

## **Advance Ticket Sales Application and Agreement For Non- Profit Organization (NPO)**

This is an application to sell advance tickets for the 2017 Riverside County Fair and National Date Festival (RCF). If this application is accepted by the RCF, it will be executed by an authorized agent and shall, upon such execution, become a binding agreement between the parties. NPO shall not have any authority to act as an employee or agent of, or to contract for, or on behalf of, or incur any obligation for or on behalf of the County of Riverside or the RCF.

**SECTION 1. Non-Profit Status.** For the purposes set forth herein, organizations with a 501(c) (3) or other Non-Profit tax exempt status are eligible to sell advance tickets. Proof of Non-Profit tax exempt status including Federal Tax ID number must be submitted with this agreement and all applications are subject to approval by RCF management.

**SECTION 2. Benefit to Non-Profit Organization.** The Riverside County Fair and National Date Festival (RCF) does hereby agree to pay fifty-cents (\$.50) for each Advance Fair Admission ticket sold, one dollar (\$1) for each Advance Carnival Admission ticket sold, and one dollar (\$1) for each Advance Season Pass sold from **January 3<sup>rd</sup>, 2017 to February 10<sup>th</sup>, 2017.**

**SECTION 3. Ticket Distribution Dates.** Advance tickets shall be available for pick-up by NPO by **appointment only** at the Fair Admin office located at 82-503 Highway 111, Indio, CA beginning **Tuesday, January 3<sup>rd</sup>, 2017 through Friday, February 3<sup>rd</sup>, 2017 from 9:00 a.m. to 4:00 p.m.** Individuals picking up tickets will be required to show valid identification and must be authorized in SECTION 6, herein to receive tickets.

The total gross dollar value of all advance tickets issued to NPO at the initial distribution will not exceed \$10,000 and in some cases may be \$5,000 or less based on the average gross ticket sales in the past three years. Initial ticket distribution by ticket types will be predetermined by RCF. If the NPO wants to receive more advance tickets after the initial distribution, the NPO is required to make a payment to the Riverside County Fair by cash, company check or money order (no personal checks accepted) and will receive an equal gross dollar value in additional advance tickets to sell. NPO must not have outstanding tickets valued at more than \$10,000 at any time. For school districts that want to issue purchase orders and pay with a school district check after final reconciliation, the representative must notify RCF in advance during the initial distribution. RCF management staff will need to approve their request to pay RCF using this method. **NPO agrees to keep all tickets and money collected in a locked secure cabinet or safe.**

**For example, if an NPO sells advance tickets valued at \$3,000 and pays RCF the \$3,000 for said tickets, the NPO will receive more advance tickets to sell with a gross dollar value of \$3,000.** RCF will issue an Official Receipt for the payment which must be retained by NPO and will be accounted for in the Final Advance Ticket Reconciliation.

**SECTION 4. Final Reconciliation.** RCF and NPO shall reconcile all advance ticket sales on **Thursday, February 9<sup>th</sup>, 2017 and Friday, February 10<sup>th</sup>, 2017** by scheduled appointment only, at the Riverside County Fairgrounds in the Shalimar Building 2<sup>nd</sup> Floor, Indio, CA. The appointment time for the final reconciliation will be made at the initial distribution appointment. **NPO must keep scheduled appointment for final reconciliation or jeopardize their participation in future years.**

NPO hereby agrees to return all unsold tickets to RCF during reconciliation. NPO does hereby agree that it shall be held responsible for face value of any and all lost, stolen or otherwise unaccounted for tickets. NPO hereby agrees to reimburse RCF at advance purchase price as set forth in **Exhibit "A"** for all Advance Admission & Carnival tickets which cannot be accounted for during the final reconciliation and no later than Monday, February 13<sup>th</sup>, 2017.

Payment for sold tickets shall be the total gross ticket sales less the total commission due to NPO. Payment shall be made by cash, company check or money order and pre-approved purchase orders for school districts only, payable to the Riverside County Fair. **No personal checks will be accepted.** Cash should be paid in large bills (i.e. \$20, \$50 or \$100) with no loose or rolled coins accepted.

**It is highly recommended that NPO utilize the reconciliation form or excel worksheet to calculate payment due to Riverside County Fair.** A reconciliation form with instructions will be available on the Fair website at [www.datefest.org](http://www.datefest.org). If NPO has an email address, an Excel reconciliation worksheet and instructions can be sent to the NPO.

**SECTION 5. Authority of NPO and Signature** We hereby agree to the terms herein and take **full and all financial responsibility** for Advance Fair Admission tickets and Carnival Ride tickets issued as stated in the Advance Ticket Issuance Report form provided at time of ticket distribution. Proof of Insurance is required if available.

Name of Organization		
Tax ID#		
Name & Title of Authority of NPO		
Mailing Address		
City	State	Zip Code
Phone	Fax	
Sign & Date		

**SECTION 6. Authorized Personnel and Signature** The following individuals are hereby authorized to act on behalf of NPO when receiving advance tickets and during financial reconciliation.

Name	Name
Best Contact #	Best Contact #
Email	Email
Sign & Date	Sign & Date

Name & Title of Authority of RCF	Veronica Casper, County Fair Manager
Sign & Date	

**Exhibit A**

**RIVERSIDE COUNTY FAIR ADVANCE DISCOUNT TICKETS**

	<u>2017 ADVANCE PRICE</u>	<u>SAVINGS</u>
<b>Children 5 &amp; Under</b>	<b>FREE</b>	
<b>Youth (6 - 12)</b>	<b>@ \$7.00</b>	<b>\$1.00</b>
<b>Senior (55+)</b>	<b>@ \$8.00</b>	<b>\$1.00</b>
<b>Adult (13 - 54)</b>	<b>@ \$9.00</b>	<b>\$1.00</b>
<b>Season Pass</b>	<b>@ \$25.00</b>	<b>\$5.00</b>
<b>Unlimited Carnival Rides</b>	<b>@ \$22.00</b>	<b>\$6.00</b>