



## FREELANCE TERMS & CONDITIONS

### DISCLOSURE

This document contains information that is or may be legally privileged, confidential, proprietary in nature, or otherwise protected by law from disclosure.

### RATE

**RATE:** Based on a 10 or 5 hour flat day-rate negotiated pre-show.

**OT:** As incurred after 10 hours on an hourly basis, including a 1-hour paid meal break prior to the completion of the 6th hour.

**DT:** As incurred after 14 hours on an hourly basis, including 1-hour paid meal breaks prior to the completion of every 6th hour.

**SHORT-TURN:** Applicable if a freelancer has less than 8 hours between shifts. The 2nd shift is billed at OT rate the entire day.

**MEAL PENALTY:** A meal penalty may be billed at a rate of 1 hour of OT in the event that one of the following does not occur: (1.) a 1 hour meal break prior to the conclusion of each 6th hour. (2.) a 30 minute paid meal break with food provided prior to the conclusion of each 6th hour.

### PAYMENT TERMS

Invoices must be submitted within 7 days of show's completion via email to [accountspayable@nmrrents.com](mailto:accountspayable@nmrrents.com). All invoices must include the order number labor was booked on. Payment mailed at Net 30 from receipt of approved invoice. Payment is dependent upon completion of Form W-9. Please note, rates are on an individual basis and are considered a confidential agreement between yourself and NMR Events which should not be shared with others.

### EXPENSES

Please notify your Project Manager or Engineer In Charge of any related expenses while on-site, prior to the conclusion of the show. If approved, hard copies of receipts should then be submitted with the invoice to [accountspayable@nmrrents.com](mailto:accountspayable@nmrrents.com) via email within 7 days of the show's completion. Final payment of invoice & unpaid expenses is dependent upon receipt of hard copies of receipts, if expensing approved travel costs (cabs, parking, etc.).

### TRAVEL AND PER DIEM (IF APPLICABLE)

**TRAVEL SHOWS:** A day is considered a Travel Day when it is used exclusively for transportation to a show site. In this circumstance, crewmembers are paid either a half-day rate or a full-day rate. Travel times are determined by the total hours of either air or rail time, plus 2.5 hours allotted for transit to the airport or train station.

1. A HALF-DAY rate is given for travel times equaling < 5 HRS

2. A FULL-DAY rate is given for travel times equaling 5+ HRS

Per Diem is Based on a full day rate.

**FOR REGIONAL (LOCAL AREA SHOWS – No major train or airline travel):** At the Project Manager's discretion shows may be handled in one of the following ways:

- Portal to Portal wherein the travel time is calculated by the Project Manager and included as paid hours in the call.

- A HALF-DAY rate is given for travel times equaling < 5 HRS

*As each show is different & unique, travel terms & conditions may not always be the same and will be negotiated and confirmed pre-show via written communication.*



## CANCELLATIONS

NMR Events reserves the right to release a freelancer up to 24 hours before the first call time or travel date without incurring any charges.

## SOCIAL MEDIA & MATERIALS POLICY

Independent Contractors, including but not limited to all "freelance" labor, shall not use any Client Marks/Logos, including in any press release, public statement or advertising, marketing and promotional materials, without obtaining the prior written consent from the Company. Further, Independent Contractor expressly agrees that they will refrain from using or posting any project and/or show related information and materials, including but not limited to pictures, video, audio, written comments, descriptions, or any other audio visual material, to or on any website (i.e. Facebook, Twitter, Linked In, etc.) or other electronic or print media now or in the future. You understand that unauthorized use of these materials may subject you to legal and/or monetary damages.

## ENTIRE AGREEMENT

This Agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, arrangements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this Agreement.

### ACCEPTED BY:

Signature		Date	
Printed Name		Title	
Company Name			

QUESTIONS OR CONCERNS REGARDING INDIVIDUAL JOBS OR THESE POLICIES MUST BE ADDRESSED PRE-SHOW

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
<b>or</b>								
<b>Employer identification number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>						-		
	-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Position Name	Description - Duties
Audio Engineer (A1)	Oversees audio and typically operates the console during show.
Audio Systems Engineer	Generally on larger shows; oversees array hang, monitors and troubleshoots systems such as comm, wireless microphones etc.
Audio Technician (A2)	Assists the A1, most often keeps track of wireless microphones, replaces batteries etc
Audio Technician (A2) Union	Assists the A1, most often keeps track of wireless microphones, replaces batteries etc
Booth Manager	Oversee all aspects of technology in a trade show booth
Breakout Manager	In charge of Multiple Breakout rooms
Breakout/AV Technician	A technician with a general knowledge of audio, lighting and video. Typically assigned to 1 or several rooms for monitoring / assistance
Camera Director	In multiple camera productions, tells each camera operator what shot he is looking for. (does not operate the switcher)
Camera Handheld Operator	Operates a HH camera
Camera Jib Operator	Physically controls a camera on a JIB both in studio and on location.
Camera Operator Long Lens	Operates a studio configured camera with a Long Lens attached (sports lens)
Camera Robotic Operator	Operates 1 or more PTZ cameras from a single position utilizing a controller and joystick
Camera Switcher	In multiple camera productions, operates the switcher to make a single (program) feed of all the cameras, often directs also.
Carpenter	Builds scenic items (such as sets, backdrops, props etc)
Carpenter - Union	Builds scenic items (such as sets, backdrops, props etc)
Creative Director	Oversees and develops creative elements for the show. Can include set, talent, scripting, and overall theme
Daily Start Up Technician	Trade show tech to turn on gear in a booth
Encore Operator	Video Engineer who is trained and has experience with the Encore System (From LC to E2)
Executive Producer	Oversees every aspect of event, financially and creatively
Graphic Artist	One who makes original slides (before and during show) and can run Power Point and or Keynote during a show
Graphics Operator	A person to operate PowerPoint and or Keynote during a show
Head Rigger - Union	Generally a union position and leads all riggers
Hippo Operator	Video Engineer who is trained and has experience installing, programming and operating a Hippotize
LED Engineer	Video Engineer who is trained and has experience installing, operating, and maintaining LED Tiles
Lighting Director	In charge of lighting and can perform all other lighting positions.
Lighting Programmer	Assistant to the LD. Programs the console on site. (generally a position on large shows)
Lighting Technician	Stagehand with lighting skills and training.
Master Electrician	Oversees the crew for hanging, connection and focusing of lighting fixtures as well as electrical loads.
Master Scenic Carpenter	Lead Carpenter for scenic items (such as sets, backdrops, props etc)
Media Server Operator	Video Engineer who is trained and has experience installing and operating Media Servers.
Network IT Technician	Sets up and monitors computer networks
Production Assistant	A general assistant to the producer and or the Project Manager
Project Manager	Technical, Logistics and budget coordinator before, during and after the show.
Projectionist	Video engineer who is skilled and experienced in a multitude of projectors and multi projector events.
Projectionist - Union	Video engineer who is skilled and experienced in a multitude of projectors and multi projector events.
Rigger	Hangs motor points, dead hang points, and any other suspension for items that are flown
Rigger - Union	Attaches AV equipment to truss, pipe or structures (generally for "overhead" use).
Seamless Technician	Tech proficient in use of Seamless Displays
Set & Strike Services	Basic set up and strike of basic AV equipment
Show Caller	The person who instructs the crew of cues during the event
Show Producer	Oversees all aspects of a production.
Spot Op	Operates a spotlight
Stage Manager	The person who observes and instructs the talent and stage hands on and around the stage during the event
Stagehand	General labor that loads and unloads the trucks as well as assist the "leads" in set and strike.
Stagehand - Union	General labor that loads and unloads the trucks as well as assist the "leads" in set and strike.
Teleprompter Operator	Operates the teleprompter. Assist with edits of scripting
Truck Loader	Loads and unloads the truck
Truck Loader Union	Loads and unloads the truck
Venue Load-In Supervisor	Oversees Load-In
Video Director (EIC)	Engineer that is in charge of the overall video system. Typically found on large video systems
Video Engineer (V1) - Union	Video Engineer, operator of main switching.
Video Engineer (V1)	Video Engineer In Charge, (when no EIC is present) . Most instances, the V1 is the operator of the main switching unit
Video Playback/Record Operator	Video Engineer skilled and experienced in multiple playback and record devices during the show.
Video Technician (V2)	A general technician with skill and experience in video installations and events.
Video Technician (V2) - Union	A general technician with skill and experience in video installations and events.
Watchout Operator	Video Engineer who is trained and has experience installing, programming and operating Watchout.
Webcasting Engineer	Video Engineer with training and experience with codecs and or specific webcasting equipment