



Nielsen SoundScan US Venue Sales Procedure

Record Labels may report the sales of their artists at venues that the artists appear by following the procedure outlined below:

1. On letterhead of the label, please state that you are a label interested in taking part in the Venue Sales Program. Please state how long you have been in business.
2. **NOTE: YOU MUST BE IN BUSINESS FOR AT LEAST TWO YEARS.**
3. List the artist or artists you wish to report sales for.
4. Fax the above info to Andrea Wynn at (203) 965-8374 or send an email to venue@soundscan.com.
5. **There will be a \$500.00 annual fee to report these sales or a two year option for \$900.00.**
6. Acceptable methods of payment are: **Company Check & Credit Card.**
* Please include in the letter that you fully understand that you will be charged this annual fee and your method of payment. *
7. Please provide name, billing address, phone number, fax number and email to receive proper mailing and billing instructions.
8. You will then be contacted to set up an account to report
9. Transmit sales along with proper documentation to verify all sales.
10. Any further questions contact Andrea Wynn at (813) 366-2141 or Joseph Johnson at (813) 366-2157

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Below is a list of Policies and Procedures for reporting Venue Sales.

- Nielsen SoundScan will count venue sales from labels that a) have been in business for more than 2 years and b) have 1 or more artists on the current label roster.
- Nielsen SoundScan will only accept sales that occurred during the week period of Thursday thru Wednesday. Sheets must be delivered on Thursday thru Friday 12:00 pm EST.
- There will be a \$500 annual fee or a two year option for \$900 to report venue sales to us which include all new venue accounts and renewals.
- Nielsen Soundscan will not process sales that occurred at churches, libraries, YMCAs, malls, campgrounds, public and private schools, offices, lawn and house concerts are all ineligible venue sites. If you are uncertain whether a venue site is eligible please check with SoundScan up to 2 weeks prior to the event for confirmation.
- Settlement sheets must be completed with appropriate venue and label signatures in order for the sales to be processed. A sales file in the EAN format will also accompany the settlement sheets in order to process the sales.
- During the time that Nielsen SoundScan needs to verify sales and we are unable to confirm with the venue representative by the following Monday after the sheets have been submitted, Nielsen SoundScan will not process the files.
- Music that is sold at concerts prior to the albums' release date should be reported when the product is sent to the consumer. Written notification must be presented to SoundScan prior to the pre-order event and must provide notification of pre-sale on the venue sheets that are submitted.
- Product that is sold at 50% below manufacturer's list price at a venue will not be processed.
- Music sold at conventions and trade shows are only eligible if a ticket is sold separate from the convention ticket package. A consumer must have the option of either purchasing a ticket separate from the convention ticket package.
- Ticketing and CD bundling is not eligible if the consumer does not have an option to purchase the CD and ticket individually. The consumer must have the option to purchase the ticket for entrance and the CD under his\her discretion. The price of the single ticket must be different from that of the bundle.
- Shows that occur in a retail store (in-store appearance) should be reported by the retail store along with proper advanced communication to Nielsen SoundScan.
- Purchases made by one individual in bulk for redistribution or gifts are also ineligible venue sales and therefore will not be processed.
- **Exclusives sold at venues are not eligible to chart.**