

# ARIA Chart – Special Event / Promotion / Pre-order Notification Form



Use this form whenever promotional activity is likely or expected to achieve unusual results for a product through any accredited service provider. **Note: This form is primarily for the use of Record Companies and Labels.**

## PART A

**ADVANCE NOTIFICATION:** To be provided to the ARIA Chart Department no later than 5 days in advance of Event.

### Description:

Date of initial notification (must be at least 5 days prior to Event):	
Record Company:	
Record Company Notifying officer (Name, Phone#):	
Date of event:	
Event Location:	
Product Details: Title / Artist / Product Type	
Name & Location of Retail partner	
Quantity of units shipped in for event	
Retailer Contact (Name, Phone#):	
Detailed description of activity:	

### Compliance Notes:

The following points detail ARIA's requirements for promotional / In-store activities -

- This form must be submitted to ARIA at least five days prior to the event(s) listed on the form
- Retail partner MUST conduct the sales at the event
- Sales must be scanned through the retail partner's computerised point of sale equipment at the time of the sale
- Only sales to actual customers are eligible
- Multiple purchases by individual customers should count as a single sale
- Retailer / Record Company should be prepared to provide, on request, evidence that the event happened as described (sales receipts or other documentary evidence etc)

## PART B

**DECLARATION: (To be completed post event and submitted by 10am Friday).**

I confirm that the event / activity / promotion was conducted as outlined above. The event resulted in eligible sales of \_\_\_\_\_ units. I attach a time/date stamped image(s) of the event.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Failure to complete both parts of this form by the listed deadlines will result in any sales from the event being removed from the ARIA Charts.**