
Address

________________________________
Business Phone Number

________________________________
E-mail Address

CC TICKET DESK USE ONLY

__________________________
APPROVAL SIGNATURE

__________________________
DATE