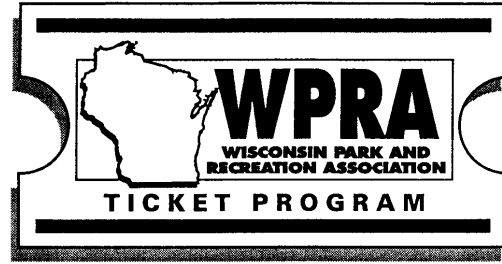


2010 SUMMER GENERAL RULES



INFORMATION

1. Each department wishing to participate must have a current WPR member who will be responsible as the primary contact party for their Ticket Program. A "2010 Summer WPR Ticket Program Participation Agreement" form must be signed by the Department/Agency Director or the Ticket Program Contact and returned to the WPR Office.
2. All tickets from all attractions are available on "consignment". You place your order estimate with the WPR office and the tickets are shipped to you. After sales are completed, you send us a check or money order covering tickets sold along with all unsold tickets by our September 14 deadline.
3. **PRICING**
 - *All attractions have included applicable sales tax in their prices and are responsible for payments to the state.
 - *Per our agreement with each attraction, you must sell the tickets at our published selling price.
 - *Each participating department may retain 75¢ per ticket sold.
 - *By paying to WPR the price noted on the on-line payment form, you automatically retain the applicable amount.
4. **ORDERING**
 - *All orders must be placed with the WPR office on-line - the attractions will not accept direct orders for WPR's discounts. **REMEMBER: YOU WILL PLACE YOUR ORDER ON THE WPR WEBSITE!!!!!!**
 - *A minimum order of 50 tickets per attraction is required each time an order is placed with the WPR Office.
 - *If you do not participate in the program or are temporarily out of tickets, please refer inquiries to a nearby participating department. The WPR office can not sell to the general public directly.
 - *Orders **MUST** be done on-line.
 - ***Please check your shipments and verify amounts ASAP. E-mail the WPR office immediately if there is a discrepancy or you will be responsible for the tickets missing.**
(wpr@wprweb.org)
5. **PUBLICITY**
 - *Attractions have agreed to send a limited number of brochures with each order shipment. Extra brochures may be ordered by calling the attraction directly. (see 2010 Summer Attraction Info sheet for phone numbers)
 - *Departments are asked to avoid paid advertising in publicizing the program - other options such as inclusion in your brochure, posters, local press releases, etc., are encouraged. We need to be especially cautious of attracting news exposure on a county, regional, or state basis, as not all departments sell tickets and many others do not prefer to greatly expand sales levels due to staff time.
6. **PAYMENT**
 - *All payments will be done on-line with the special on-line ticket payment form which will tally the amount that you owe after you fill out the form and click continue, you should print off the "Order and Payment Summary" page prior to hitting the submit button, and turn a in with your unused tickets or if making partial payments.
 - *Only department checks or money orders can be accepted - no cash or individual checks.
 - *Please plan ahead for necessary approval, etc., in making your final payment to WPR by our September 14th deadline. **A \$50 late fee assessment will be applied if unused tickets plus full payment of the costs are not received at the WPR Office by this date.** Departments must end sales on the September 5th, but some now cut off sales earlier to allow themselves more time to balance and issue payment. **If you can not pay prior to this deadline you MUST fill out the on-line payment form prior to this date!**

* A late payment (without advance notice, reasonable documentation, etc.) may prevent a department from eligibility for "consignment tickets" (tickets sent first, with payment later) the next year.

7. **CHOICES**

*Each department is reminded that you have many options in helping the ticket program run the most efficiently for your community such as:

- a. Selling hours - it is your choice if you wish to sell during all office hours or restrict hours or days.
- b. Returned checks - you have the option of accepting cash only if you feel returned checks could be a problem.
- c. Refunds - For 2010, all of the attractions will have clearly printed on each ticket, "Non-Refundable".
- d. Staff training - you can set your own procedures and are encouraged to provide appropriate staff training to reduce potential errors.
- e. Retainings - the amount you retain for your department sales may be used to fund WPRA memberships, Conference and workshop registrations, or a variety of departmental projects to help better your department.

8. **LIABILITY**

*WPRA has included, in an agreement with each attraction, an indemnification clause releasing WPRA and participating departments from civil liability relating to the ticket program.

*Each department is encouraged to review their insurance coverage regarding loss or theft of tickets and to implement an internal checks and balances system as a preventive action.

*Each department is responsible for establishing their own refund policy. The WPRA Office should not be called regarding your department sales, as you are the point of sales distribution.

RETURN OF UNUSED TICKETS

***ALL** participating agencies **MUST** return unused tickets by **certified, registered mail or UPS**. You **MUST** obtain verification that your parcel(s) did in fact get to the WPRA Office. You should keep this documentation if there should be a problem with the delivery of your parcel(s).

***ALL** participating agencies **MUST** return unused tickets by **rubber banding the tickets** from each attraction and placing a **post-it note with the number** of unused tickets being returned **plus the agency name**. Parcels that have loose tickets and are not posted with a number and Department Name will be returned to the participating agency for completion.

Thank you for participating in the WPRA Ticket Program. WPRA retains \$1.25 per ticket sold for the administration of this program.

If you have any questions, please contact Steve Thompson or Juliene Hefter at the WPRA office.

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