

Piletilevi - Order Form

Date

*Details of organiser

Company name
 Legal address
 Postal address
 Signatory
 Name of payee (state and council institutions only)
 Account no.
 Reference no.
 Registry code
 VAT identification no.
 VAT rate
 Telephone no. / fax
 E-mail address
 E-mail address for invoices and reports

I agree to the electronic processing of invoices and reports and their sending to the previously stated address. I am aware that the sending of invoices and reports to this address means that the original documents have been delivered to the organiser.

I agree

Notes / comments

Text printed on the ticket



NB! Logos printed on the ticket must be in JPG format and black and white
NB! The name of the event cannot be changed later

Additional text 1 (45 characters)
 *Name of event (1) (35 characters)
 Name of event (2) (35 characters)
 *Location (30 characters)
 *Date and time of event (40 characters)
 Additional text 2 (45 characters)
 Additional text 3 (45 characters)
 Additional text 4 (45 characters)
 *Additional text 5 / Legal name of organiser and telephone no. / e-mail for the client (45 characters)

Additional information regarding the event

Music
 Theatre
 Festival
 Family Eve
 Sport
 Film
 Various

*Name of event on the Piletilevi webpage		
Is this an open air event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the location wheelchair accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Which entrance is wheelchair accessible?		
Are the stalls on an incline?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
From which row does the incline begin?		
*Does the event have age restrictions?	<input type="checkbox"/> Yes, from	_____ years
Does the event have a recommended age?	<input type="checkbox"/> Yes, from	_____ years
Is photography allowed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*The entrance is opened at		
*The duration of the event is	_____	hours
	_____	minutes
The event has	_____	intermissions
The duration of the intermission is	_____	minutes

NB! The organiser must also send in an event description and image with the order form.
Events with partial details will not be entered into the Piletilevi sales program.

*Venue information		
Venue with numbered seating	<input type="checkbox"/> Yes	Requires the submission of a seating plan that demonstrates rows and seat numbers (including their direction) being sold by the Piletilevi network
Does the venue have seating with restricted views?	<input type="checkbox"/> Yes	Please note seating with restricted views in appendix of the submitted seating plan
Venue with undetermined tickets	<input type="checkbox"/> Yes	<input type="checkbox"/> Standing tickets only <input type="checkbox"/> Seating only <input type="checkbox"/> Partial seating (please specify): _____

Tickets and sales		
*The no. of tickets on sale	_____	pc.
Of which VIP tickets (if applicable)	_____	pc.
Advance sale of tickets starts	_____	date
Sale of tickets may start ASAP?	<input type="checkbox"/> Yes	_____ time

NB! Entering the event into the sales program can take up to 3 working days

Should Piletilevi provide printouts of the organiser's tickets? (processing time up to 2 working days)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Should the tickets printed for the organiser be deducted from the no. of tickets on sale at Piletilevi?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Piletilevi responsible for on-site ticket sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The cost of on-site ticket sales will be calculated separately and is determined by the extent of the service		

NB! If tickets have been sold out and on-site ticket sales will not take place or any other circumstances relating to the event emerge, we ask that you notify Piletilevi immediately!

*Ticket prices (including the commission of Piletilevi)					
Date for changing the prices / quantity of tickets					
Price category		Price	Price	Price	Price
Full price / adult					
Student					
University student					
Pensioner					
Child aged	(incl.)				
Groups from	people				
Family ticket – valid for whom?					
VIP ticket – inclusive of what?					
Disability concession					
Person accompanying individual with disability (Other price category)					
Children aged					(incl.) free
Children who gained free entry must sit on the lap of the accompanying adult.		<input type="checkbox"/> Jah			

Other opportunities

The organisers have the opportunity to order a translation of the texts describing the event into Russian, English, Finnish, Latvian or Lithuanian.
The price of translation is 18 Euros for each language, not including VAT.
The maximum length of the text is 1800 characters.

I require translation	<input type="checkbox"/> Yes	<input type="checkbox"/> Russian <input type="checkbox"/> English <input type="checkbox"/> Finnish <input type="checkbox"/> Latvian <input type="checkbox"/> Lithuanian
-----------------------	------------------------------	---

Information regarding advertising with Piletilevi (banners, PiletiPost, spaces for posters etc.) is available from the project managers or on the webpage www.piletilevi.ee/est/uldinfo/korraldajale/reklaamiteenused-korraldajale

NB! Fields marked with an asterisk are compulsory

