

**MACERATA OPERA FESTIVAL**  
**ARENA SFERISTERIO 2016**

**52nd OPERA SEASON – 2016 – TICKET BOOKING AND PURCHASE**

The Arena Sferisterio Association – Teatro di Tradizione, based in Macerata, via Santa Maria della Porta 65, hereafter referred to as “Association”, offers ..... a non-exclusive agreement for the booking of tickets for the performances to be staged at the Sferisterio its 2016 opera season (programme attached).

The following conditions apply:

**BENEFITS, COMMISSIONS, FEES**

The overall commission for agency services shall be based on the following percentage:

- 1) 10% up to 5,000 euros
- 2) 15% from 5,000 to 25,000 euros
- 3) 20% for more than 25,000 euros

The commission thus calculated is VAT included. It shall be paid by the Association at the end of the activity and after reception of the invoice, to be sent by post by 30/09/2016 at the latest. Failure to send the invoice will result in losing the commission rights above. Invoices shall be sent to the Associazione Arena Sferisterio administrative offices (address provided above). The invoice shall be forwarded to the Box Office by fax (+39 0733 261570) or email ([boxoffice@sferisterio.it](mailto:boxoffice@sferisterio.it)). The due amount will be paid to the Agency by 31/10/2016. Moreover, for each bus (min. 25 people) organized by the Agency, the Arena Sferisterio Association will provide a € 150 refund (VAT included), upon submission of an invoice issued for: Associazione Arena Sferisterio – Teatro di Tradizione, via Santa Maria della Porta, 65 62100 Macerata P.I. 01148200437. The invoice can be issued by the bus company or the Agency itself. It shall include bank details (IBAN, BIC o SWIFT) for the refund transfer.

**BOOKINGS**

Before any booking, the Agency shall send either by post or by fax (via Santa Maria della Porta 65, 62100 Macerata, fax number +39 0733 261499) a copy of this agreement, spelling out the name of the Agency's Legal Representative, bearing his/her signature and a stamp. Should one of the required details be missing, bookings will not be effected.

All bookings shall be forwarded to the Box Office either by fax (+39 0733 261570) or by email ([boxoffice@sferisterio.it](mailto:boxoffice@sferisterio.it)).

Seats will be assigned upon reception of booking (according to date and time of reception).

Bookings as described above will only be accepted until 30/06/2016. After that date, tickets will be available through the Vivaticket circuit (ticket purchasing and agency commissions are those indicated in the agreement between Associazione Arena Sferisterio and Vivaticket).

**PAYMENT**

Booked tickets can be paid by:

- 1) bank transfer to “Associazione Arena Sferisterio”, (IBAN IT74V0605513401000000016050);
- 2) cashier's check issued for Associazione Arena Sferisterio;
- 3) cash card.

Cash is accepted below € 1,000. **No personal check is accepted.**

Payment by bank transfer shall be effected within 3 days from booking confirmation by the Box Office and shall be for the full amount due. Please, state “Ticket Booking for 2016 Opera Season” in the bank transfer. Payment shall be received by the Associazione Arena Sferisterio before tickets can be issued. A copy of the bank transfer shall be forwarded by fax (+39 0733 261570) or email ([boxoffice@sferisterio.it](mailto:boxoffice@sferisterio.it)).

**TICKET COLLECTION**

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For all bookings effected within 30/06/2016, tickets will be sent to the Agency by registered mail. Shipping fee (7,00 euros) is to be paid by the receiver. This fee shall, therefore, be added to the overall amount paid for the tickets upon effecting payment.

After 30/06/2016, tickets shall be issued upon direct payment reception only, and they will be collected at the Box Office on the evening of the first performance.

The Agency shall provide a full list with the names of all ticket buyers, who will then be able to collect their tickets at the office by showing their ID or passport.

**In compliance with the law, no voucher or similar will be accepted.**

ASSOCIAZIONE SFERISTERIO

The President

Romano Carancini

AGREED AND SIGNED

Agency name and stamp

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Full name of legal representative

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Signature of legal representative

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