

TO BOOK YOUR OWN COMPS THROUGH THE FRINGE WEBSITE

- The Artist Services Coordinator will send you a show-specific Coupon Code.
- Go to tickets.vancouverfringe.com. Find your show, select your tickets, and insert your coupon code at check out. The Artist Services Coordinator will send out more detailed instructions at the beginning of August.
- Tickets sales and Artist Comp Bookings begin August 7.
- You can go on to the Fringe website to book comps at any time, up until 45 minutes before your show starts. See below for details about booking comps after the 45 minute mark.
- 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**, as there is no will call.
- **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 Comp 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 (the Volunteer who runs your Front of House) at the Box Office outside your venue. Please provide the Venue Captain with the names of your guests.
- The Main Box Office cannot book comps for you.

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 **cannot be picked up or booked at the main Box Office.**
- Comp tickets booked in advance will not be resold, even if that person does not show up.
- The Festival offers complimentary tickets to Fringe Staff, Media, important Theatre Community representatives, Sponsors, and Donors. Volunteers and Artists are comped with a Rush Pass.
- A maximum of 15% of tickets can be booked as comps in advance.
- There is no limit to Artist Comp bookings but if you exceed the 15% of comp bookings in advance, you will need to email boxoffice@vancouverfringe.com to book more comps.
- 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 seat is not filled, we will sell it.
- One seat is always reserved for the usher. This seat will never be sold under any circumstances.
- **Never**, under any circumstances, will you be allowed to add more seats to the venue.