

# Event Registration Form

Please submit your binding event registration form filled out and signed as a scan to [veranstaltungsservice@wien-ticket.at](mailto:veranstaltungsservice@wien-ticket.at).

## 1. Event organizer basic data

### Organizer

|                                                              |                      |            |                      |
|--------------------------------------------------------------|----------------------|------------|----------------------|
| Organizer<br>(Company/<br>Organisation)                      | <input type="text"/> |            |                      |
| Address                                                      | <input type="text"/> |            |                      |
| Postcode                                                     | <input type="text"/> | Town/City  | <input type="text"/> |
| Country                                                      | <input type="text"/> |            |                      |
| Contact Name                                                 | <input type="text"/> |            |                      |
| Date of birth (if the organizer is a natural person)         | <input type="text"/> |            |                      |
| Telephone/Mobile                                             | <input type="text"/> |            |                      |
| Email address                                                | <input type="text"/> | Website    | <input type="text"/> |
| VAT number<br>(tax number)                                   | <input type="text"/> | Tax number | <input type="text"/> |
| Company register number (if the organizer is a legal entity) | <input type="text"/> |            |                      |
| Account holder                                               | <input type="text"/> | Bank name  | <input type="text"/> |
| IBAN                                                         | <input type="text"/> | SWIFT-BIC  | <input type="text"/> |

### Statistics Tool

As an event organizer, you may receive free access to our statistics tool.  
→ <https://statistikportal.wien-ticket.at>

The following users shall receive access to the statistics tool:

| First name           | Last name            | User (= Email adress) |
|----------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  |

## 2. Your event

### Event details

Event name  
(as shown online and on tickets)

Subtitle of the event

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

Starting time of event  
(for event series, please enclose a full list of event dates and times)

Date of sales launch

Time of sales launch

Date for announcement of sales launch  
(in case different from sales launch date/time)

Time for announcement of sales launch

Please send us your press material (→ <https://www.wien-ticket.at/en/service/b2b/presscorner>) at the very latest 48 hours (weekdays) before the sales announcement date to [marketing@wien-ticket.at](mailto:marketing@wien-ticket.at)

End of sales (date)

- ☐ at start of event  
☐ at end of event

Category of event

Please choose the appropriate category for your event. Your choice will later be taken into account in our online portal.

- ☐ Concerts  
☐ Musicals & Shows  
☐ Classic, Theatre & Comedy  
☐ Sports  
☐ Museum, Exhibition & Recreation

### Return of ticket contingent

- ☐ Return of ticket contingent on event date (Monday-Friday from 08:00 hours)  
☐ Return of ticket contingent  weekdays before the event date (Monday-Friday from 08:00 hours)

Please note that for events taking place on weekends and public holidays, the return of the ticket contingent will be handled latest on the last business day before the event date.

### 3. Venue

#### Information

|            |                      |           |                      |
|------------|----------------------|-----------|----------------------|
| Venue name | <input type="text"/> |           |                      |
| Address    | <input type="text"/> |           |                      |
| Postcode   | <input type="text"/> | Town/City | <input type="text"/> |
| Hall       | <input type="text"/> |           |                      |

#### Seating type

|                                                                                                         |                      |                              |
|---------------------------------------------------------------------------------------------------------|----------------------|------------------------------|
| <input type="radio"/> Numbered seats                                                                    | Total venue capacity | No. allocated to Wien Ticket |
| <input type="radio"/> Free seating                                                                      | <input type="text"/> | <input type="text"/>         |
| <input type="radio"/> Free seating within the category                                                  | <input type="text"/> | <input type="text"/>         |
| <input type="radio"/> Allocated seating                                                                 | <input type="text"/> | <input type="text"/>         |
| <input type="radio"/> Standing room                                                                     | <input type="text"/> | <input type="text"/>         |
| <input type="radio"/> Other: <input type="text"/>                                                       | <input type="text"/> | <input type="text"/>         |
| <input type="radio"/> Numbered seats<br>(Please send a seating plan<br>with indicated price categories) | <input type="text"/> | <input type="text"/>         |

## 4. Prices

Final customer price – „Inside Commission“: includes 10 % booking fee for Wien Ticket or Wien Ticket Partner, system fees and sales tax. In the case of ticket sales conducted directly by the event organizer, the booking fee goes to the event organizer.

| 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.)  
Discounts are deducted exclusively from the full ticket price.

☐ 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.  
Discounts are calculated from the gross ticket price.

## VAT rate

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

Kindly clarify the correct tax rate with your tax consultant in advance. After ticket sales have commenced, no changes can be made. WT Wien Ticket GmbH merely acts on behalf of the event organizer.

## Handling fee

1,- € net/ticket

## 5. Tickets

### Ticketlayout

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.

### Release for Sale

Your event will automatically be made available to all sales outlets which are connected with the Wien Ticket distribution network (also including Bank Austria online shop and bank branches, Kronen Zeitung online shop and call center, Vienna City Card online shop). Should you wish to exclude certain sales outlets (i.e. due to potential conflicts with sponsors), kindly mention this below in the comments section on page 8.

### Delivery options

Print@Home  
 e-Ticket / Wallet Ticket

### Access Control & Barcode Management

- ☐ I hereby request Wien Ticket to enable electronic access control for my event
- ☐ I do not require Wien Ticket to enable me with electronic access control for my event
- ☐ Barcodes generated through ticket sales are to be provided to me together with the return of the ticket contingent (if on weekend or holiday, on the prior business day)
- ☐ I do not require barcodes at all

### Box office (optional)

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

### Cash Register Requirements for Direct Sales

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.**

## Customer service

|                              |                      |                  |                      |
|------------------------------|----------------------|------------------|----------------------|
| Box office opening hours     | <input type="text"/> | Admission        | <input type="text"/> |
| Event duration               | <input type="text"/> | Break (duration) | <input type="text"/> |
| Supporting act (band/artist) | <input type="text"/> | Age restriction  | <input type="text"/> |
| VIP Package                  | <input type="text"/> |                  |                      |
| Safety instructions          | <input type="text"/> |                  |                      |
| Other Information            | <input type="text"/> |                  |                      |

## Group bookings

Group bookings are possible ☐ Yes ☐ No

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

☐ Bookable at:

## Accessible booking for people with disabilities and/or wheelchair users

☐ A discount for people with disabilities shall be granted under the following circumstances:

|                                                                                                  |                         |                      |
|--------------------------------------------------------------------------------------------------|-------------------------|----------------------|
| <input type="radio"/> Wheelchair user                                                            | Discounted ticket price | <input type="text"/> |
| <input type="radio"/> Accompaniment of wheelchair user                                           | Discounted ticket price | <input type="text"/> |
| <input type="radio"/> People with disabilities                                                   | Discounted ticket price | <input type="text"/> |
| <input type="radio"/> Accompaniment of people with disabilities (if included in disability pass) | Discounted ticket price | <input type="text"/> |

## Rebookings

Changes to bookings on request of the ticket buyer 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:

In case of electronic access control, allow Wien Ticket after proper checks to provide customer with replacement tickets.

## 6. Further information

### Advertising/Promotion

For the promotion of your event please send images (free of charge) and relevant information of your event (see Wien Ticket content guide on [www.wien-ticket.at](http://www.wien-ticket.at)).

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 (see Wien Ticket style guide on [www.wien-ticket.at](http://www.wien-ticket.at)).



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.

### Printing tickets for the event organizer

In case Wien Ticket is to print tickets for the event organizer upon request, Wien Ticket will charge a fee of currently €1 (one euro) net plus VAT per ticket, plus any applicable shipping costs. This also applies to complimentary tickets and tickets printed on behalf of the organizer, regardless of whether these tickets were subsequently cancelled and returned to the system.

### Fee for installation of venue

For each new venue to be set up, for each modification of an already existing venue arrangement, and for any additional setup work in the existing Wien Ticket system that goes beyond normal maintenance, the organizer will be billed at an hourly rate of currently €90 (ninety euros) net, plus VAT. This explicitly excludes all work and expenses that involve and/or require changes to the software (programming). A separate agreement between the organizer and Wien Ticket must be reached regarding such changes.

## Minimum turnover & Agios

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

## Comments

## Mandate

The event organizer commissions WT Wien Ticket GmbH to handle ticketing for the aforementioned event(s). This event registration is an integral part of the agreement between the organizer and Wien Ticket. If no separate agreement has been made, the General Terms and Conditions for Organizers (including Appendix 1, "Data Processing Agreement") apply to this binding event registration. The organizer confirms having received the General Terms and Conditions prior to entering into this agreement. This agreement is governed by Austrian law. The place of jurisdiction is Vienna.

Date

Signature of the organizer

Name of the person signing

Please submit your registration form filled out and signed  
as a scan via Email to [veranstaltungsservice@wien-ticket.at](mailto:veranstaltungsservice@wien-ticket.at).