



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 for pickup (NO PASSWORDS allowed)**. Also, PLEASE DO NOT put tickets under the name "VOLUNTEER" with a view to offering more "Volunteer Appreciation" tickets—It is too difficult to promote to our volunteers these extra volunteer comps). You can however, say "Fringe Performer" and performers can pick up your comp when they show their Performer ID.
- Your guests 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 re-sold to the public. Please be sure to remind your guests that if they do not pick-up their tickets their seat will remain open and your company may be out the ticket price.

How to Book Your Company Comp Tickets

Starting on **July 4th**, you can book your Company Comp Tickets online from your computer, tablet or phone at any time during the day and you can make multiple bookings for the same performance until the 10 comps are all reserved. **Please note that comp booking ends at 11:59 pm (just before midnight) the day before the selected performance.**

To book your company comps, go to:

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, NO "VOLUNTEER"). 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. ***Don't pause for too long***—your session will time out and everything will reset, not remembering your booking. Keep your eye on the countdown clock to make sure you don't run out of time.
 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, scroll all the way down and click the **“Complete Order”** button.
 9. You will receive an automatic email confirmation listing the comp tickets that you have booked. **If you do not receive this confirmation email, your comp tickets have not been booked!**
 10. **Comp ticket bookings are final and cannot be exchanged, changed or returned, and will not be resold at the door if they are unclaimed.**

Advance Ticket Sales Update

When you log on to the company comp site, you have the opportunity to check your advance sales.

Beside each of your performances there will be displayed a number that reflects the total tickets booked for that performance (includes paid tickets 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 \$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 \$12 shows (\$6 tickets) or for shows in the Kids Venue (\$5 tickets for kids 12 and under).

If you have any questions, please don't hesitate to contact performers@winnipegfringe.com for answers.