

## Introduction and Promotion Guidelines

Welcome to *Team Marketing*. We are a promotional marketing agency representing national clients at tradeshow, malls, stores, special events, athletic events, concerts, colleges and bars. We execute product demonstrations, sampling programs, membership acquisition, coupon distribution and awareness campaigns (hand out T-shirts, sunglasses and other logoed material). We work directly with clients, marketing companies, pr firms, ad agencies and other national agencies. We work with you to find the appropriate type of event that will be fun and interesting. Positions are based on the programs our clients have running – most are in-market on an as-needed, contract basis; while others may be longer, either on a tour or in-market program (manager, road crew, etc.). Although this type of work is fun and can be relatively easy, it is work, and we need to know that you are willing to make a commitment to the programs you are scheduled to execute and execute them the way Team Marketing and our clients want.

We have provided these PROMOTION GUIDELINES to help you understand procedures and for the promotions run smoothly. These Guidelines apply to every program. For some programs, however, there is also a training manual with specific program information which is **in addition to, not instead of**, our Promotion Guidelines.

**Please take a moment to register with us on our website and then:**

- 1) **Download, save on your computer, print out and review** these Promotion Guidelines. **Remember** where you **save it** for future events!
- 2) **Sign and date** the last page (p. 10), the Event Checklist (p. 2), the Contractors Agreement (p. 12) and W-9.
- 3) **Make a copy of ONLY these 4 pages** for your records and return the originals of only these 4 pages **plus** a copy of your Social Security card **via US Mail** to: *Team Marketing*, 4 Ponckhockie Street, Suite G, Kingston, New York 12401 **Faxes or scans are not acceptable as we need originals!**
- 4) **Please e-mail photos (jpegs) and resumes (word docs) to [registration@teammktgusa.com](mailto:registration@teammktgusa.com)** No links, pdfs or zip files please.
- 5) **Keep these promotion Guidelines on your computer so you can review and have Timesheets for future programs.**

Please read the sections about **shift hours, cancellations** and **paperwork** closely. If you have any questions or concerns, do not hesitate to call us (ext. 100). Our goal is for people to have fun doing these events as well as make money. We feel lucky that we have the opportunity to do some fun events and get paid for them. We have numerous promotions to look forward to and we will be very busy this year. Please feel free to forward our website [www.teammktgusa.com](http://www.teammktgusa.com) or this packet on to others throughout the country.

*Grace*

Grace Sheaffer

For

*Team Marketing*

## Event Checklist - (Bring to event with Timesheet)

**Pre-event** (Minimum three days before event). Do not wait until night before event!

1. Review our Promotion Guidelines (where Timesheet is) and be familiar with our procedures **3-4 days before the event**. And if questions, **call us – NO emails!**
2. Review the program training manual (if one) 3-4 days prior to the event.
3. Have the necessary attire - don't wait until night before or morning of.
4. Have **shift times, manager contact info, event address and directions to event site** in advance. (Don't rely on Mapquest, call site or check website if possible).
5. **Between 9am and 1pm the day before** the event do the **Pre-Event Check-In Call (NO TEXTING)** to the manager. It is a check-in call, you are already booked. If you **have to cancel due to illness or emergency; or have any questions/issues/problems, etc**, call Team Marketing ASAP on the ON-CALL HOTLINE. **Don't wait, email or call manager! Only call us us!**

### Event Day

1. Be appropriately attired and groomed (no piercing or visible tattoos, no excessive makeup or jewelry unless we say it's ok for a certain program).
2. **Make sure to have Time Sheet, manager's contact number and Team Marketing on call hotline # at 845 417 6561 or toll-free 888 879-0157.**
3. Arrive at event site on time, take into account traffic and time to find parking.
4. If running **late** for any reason (stuck in traffic, behind accident, car trouble, etc. – it happens) **you must contact Team (not manager) before start** of promotion, before you are late. Late is if you are not standing next to manager at start time - You are not on time if you are parking or walking to booth. ☺. Call us and let us know **before** the manager calls us to say you aren't there. Communication is key.
5. If you are on-site and **can't find event site, booth** or manager, call manager on his cell right away (don't delay or wait until after start time). If no answer, leave message and call Team Marketing immediately so we can get you there on time.
6. **Work the shift booked by Team.** If manager wants to change hours, call us first for approval - no one can change hrs other than us. You won't be paid w/o approval.
7. If **issues during event** – ill, problem, personal reason – **call us before** leaving!!
8. Have manager **sign your timesheet at end of each day** -Don't wait until last day!

### Post Event

1. Mail in time sheet right away. If report forms - fax or email back within 24 hours to Team Marketing and client as directed. Include a copy with time sheet mailed to us.
2. Return any event materials as directed.
3. Receive payment within 30 days of Team's receipt of timesheet.

**Cancellations, Changes and Communication** – A booking is a commitment. If sick or have a personal emergency, **call us immediately at 845 417-6561 or toll-free 888 879-0157.** These things happen, we understand, but communicate with us ASAP so we can address it. By not contacting us things are worse. **Do not contact manager, only Team Marketing.** If clients cancel or shorten events w/n 48 hrs of event, you receive a 4-hour minimum unless advised differently at booking. Clients cannot change shifts (add additional hours or days) nor can they alter rate or authorize bonuses or reimbursement of expenses without our approval. Don't discuss w/ client – refer them to us.

**Please note:** We appreciate when you are sick or not feeling well and still want to work, but if you are visibly sick (sneezing, coughing etc.) please contact us right away - the day or 2 before if possible, so that we can be prepared in case you don't feel better on time. The goals of our promotions are for the clients' events to be executed successfully and for our team to have fun! If you are sneezing and coughing, tired or have a fever, these goals won't be accomplished.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **BIG RICK'S 4 BIG RULES**

**BIG Rule 1** - Once booked on a program, if you have any questions, problems, issues, **you must call – no emails, no texts.** All communications between us after the booking are done on the phone (as emails don't always go through, may not be seen in a timely manner, etc. and we want to be responsive). Office # is 845 338-8800.

**BIG Rule 2-** Once you are within 24 hrs of your event, during the event or if it is a matter that requires immediate attention - you need to call the **on-call no. 845 417-6561... do not call the office, text or email us.**

a) **before your event** - within 24 hrs of your event, (or from Friday on for a Saturday, Sunday or Monday event), or it's a time-sensitive matter or matter that requires immediate attention, you call us on the **on-call**. If booked to do an event Wed at 2 pm and on Tues at noon you have a question or problem (sick, car issues, personal family matter, etc.), you call the on-call #, not the office. And if you are booked to do an event running Sat, Sun or Mon, any calls from Friday morning on are to the on-call # - NOT THE OFFICE - as Friday is the day before Monday!

b) **morning of** - You call the on-call number if running late, stuck in traffic, car/travel troubles, etc. Anything that affects you being on time, dressed correctly, ready to work the event correctly Team (not client) **must be notified of.**

c) **during event** - if any issues or problems during your event like you are feeling ill, have to leave, child is sick, issues with manager, event issues, etc. you call the on-call no. right away!! **Please do not wait to call us** at the end of the day, after an event or after you have left to address a problem as it's after the fact. Call us when it's happening so we can help you and fix it then. We are on-call to help. Use us!!

**BIG Rule 3-** There are only 2 reasons you call the manager – 1) to do your check-in call the day before your shift between 9am and 1pm and 2) if you get to event site and can't find the booth or manager. **All other calls are to us!!**

**BIG Rule 4-** To get paid you bring a Team Marketing Timesheet to every event, every day!!!. It is found in these Promotion Guidelines. The timesheet must be filled out at the event and signed by the manager **everyday**. And if working multiple days, bring it every day, don't leave it to last day, have manager sign, but **don't give it to the manager to keep overnight, you take it back**. When the event is over, bring timesheet home and make a copy or scan it for your records because the USPS sometimes loses mail – I know!. Put the original Timesheet in the mail to us within less than 7 days after your event so we can get you paid ASAP. Upon receipt in our office your timesheet will be date stamped. We always pay within 30 days of receipt – try to do it within 2-3 weeks, but always less than 30 days. And you will never, ever, ever hear us say we can't pay you because our client hasn't paid us yet. That is crap - You work for us, not our client and if you execute correctly you are paid regardless if our client pays us.

## Promotion Guidelines

Should be read promptly upon registering with us, again upon being booked and at least 3 days before every scheduled event to insure that you are familiar and comfortable with our procedures.

### **I. PRE-EVENT**

**How we book events:** Once registered with us, you will be contacted either via phone or email about events as they arise. These calls and emails go out to staff based on the information the staff filled out when they registered – market, any special skills or experience – management, auto, bar, bilingual, special license, juggler, segway rider, etc. So when you registered hopefully you included as much relevant info and filled out all the fields that applied. It's also important in getting booked to make sure your contact information, the markets you can work and any special skills you have are current. **To update your information - simply email the new information and any new photos or resumes to [registration@teammktgusa.com](mailto:registration@teammktgusa.com)**

**Promotions/Events:** Information we will send about promotions will include dates, shift hours, rate and a program description. We provide as much information as possible as we want you to know what you will be doing. But sometimes details change – hours, duties, etc. and we will update you ASAP. Based on those details you may choose to express interest in an event. Once you have, we will review your file and possibly call you for a phone screening. We only contact staff being considered as we can have 80 people respond for a program with 4 positions.

**Bookings: A phone booking is a commitment.** When booked on a program you will given all the program details we have over the phone including attire, contact info and location. You will also be told to review these Promotional Guidelines at least 3-4 days before the event in order to be prepared. Moreover, we may send you a client's program manual or schedule a training. If no training manual we may not send an email.

#### **Please note:**

Shifts: Most bookings are subject to a **4 hr minimum**. Ex. If booked for a 6 hour promotion and 5 hours into the event it rains or you handed out all the samples, the manager can end it early and you get paid for time worked – 5 hours. If its 3 hrs in, you get paid for 4 hrs. It's actual hours worked, subject to a 4 hr minimum, **but** the 4 hr minimum only applies if you arrive on time for your event. Moreover, managers cannot have you work a **longer shift** than we booked you for **unless** you call us for approval first. We cannot guarantee payment for shifts not approved by us.

Rate: When we book you we provide the program compensation. Unless agreed to at the time of booking there is no reimbursement for any expenses including travel (mileage/gas), food, etc. If you have questions, contact us before the event. Clients cannot change your rate or offer bonuses, per

diems, reimbursement or any other financial compensation, nor can they authorize purchases without you getting prior approval from us. We pay you, they don't, so do not speak with them about those things.

**Timesheet:** You **must bring** a Team Marketing Timesheet to every event. They are available in the Promotion Guidelines. **If you cannot get one**, please contact us in a timely fashion before the event so that we can address – **don't wait until after the event has started!**. The timesheet must be filled out at the event, signed by the manager and **mailed to us by you** (keep a copy for your records). Regardless of whether clients or managers have their own paperwork **you must submit a signed Team Marketing timesheet to us in order to be paid. Do not give to manager!**

**Attire:** Will be specified by booking agent or in promotional training material. No stretch pants, capris, jeans or shorts unless authorized. **No body piercing or tattoos can be visible unless told otherwise.** Must be well groomed. No excessive jewelry or makeup.

**Pre-event Check-in call/directions:** Talent should know where they are going and have directions 2-3 days before your event – don't wait until night before or day off to look it up – waiting just adds stress!! What if internet is down?

Talent **must call (not text)** the contact (generally the field manager) between 9am and 1 pm **the day prior to event** to do a **check-in call**. Contact/Manager may leave an outgoing voice message with specifics as to meeting location and any changes that have been made regarding time, location etc. You simply leave a message stating "Hi this is (your name) checking in and I will be working the \_\_\_\_\_ promotion tomorrow at \_\_\_\_ am". **Do not** leave your phone number. **This is a check-in phone call only; contact will not call you back.** If you have questions, problems or have to cancel **you call us, not the manager! (see below).**

**Promotional kits and materials:** For some promotions you are sent a demonstration kit that may include a training manual, a Report Form, a video and/or a shirt etc. **If you have not received it by 3:00 pm 2 days before an event (By Thursday afternoon for a Saturday/Sunday promotion) contact us immediately during office hours so we have sufficient time to inform client to send another kit.**

**Pre-event questions/issues/problems:** IMPORTANT - Once booked, all **communications are by phone – no emails or texts!!!**. If you have a question or issue about any aspect of the program please call right away - **do not wait** until the night before or the day of the event to call us to discuss. Call in advance to the office during office hours (9 am to 5:30 pm EST). **Do not e-mail as emails don't always go through and can slip through the cracks.** We would gladly take 10 minutes to answer all your questions prior to an event, than have a question go unasked and something be done incorrectly which may have far more negative consequences.

**Cancellations:** We take bookings very seriously as these are commitments you have made to us to work an event, just as we have made to you and to our clients. We understand that situations arise that take precedence. If you are sick or have a personal emergency and cannot work your scheduled event, please notify **Team Marketing (not the manager)** right away, so we can re-book it or have a backup ready. (You **cannot** just replace yourself with another person, though referrals are appreciated). To notify us of cancellations **do not send an e-mail or text. You must speak with a live person to confirm we have received the information.**

### **Where to call**

1. **If more than 48 hours before the scheduled event, call the office 845 338-8800. If you do not get a live person, please leave a message on the ext. of the person who booked you indicating your name, the program, the market (city) it is in and your number. Extensions of all staff are on the voicemail directory at ext. 8. You should receive a call back confirming receipt of your message. If you do not hear back at least 24 hrs before the start of your event, please follow the procedures spelled out in #2 below to insure that we received the message.**
2. **if it's within 24 hrs of the event or within 48 hrs for a weekend event do not call the office, you must call the on-call staffing hotline @ 845 417-6561 (PUT THIS IN YOUR PHONE).** You should have this number with you for all events (it's on the Timesheet).

If you feel ill a day or two before an event, contact us then – ASAP - so we will be prepared in case you don't feel better the next day. Don't wait until the morning of. **Whatever the reason, we appreciate as much time as possible to find a replacement.** And while we appreciate that you may want to work and honor your commitment, if you are visibly sick, coughing, sneezing, scratchy voice, etc., your presence may actually damage the event as a sick staff doesn't represent the brand the way the client wants.

**All NO-SHOWS** (or cancellations not due to a justifiable reason or emergency within 48 hours of a booked program (72 hours for Monday events)) are subject to a \$40 **cancellation fee** that will be deducted from your compensation. If you are booked as an **on-call backup** (see below) and are not available when we call, that is considered a no-show and subject to a \$20 no-show fee).

**Client cancellations** - In some instances, a client may cancel a scheduled event. Client Cancellations within 48 hours of the event are usually subject to a 50% fee or a 4-hour minimum. **Shortened events** are also subject to 4-hour minimum unless advised differently at booking.

**Pre-event training:** On occasion clients require pre-event trainings (phone or in-person). In-person is always a paid training. Phone trainings vary by client. We will inform you of status at booking. On your own time you must read the clients' manual (if one) to prepare yourself for a program and do any check-in calls. If you no-show or cancel at an event, you will not be paid for any compensated training as you were hired to execute the promotion, not to attend the training. **If clients cancel a program, any paid trainings will be compensated.**

**Back-ups:** For some programs we may have **paid backups** who are paid to be available for 1 or 2 hrs and are considered the same as a booked staff! For most programs we have **on-call backups** who are not paid and who responded after the program was booked as staff can get sick or have personal matters arise. **When you are booked as an on-call backup we expect you to be available up to 30-45 minutes into the event.** As you may subsequently have another job or opportunity come up, and understandably you prefer that guaranteed work over backup work which doesn't pay, all we ask is that **you contact us immediately to inform us that you are no longer available** so that we can secure another backup. We don't want a situation where a staff wakes up sick on an event day (ex. Saturday), calls us, we call the backup right away and the backup tells us he/she took another job on Wednesday. Of course the staff could take the other job, but he/she should have called us on Wednesday to tell us they were no longer available so we could have secured another backup. **It is just about communication!**

**Bottom Line:** **Communication is Key.** If you have questions or problems don't hesitate to contact us at 845 338-8800 and leave a detailed message. Do not wait until the last minute. **If your event is within 24 hours (or 48 hours if on a weekend or a Monday), call us @ 845 417-6561.** If there is a problem, let us know as soon as possible.

## **II. EVENT DAY AND EXECUTION (BRING A TEAM MARKETING TIMESHEET!)**

**Arrival Procedures:** Arrive at site **15 minutes** before promotion shift begins taking into account travel, traffic and parking, transit schedules, etc.

**-If you are going to be late, you need to call Team before the scheduled start time (not manager)** to inform us so we know and we can call manager. We don't want the manager calling us to say you aren't there. If you are not standing next to manager or at booth at scheduled time you are late. **You are not on time** if you are parking or walking to booth at scheduled start.

**-If you are on-site and can't find the event,** call the manager **before** you are late and if no answer call us on the on-call. Our goal is to get you to the booth on time!

Talent will arrive and sign-in with contact/manager. Introduce yourself politely. If a store demo and you are by yourself with no manager, ask where contact wants you to execute the event. Request a high traffic area that will not interfere with store/site operations or cause traffic problems). If no on-site manager, contact the client-

marketing company as outlined in training information. Listen to what the person or outgoing message says. Respond to the message.

-If you are on time, but the manager/client contact isn't, **stay at the event site or meeting location – don't leave**. Call the on-site field manager or site contact to confirm you are at the correct location. If no response or there is no on-site contact, call **Team Marketing** on the on-call at 845 417-6561. **Do not leave the event site until you hear from us**. **If you follow these steps, you will be paid for your time.**

#### Executing the Event

- Set up the display/booth as indicated by manager or training manual. Make sure to maintain the booth in a neat and orderly fashion.
- **Never eat, chew gum, drink or use cell phones** during an event (phones off or on vibrate). Alcohol and drugs are likewise not permitted as is consuming alcohol or drugs prior to event or while on break). Be pleasant and outgoing even if the customers are rude. Be nice to personnel, they help us do our jobs.
- Problems with Event Site: If you have **questions, problems** or you are **asked to leave** by the event site (Event may be cancelled on-site), address this with on-site field manager immediately or if none, **call Team Marketing immediately** on the on-call # at 845 417-6561. **Never, ever leave a promotion without authorization from Team Marketing.** (Where applicable, in-store demos etc., have the store manager sign your Report Form or Time Sheet stating in writing that the promotion was refused or cancelled. Do not get into an argument with site personnel, as we do not wish to damage our clients' relationships. Most programs have a 4-hour minimum you will receive.
- Problems with the Manager/Client: Never get into an argument or make a scene. If you have **a problem or issue with client/manager**, excuse yourself and call us. If there is a problem or if the client asks you to leave, step away from the event site and **call us immediately**. If the promotion is dangerous or unsafe, or if you feel pressured to carry out a task that you are not comfortable with or have been injured **call us immediately**. It is our responsibility to look out for your interests. Do not disrupt the event. Remain quietly nearby until we contact you. Unless you contact us we cannot address your concerns. **Call us before you leave!!**
- If you have a personal problem or become ill: If during the program **you become ill, injured, are notified of a personal family situation or anything that affects your ability to work your scheduled shift fully, correctly and per the clients' expectations**, you need to **contact us immediately** on the **on-call#** – do not wait, do not address with the manager or client!!!
- **Do not address payment or questions about hours with managers, only us. It is inappropriate and cause for removal from bookings and loss of a day's pay.**

**Contact with the manager** should be limited to 1) the pre-event check-in and 2) you are at event site and can't find them. Of course they manage your duties at the event, but all questions/concerns that affect your ability to work your scheduled shift, be on time, are about pay, hrs, etc., you direct to Team Marketing.

**Important: You are only booked to work the shift times given you by Team Marketing.** If a manager asks you to stay later or come in earlier, you must call us for approval. Absent approval from Team Marketing you will only be paid for the hours we contracted you. Similarly, **managers cannot make promises about bonuses, reimbursement, extra pay, anything affecting compensation.** If that happens, you need to direct them to call us on the on-call #. right away so that we can confirm, document and take steps to have it authorized.

### **Check-out**

- At end of shift, make sure everything is put away neatly. Do not throw away display. Put it back in the storeroom.
- Have management or field manager if on-site, sign your **Timesheet** and if applicable sign and stamp your **Report Form**.
- For multi-day programs you have **your timesheet signed everyday** - don't wait.

**Bottom Line: Communication is Key. You are representing the client, Team Marketing and yourself during the promotion. Have fun, but be professional. Please note that unless informed otherwise when booked, all events are subject to a 4-hr guaranteed minimum.**

### **III. POST-EVENT**

**Paperwork: Keep a copy of all paperwork for your records.**

**Timesheets** are to be mailed to Team Marketing, not given to managers, as set forth above. Time sheets must be **mailed** within 7 days after the event to the address on the Team Marketing Timesheet (**please make sure to also include a copy of your contractor's agreement if you haven't sent it in yet, as no payment will be made without a copy on file**). We cannot invoice clients until all time sheets are received. The sooner the timesheets are in, the sooner clients are invoiced and the sooner everyone gets paid. Failure to promptly mail in a time sheet delays payment for you and other people who worked that event; you run the risk of a client closing out a program and denying payment. **Regardless of whether clients or managers have their own paperwork you must submit a signed Team Marketing timesheet to us in order to be paid.**

**Report Forms**, if any, must be faxed or emailed within 48 hours of event to Team Marketing at (845) 338-7290 in addition to what the clients' manuals say. Include a hard copy of the Report Form with your mailed time sheet to us. Please keep a copy for your records. For many clients, not correctly filling out a Report Form is the equivalent of not executing the promotion correctly and they will refuse to pay. It is part of your job.

**Receipts** for pre-authorized expenses only, are taped to 1 side of 8 x 11 1/2 paper (no staples), cannot over lap, and the amount, date and item must be legible.

Materials: For some promotions, materials must be returned to client at the end of event. Failure to return the requested items as directed will result in a deduction of payment. Please, keep an accounting of all the materials in your possession so that we can pay you in full.

Payment: Payment will come from **Team Marketing**. Generally we pay within 30 days of receipt of the time sheets. We pay our talent regardless of whether our clients pay us or not, but only if talent abide by our Promotion Guidelines and the clients' program procedures. We need to make sure that all timesheets are accurate and approved by client before payment so failure to promptly mail in a timesheet delays payment for you and other people who worked that event. **If any questions regarding your payment**, contact the book-keeper at ext 100. **Never contact a client regarding payment.** They will not deal with these issues. See below.

Client Contact: There can be no contact with clients during or after a program about compensation or other bookings. Such behavior is unprofessional. Violation of this rule will result in forfeiture of compensation, removal from future bookings as well as subjecting staff to legal liability for any resulting damages.

Our goal is that we want people to have fun doing events as well as make money. We feel lucky that we have the opportunity to be a part of these fun events and get paid for them -concerts, sports events, Spring Break, festivals etc.- and are glad to have you involved.

**Bella's Bottom Line: ... COMMUNICATE ANY ISSUES AND HAVE FUN!**

I have read the above 2010 Promotion Guidelines, Event Checklist and the Contractor's Agreement and agree to abide by the terms and procedures set forth within.

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Print name

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Signature

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Date

# TEAM MARKETING

## Promotion & Event Marketing

4 Ponckhockie Street, Suite G, Kingston, New York 12401  
Office - (845) 338-8800

### Weekly Timesheet

**Do not give it to the manager or client at the event. A manager must sign it, but you keep it.**  
 Make a **copy** for your records. Mail Timesheets within 7 days after promotions **to above address**.  
**Faxes and scans are not acceptable.** Payment will **not** be made without a signed timesheet. A copy of  
 a **report form** (if applicable) as well as any approved receipts must be returned with Timesheet!  
 Payment will only be made for the **shift time booked** by Team Marketing. If client or manager  
**wants to change shift hours**, you must contact us to get approval first. We pay you, they don't!

By taking part in this event, you acknowledge that you have reviewed and agreed to abide by  
 the terms and conditions of the Team Marketing Contractor Agreement and the policies and  
 procedures set forth in the Promotion Guidelines. Events are subject to 4-hr minimum.

**If you are running late, have to cancel, or there is any other problem,**  
**Call Team Marketing immediately at 845 417-6561 (No Texts!!). Do not call manager!**

### Please Print Clearly

Name \_\_\_\_\_ S.S.# \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #(\_\_\_\_) \_\_\_\_\_ Promotion \_\_\_\_\_

Location (City) \_\_\_\_\_ Store/Building \_\_\_\_\_

	<u>DATE</u>	<u>IN/OUT</u>	<u>#HOURS</u>	<u>MGR SIGNATURE</u>
Monday	_____	_____/_____	_____	_____
Tuesday	_____	_____/_____	_____	_____
Wednesday	_____	_____/_____	_____	_____
Thursday	_____	_____/_____	_____	_____
Friday	_____	_____/_____	_____	_____
Saturday	_____	_____/_____	_____	_____
Sunday	_____	_____/_____	_____	_____

\_\_\_\_\_  
Total # of Hours

Check box if change in address

\_\_\_\_\_  
Talent Signature

**Important: No payment w/o manager's signature**

## **Contractors Agreement**

I, \_\_\_\_\_, understand that I am an independent contractor, and will staff Positions for Clients of Team Marketing USA, Corp. (“Team Marketing”) as an independent contractor. I also understand that my work is “for hire” as defined by the US Copyright Act of 1976. I assume all responsibility for with holding tax, social security, state tax, public and private liability, and workmen’s compensation insurance. I am aware that Team Marketing executes all agreements with Clients as an independent contractor and is not an employee of Clients.

I assert that I am over 18 years of age and agree and understand that I will hold harmless, waive all rights, and make no claim of any sort against Team Marketing, for any and all damages, injury or harm of any accidental means or otherwise, arising out of or in connection with the performance of staffing a Position for a Client.

In consideration of Team Marketing’s time and effort in obtaining assignments for me, I also agree that for a 2-year period following the staffing of an event for a Client of Team Marketing, I will not contact said Client (met through working for Team Marketing) for any related marketing or promotional work without prior approval of Team Marketing. In the event that said Client or Client's Client expresses interest in my services for other work during that period, I will direct and refer those parties to Team Marketing for follow-up and negotiation. If within this 2-year period I obtain employment or staff any position directly for said Client or Client's Client without Team Marketing’s approval, I agree to pay Team Marketing 10% of my pay. This clause does not apply to work that I in good faith received from Clients through other independent sources unrelated to my work for Team Marketing.

I agree not to provide Clients or third parties the names of other Team Marketing contractors, nor use the names of the other contractors for my own benefit. If I know of third parties who are interested in positions that I learn of through Team Marketing, I will direct them to contact Team Marketing.

I authorize the use, copying and reproduction of my image or photographs by Team Marketing and its clients for marketing purposes including brochures and web sites.

I have read and understood the Team Marketing Promotion Guidelines, the terms incorporated herein by this reference. Upon completion of an event, I agree to return all promotional materials as instructed. Failure to do so may result in a deduction from my compensation. I understand that payment is contingent upon fulfilling the Clients' requirements and representing Team Marketing appropriately. Timesheets must be mailed in promptly in order for Clients to be invoiced. Payment will be made within 5 days of Team Marketing’s receipt of payment from Client. Payment from client varies from four to six weeks but sometimes takes longer or shorter than expected due to the nature of the business. I agree not to contact Clients directly regarding payment. No show fees of \$40 may be imposed at Team Marketing's discretion.

I, (Print Name) \_\_\_\_\_, understand this agreement.

Signature x \_\_\_\_\_ Date \_\_\_\_\_