

The Blind Bidding Procedure in 4 steps

- 1. When there are 3 or more presenter interested in an artist**, MAN will start making a block with February 1st as the closing date. The closing date will be the deadline for the presenters to give their bids. Members are asked to submit offers that are fair yet competitive. The bid should be based upon the artist's fee structure. All bids coming in after the letter of intent is accepted by the artist, will pay the full artist fee as listed in the Showcase price list.
- 2. The offer.** MAN will provide the agent/artist with the lump sum offer for the tour without revealing who is offering what until the offer is signed. All offers made by members will be kept confidential from the agent/artist and others on the block offer and in the letter of intent. Once the letter of intent is accepted by the agent or artist then the individual fees are communicated to the artist in the secondary agreement. A minimum offer will be set by the block booking coordinator when the block is offered. If a member submits an offer that doesn't meet the minimum, MAN will, at that time, inform the member to increase it. If a member feels that they are not able to meet the minimum offer due to financial restraints (budget need to be submitted), they are able to submit their best offer and it will be considered with the understanding that if the viability of the tour is put in jeopardy due to these lower offers, those members will be asked to withdraw from the tour.

All bookings after February 1st will pay the full artist fee as listed in the Showcase price list, or they will negotiate prices directly with the artist. The risk is you might have to pay more.

- 3. When an offer has been finalized** within the block, the Performing Arts Coordinator will email the offer to the agent or manager with a blind copy to members participating. The Performing Arts Coordinator will follow up with the agent/manager leading up to the offer deadline set by block. A reminder will be sent at the 48-hour notice and 24-hour notice if required.
 - a. If the offer deadline passes** with no word from the agent and/or manager, the block members will collectively decide whether to extend the deadline, or to ask the Performing Arts Coordinator to inform the agent and/or manager that the offer has expired and is no longer valid.
 - b. If the offer is rejected** by the agent or manager, then the Performing Arts Coordinator will contact the block members to determine if they want to present a counter-offer, adjust and resend the current offer, or walk away.
 - c. If the offer is accepted**, the coordinator will send a signed copy to each block member and add the offer to the online block booking tool.
- 4. When an offer is confirmed** the Performing Arts Coordinator will create and send out individual contracts between MAN, agent/manager and Presenter, including details about fee, tech rider, concert times, locations, accommodation and hospitality and more.