



V I L A R
P E R F O R M I N G
A R T S C E N T E R

Concierge Online Ticketing Instructions for Vilar PAC and Vail International Dance Festival

1. Visit our website: www.vilarpac.org or www.vaildance.org Select: **"Buy Tickets"**.
2. Find desired show performance time and date then select **"Buy Tickets"**.
3. Follow onscreen directions to select seat location and ticket price then select **"Add Selected Seats to Cart"**.
4. Review your order one last time and select **"Check Out"**. Note: If your guest would like you to arrange tickets for more than one performance, before checking out select **"Select Another Event"** and repeat the process for the additional shows. Once finished, select **"Check Out"**.
5. Customer Login Screen: *Always* select **"Create New Account"** and enter the GUESTS information in the account field. At the password prompt enter "concierge". Once finish select **"Continue"**.
6. Invoice Screen:
 - Confirm and review order and guest information.
 - "How did you hear about us prompt" select "concierge".
 - For best service select "Will Call" from the ticket pick up prompt.
 - Enter payment information and confirm

Your guest should bring the confirmation number or print-out to the Will Call window at VPAC or GRFA to redeem their tickets. You will need to send or fax the confirmation report to the VPAC office (970.748.1396) in order to receive proper concierge credit for your online sale.

Questions or concerns? Please contact:
VPAC Box Office Manager, Larry Matthews: 970.845.8497 / lmatthews@vvf.org
VPAC Theatre Manager, Gena Buhler: 970.748.6651 / gbuhler@vvf.org

