

MERCHANDISE SALES ATTACHMENT

BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS
UIS CAMPUS
SANGAMON AUDITORIUM / STUDIO THEATRE
MS PAC 397
SPRINGFIELD, ILLINOIS 62703
PHONE: 217. 206.6150

Sales Date(s): _____ Artist/Event: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Seller (if different from Contact Person): _____
Phone: _____ Fax: _____ Email: _____
Renter/Artist Name: _____

**Please check one: I am selling my own merchandise I need University to provide sales personnel.
(A minimum of 4 weeks' notice is required).**

Merchandise Sales

1. Renter/Artist is responsible for contacting the Illinois Department of Revenue Special Events Unit (847-294-4475) to obtain a Business Certificate before merchandise can be sold on University premises. The Business Certificate is free and the process takes approximately five (5) minutes. The Illinois Department of Revenue requires that the University Sangamon Auditorium Event Coordinator receive a copy of the Business Certificate before sales can occur on University premises.
2. A commission equivalent to 15% of adjusted gross sales on recorded materials and a commission equivalent to 20% of adjusted gross sales on other merchandise will be paid to the University of Illinois. This is non-negotiable. Commission is based upon gross sales less sales tax.
3. When the University Auditorium provides sales personnel, an additional 5% of adjusted gross sales will be paid to the University of Illinois.
4. The University staff member on duty (SOD) will do settlement for merchandise sales the night of the event. We will coordinate setup and count-in with your representative and the SOD no more than two hours before curtain. Count-in and settlement will be conducted at the merchandise area and no additional items will be added in after count-in has occurred unless by mutual agreement.
5. Setup locations will be approved and limited by University personnel in accordance with fire codes and other University policies. No products shall be sold in the seating areas at any time and loud hawking is not allowed. Setup space is provided in the Lobby, in front of the Grand Staircase, or in the foyer or concourse for a Studio Theatre event.
6. University personnel can only provide a bank when providing the sales personnel. When the Renter/Artist sells merchandise they are responsible for providing their own bank and cash box.
7. There may be additional charges for cloth and skirting. Fees shall be levied in accordance with the Sangamon Auditorium *Information Guide* in effect on the day of this event. A copy of the *Information Guide* may be found on-line at www.SangamonAuditorium.org under the rental tab, or a hard copy may be requested from the Event Coordinator. Renter/Artist selling merchandise may elect to bring their own cloth & skirt and avoid these fees.

**Setup Needs: Do you have any setup needs? Yes / No 8' tables _____ Chairs _____
Cloth & skirt: Yes / No Electric /power supply: Yes / No # of outlets _____**

Please return this form with other contract materials.

If you have any questions regarding this agreement, please call the Event Coordinator at 217.206.6150.