



Company Comp Tickets Explained

10 Comp Tickets per Performance for friends, family and guests

- A Performing Company can reserve **up to 10** complimentary tickets online for **each** scheduled performance.
- Company Comps booked online must use specific names (NO PASSWORDS- see Performer Comp Card section below).
- Patrons can pick up their comp ticket(s) at the venue when tickets are on sale to the public and only need to provide their name to the ticket seller to receive their ticket(s).
- Reserved Company Comp Tickets will be held right up to show time and any unclaimed tickets will **NOT** be sold to the public.

How to Book Your Company Comp Tickets

The opportunity to book your Company Comp Tickets online ends four hours before the start of each performance.

To book your company comps, go to this website:

<https://www.winnipegfringe.com/performerarea/login.aspx>

Login with your primary contact email, Fringe password, and performer code (sent via email), then follow these instructions:

1. Select the performance you would like to book comps for by clicking the **Book Tickets**+link located directly to the right of the listed performance.
2. Enter the name of the person who will be claiming the comp ticket in the space provided (remember, no passwords). Click the **Add Ticket to Cart**+button.
3. If you are booking more than one comp ticket for this performance, continue adding names in the same way clicking **Add Ticket to Cart**+for each name/comp. You need to repeat this step even if you are using the same name for multiple comp tickets.
4. The list of names and the number of total comp tickets booked can be viewed every time you click **Add Ticket to Cart**+
5. If you would like to book comp tickets to other performances, click the **Return to Show List**+button and repeat steps 1-3. If you are done booking comp tickets (you can always come back later) skip to Step 6.
6. Click the red **Edit/Review Cart**+button.
7. You can take this opportunity to review your order by clicking on the **Remove**+link to edit your selections.
8. When you are satisfied with your order, click the **Complete Order**+button.
9. You will receive an automatic confirmation email listing the comp tickets that you have booked. **If you do not receive this email, your comp tickets have not been booked.**
10. **Comp ticket bookings are final and cannot be exchanged or returned.**

NEW for 2014

When you log on to the company comp site, you now have the opportunity to check your advance sales. A number will appear beside each of your performances. This number reflects the total tickets booked for that performance (includes tickets sold and comps). You will also see a dollar amount which reflects the amount paid for advance tickets to that performance. For example, if the number is 32, and that performance is charging the full \$10, but the dollar amount is \$300, that means two of the booked tickets are comps. The dollar amount will be different for 2 for \$10 shows (\$5 tickets) or for shows in the Kids Venue (\$5 tickets for kids 12 and under). If you have any lingering questions, please don't hesitate to contact me for answers.

Alternative to Online Company Comps

Companies can acquire a larger number of complimentary tickets to a performance from each performance's advance ticket allocation (up to 50% of the venue capacity less 20 seats to be held for advance ticket sales e.g. you could access 30 tickets for a venue with a capacity of 100). This must be done by the primary contact of the performing company at the Advance Ticket Box Office. These tickets can be used by the company in whatever way they like, however, once the tickets have been claimed, **they cannot be returned to Advance Tickets and put back into the system for sale and they cannot be left at the venue ticket booth to be picked up by a guest.**