2027 TICKET PROGRAM
PARTICIPATING MEMBER – AGREEMENT

Only current members of the organization participate in selling of the discounted attraction tickets as part of the Wisconsin Parks & Recreation Association (WPRA) ticket program, and they must comply with the terms of this agreement.

It is acknowledged that the primary purpose of participation in the ticket program is to attract the general public in order to promote a better understanding of the value and benefits of adequate parks and recreational services.

The _____ *(enter participating member department/agency name)* does hereby agree to the following term to participating in the ticket program:

1. Identify a primary representative that will administer the ticket program.
2. Return completed Participating Member Agreement to WPRA by **March 24, 2027.**
3. Submit initial ticket order (online) to WPRA by **April 1, 2027.**
4. Sell tickets only at the WPRA stated selling price, which will be determined between the WPRA and attractions. In 2026, participating members retain $1.00 for each ticket sold.
5. Report number of sold tickets to WPRA no later than **September 10, 2027.** *(WPRA will provide you with a Ticket Program Payment Form containing your amount due.)*
   NOTE: The amount you retain as a participating member for tickets sold will be withheld by you prior to submitting payment to WPRA, as will be reflected on the *Ticket Program Payment Form*.
6. Return all unsold tickets plus full payment for tickets sold as detailed on the *WPRA Ticket Program Payment Form* by **September 20, 2027**.

   We acknowledge that a $50 late fee will be applied if unsold tickets and full payment of tickets sold are not received by WPRA by the September 20, 2027, deadline, and may result in elimination of future consignment privileges.
7. Payment will be submitted by department check, or money order only *(not cash, credit card, or individual personal checks).*
8. We will order tickets on-line through WPRA and not contact the attractions directly or participate in any other specials.
9. Procedures and appropriate training for the collection of monies and safe storage of tickets and payments are our responsibility. Policies regarding refunds, hours of sales, and the expenditure of our retained earnings are also our responsibility.
10. We agree not to place any paid advertising for the ticket program in any publication nor to solicit more than local media coverage regarding our sales.
11. The WPRA shall not be held liable for the safety, operation, or condition of the premises, programs or facilities of any of the attractions participating in the ticket program. Any liability is the responsibility of the attraction itself.
12. We agree not to sell discount tickets at or around any of the attraction sites.

Agreed to by:

WPRA Member Department/Agency: _____

Name (printed) of Primary Representative: _____

Primary Representative Authorized Signature: _____ Date: _____

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PARTICIPATING MEMBER – ADDITIONAL INFORMATION

As a supplement to the Participating Member Agreement, more detail and helpful tips have been complied below as a helpful guide to WPRA members. If you have any questions, please reach out to the WRPA office.

All tickets from all attractions are available on "consignment." You place your order online with the WPRA office and the tickets are shipped directly to you by the attraction.

OVERALL SCHEDULE

March 25	Participating Member Agreement Due to WPRA Office
April 1	Online order placed for tickets
April 24	Tickets sent to you by attractions
May 1 - Labor Day	Sell tickets
Labor Day – Sept 11	Calculate tickets sold and report online to WPRA
Within 3 days	WPRA will send you a *Ticket Program Payment Form*
September 21	Send payment and unsold tickets back to WPRA *Remember – payment is to be submitted by department check or money order only (not cash, credit cards or individual personal checks).*

PRICING

- All attractions have included applicable sales tax in their prices and are responsible for payments to the state.
- Per the WPRA agreement with each attraction, you must sell the tickets at the WPRA stated selling price.
- Each participating department retains $1.00 per ticket sold.

  *By paying to WPRA the price noted on your *Ticket Program Payment Form*, you automatically retain the applicable amount.

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PARTICIPATING MEMBER – ADDITIONAL INFORMATION

ORDERING

ALL ORDERS MUST BE PLACED ONLINE THROUGH THE WPRA WEBSITE: www.wpraweb.org

- The attractions will not accept direct orders for WPRA's discounts.
- A minimum order of 25 tickets per attraction is required for any order placed with the WPRA Office.
- If you do not participate in the program or are temporarily out of tickets, please refer inquiries to a nearby participating department. The WPRA office cannot sell to the general public directly.
- **Please check your shipments and verify amounts when they arrive. Contact the WPRA office immediately if there is a discrepancy or you will be responsible for any missing tickets.**

PAYMENT

- Departments must end sales on Labor Day, but some opt to cut off sales earlier to allow themselves more time to balance and issue payment.
- All participants must report the number of tickets sold online through WPRA's website by September 10, 2027.
- It is advised that you print a copy of the form prior to hitting submit for your records.
- You will receive your *Ticket Program Payment Form* within 2-3 business days. This form will be stating how much is owed along with the number of tickets that need to be returned.
  *By paying to WPRA the price noted on your *Ticket Program Payment Form*, you automatically retain the $1.00 amount.
- Return a copy of the *Ticket Program Payment Form* with your payment and unsold tickets.
  *Remember, acceptable forms of payment include: Department checks, money orders - no cash, credit cards or individual checks.
- Please plan ahead for necessary approval to make your final payment to WPRA by the September 20 deadline.
- A $50 late fee will be applied if unsold tickets and full payment are not received at the WPRA Office by this date.
- A late payment *(without advance notice, reasonable documentation, etc.)* may prevent a department from participating in future ticket programs.

RETURN OF UNSOLD TICKETS

- Participating agencies **MUST** return unsold tickets by **certified, registered mail, FedEx, UPS or in person to the WPRA office.**
- You **MUST** obtain verification that your parcel(s) did reach the WPRA Office. Retain this documentation should there should be a problem with the delivery of your parcel(s).
- **Rubber band any unsold tickets** from each attraction and attach a **note with the number returning** and **department/agency name**. Parcels that have loose tickets and are not posted with a number and department/agency will be returned to the participating member for completion.

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PARTICIPATING MEMBER – ADDITIONAL INFORMATION

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.
- 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. Please 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.

CHOICES

- Each department/agency is reminded that you have many options in helping the ticket program run the most efficiently for your community such as:
  - Selling hours - it is your choice if you wish to sell during all office hours or restrict hours or days.
  - Returned checks - you have the option of accepting cash only if you feel returned checks could be a problem.
  - Refunds - For 2027, all of the attractions will have clearly printed on each ticket, "Non-Refundable".
  - Staff training - you can set your own procedures and are encouraged to provide appropriate staff training to reduce potential errors.
  - Retained Earnings - 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.

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.

Thank you for participating in the WPRA Ticket Program!

If you have any questions, please contact the WPRA Office.

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