

Dear Producer/Presenter:

Thank you for your interest in the TDF Voucher Program.

This file includes a description of the program and a copy of the *Voucher Agreement* that TDF must have on file so that your company can redeem vouchers. You can send the *Agreement* back by mailing it to:

Theatre Development Fund  
520 Eighth Avenue, Suite 801  
New York, NY 10018-6507

By FAX: (212) 912-9651  
By email: [ever@tdf.org](mailto:ever@tdf.org).

When we receive your signed copy of the *Voucher Agreement*, a fully executed copy will be returned to you for your records. Also included is a copy of the *Standard Rules* that TDF asks theatres to agree to when participating in the Voucher Program.

We look forward to working with you. If you have any questions, please feel free to contact me at (212) 912-9770 ext.397 or at my email address above.

Cordially,

Eve Rodriguez  
Voucher Administrator

General Program Information  
and  
Standard Rules Governing the TDF Voucher Program

Theatre, music and dance companies and other performing arts groups and individuals are eligible to participate in the TDF Voucher Program.

An authorized representative of the company must sign the Voucher Agreement that registers the company with TDF for reimbursement purposes. The Voucher Agreement can be obtained at TDF's office, 520 Eighth Avenue, Suite 801, New York, NY 10018-6507, or by submitting this information via FAX : (212) 912-9651 or email: [ever@tdf.org](mailto:ever@tdf.org). For further information, call Eve Rodriguez, Voucher Administrator, at Theatre Development Fund, (212) 912-9770 ext. 397.

No surcharges are permitted at any time. The voucher must be accepted as payment-in-full for admission to a specific performance. Only one voucher may be used for each admission. The TDF Voucher is open to the general public, however, a performing group or theatre is not obligated to accept vouchers at every performance. Vouchers are not intended to substitute for the sale of full price tickets.

Vouchers collected by theatres and performing groups must be submitted to TDF for reimbursement with "The Performing Arts Manifest" form and one copy of the program for performances listed. Vouchers will be redeemed at \$9.00 per voucher to all theatres and performing groups.

Vouchers are valid for (1) one year from the date of purchase. TDF cannot reimburse companies for vouchers after the expiration date which is on the bottom of each voucher.

The Performing Arts Voucher is sold to the general public in sets of 4 for \$36.00. It is funded by the New York State Council on the Arts and Theatre Development Fund.

## VOUCHER AGREEMENT

GENERAL INFORMATION: This Agreement is intended to standardize the administration of the TDF Voucher Program by insuring that each participating company knows and agrees to abide by the rules. Standard administration insures that the TDF Voucher user can rely upon the following rules regardless of where they redeem their vouchers. TDF will monitor a participating company's compliance with these rules and reserves the right to cancel this Agreement in cases of non-compliance. The TDF Voucher is not intended as a substitute for full-price admission. Participating theatres are under no obligation to accept vouchers when seats can be sold at full price, however, *when voucher reservations are accepted, they must be honored.*

Name of Company or  
Performing Group: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Zip code)

Name of individual responsible for administrating the Voucher Program:  
\_\_\_\_\_ His/Her telephone No. \_\_\_\_\_

In consideration of participating in the Theatre Development Fund's Performing Arts Voucher Program, the above named company agrees to abide by the standard rules set forth herein, and attached hereto, in its administration of the program.

1. TO ACCEPT A VOUCHER IN FULL PAYMENT FOR A SEAT AT SCHEDULED PERFORMANCES. NO SURCHARGE IS PERMITTED AT ANY TIME. **VOUCHERS SUBMITTED TO TDF WILL BE REDEEMED FOR \$9.00 PER VOUCHER.**
2. TO PERMIT VOUCHER USERS TO MAKE SEAT RESERVATIONS BY TELEPHONE OR IN PERSON AT THE BOX OFFICE UNDER AT LEAST ONE OF THE FOLLOWING ARRANGEMENTS. (CHECK ALL THAT WILL BE ACCEPTED)
  - ANY PERFORMANCE DURING THE FIRST TWO WEEKS OF A RUN
  - AFTER 4:00PM ON THE DAY OF AN EVENING PERFORMANCE AND AFTER 12 NOON ON THE DAY OF MATINEES.
  - FOR ALL PERFORMANCES ON MONDAY THROUGH THURSDAY
  - FOR ANY PREVIEW PERFORMANCE

3. AGREES TO PROVIDE SIGNS AND ADVERTISING FOR THE INFORMATION OF VOUCHER USERS BY:
  - A. DISPLAYING A SIGN STATING “TDF VOUCHERS ACCEPTED” AT THE BOX OFFICE WHERE TICKETS ARE SOLD.
  - B. INSERTING THE TDF VOUCHER LOGO (i.e. *TDF/V*) IN ALL PRINT ADVERTISING, PAID OR UNPAID.
  - C. INCLUDING THE STATEMENT “**WE PARTICIPATE IN THE TDF VOUCHER PROGRAM**” IN PERFORMANCE PROGRAMS AND IN COMPANY LITERATURE.
4. AGREES THAT AN INDIVIDUAL VOUCHER USER MAY RESERVE AND PURCHASE A SEAT AT A PERFORMANCE USING ONE VOUCHER FOR EACH ADMISSION. AT ITS DISCRETION, THE THEATRE MAY SELL MORE THAN ONE SEAT TO A VOUCHER USER FOR EACH ADMISSION.
5. AGREES NOT TO ACCEPT MORE THAN ONE VOUCHER FOR A SINGLE ADMISSION.
6. AGREES TO FOLLOW THE PRINTED INSTRUCTIONS PROVIDED BY TDF GOVERNING VOUCHER REDEMPTION, AND AGREES NOT TO ACCEPT VOUCHERS BEYOND THE EXPIRATION DATE PRINTED ON EACH VOUCHER.
7. ALL VOUCHERS MUST BE PRESENTED TO TDF FOR REDEMPTION NO LATER THAN 120 DAYS FOLLOWING THE FINAL PERFORMANCE OF A PRODUCTION.
8. THIS AGREEMENT MAY BE CANCELLED BY EITHER PARTY BY GIVING NOTICE IN WRITING TO THE OTHER PARTY AT LEAST (30) DAYS PRIOR TO SUCH CANCELLATION.

**ACCEPTED AND AGREED TO:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

THEATRE DEVELOPMENT FUND

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(TDF Voucher Program Administrator)