



2829 PS Business Center Drive
Woodbridge, VA 22192

Technician Welcome Packet

Hello Technician!

Thank you for your interest in working with Event and Media Technologies.

Once your video interview has been conducted, the following emails will be sent to you.

1. Panda Docs will deliver this fillable packet for you to sign as well as your Direct Deposit Authorization form and W9. Please make sure you complete all three to be eligible for work.
2. WheniWork will send you an invitation to create an account.

Please carefully follow the instructions within these emails and read them in their entirety. If you have questions, please contact the following resources.

Staffing Related

- Aaron Vetter – Aaron@eventmediatech.com (703) 401-1280 - CEO
- Ben Campbell – Ben@eventmediatech.com (703) 785-7718 - Staffing Director
- Stephen King – Stephen@eventmediatech.com (407) - 907-9825 - SE Staffing Manager
- Roland Fahnbulleh – Roland@eventmediatech.com (860) 389-0148 - NE Staffing Manger
- Dustin James – Dustin@eventmediatech.com (813) 944-9441 - SW Staffing Manager

Payment Related

- Accounting@eventmediatech.com EMAIL ONLY

Onboarding/HR Related

- HR@eventmediatech.com EMAIL ONLY

Contents:

- Contractor Handbook (**Signature Required**)
- Grooming, Appearance and Attire Standards (**Signature Required**)
- 2023 Payment Schedule (**Signature Required**)
- Payment Process (**Signature Required**)
- Contractor Agreement (**Signature Required**)
- Incident Report



2829 PS Business Center Drive
Woodbridge, VA 22192

Contractor Handbook (CH)

Please see below for the Terms and Conditions, which outline the responsibilities and obligations of being a Technician with Event & Media Technologies. As an independent contractor working for the company, we want you to be aware of and exceed both our expectations and those of our customers. The items below outline the most important qualities required to work successfully with us.

Punctuality: This is the most important attribute technicians must possess. You are responsible for showing up on time to your scheduled service hours. Please consider the time required to check-in, gather a plan, meet with any onsite customer representative, and execute. Showing up the moment the scheduled task begins is inadvisable. We understand that hotels are often busy places and traffic is an issue, however that will not be an acceptable excuse for tardiness.

Professionalism: Event & Media Technologies prides itself on the quality of technicians with whom we contract. Being polite, proactive, and diligent is expected of all technicians and at all times! Cell phone usage should be at an absolute minimum and only in private if not directly related to the task. Being sluggish and unmotivated is extremely unprofessional and will be detrimental to a technician's reputation. You have agreed to work for the time booked, so please do so with conviction, always remembering that as our contractor you are also the "face" of the company onsite.

Local Service Hours: The minimum number of service hours assigned will be 4 hours.

Contractor technicians will be paid for the full length of service hours for which they are scheduled. For example, if you are scheduled for 10 hours and you are excused after only 7 hours, you will still be paid for the full 10 scheduled service hours. If you are asked to stay longer than your scheduled service hours, you are not responsible for being available. It is up to you if you would like to extend your assignment at the agreed-upon hourly rate. If you agree to extend your service hours beyond your originally scheduled time, you must send notification of the updated time and the name of the on-site Manager who approved it to your regional Staffing Manager, no more than 24 hours after the conclusion of the shift.

Travel Service Hours: The minimum number of service hours assigned will be 10 hours.

For travel service hours all rules from the Local Service Hours apply with the following additional conditions.

- Base pay rate increase by \$10/hr
- Daily Per-Diem of \$130/day is allotted for all expenses (paid prior to travel).
- A half day rate is paid for all travel/non-working days.
- 2x Base pay rate will apply after 12 hours in a consecutive shift.

2829 PS Business Center Drive
Woodbridge, VA 22192

- Hotel and flight expenses are allotted on a per job basis.

The following conditions apply to both Local and Travel Services Hours.

- 15 Additional minutes past the originally scheduled service hours will warrant a half-hour. 45 minutes past the originally scheduled service hours will warrant an hour.
- Arriving Late / Leaving Early - If you arrive more than 30 minutes late to your call time, or leave before the scheduled end time without permission, you will forfeit your privilege of a minimum number of service hours and you will only be paid for the time actually worked.

Schedule Changes: If a client needs to make changes, it is our responsibility to find them contractors who can meet those needs. We are aware of the inconvenience, but please understand that it is just as inconvenient for us. Our team prioritizes notifying technicians the instant a schedule change is made to confirm availability. We will process full payment for any shifts cancelled less than 24 hours before the call time. **All travel bookings are final.**

Scheduled Breaks: Technicians shall be granted a 15-minute walk away break every 4 hours. Additionally, within 8 hours of a shift's start, your supervisor will approve a (1) hour walk away meal. It is the technician's responsibility to alert management within a reasonable timeframe if approaching meal penalty. If a meal penalty is incurred, the technician will be paid an additional (1) hour of Base Pay rate. We encourage you to always eat before you arrive to your shift and pack provisions for extended periods of time when you may not have access to purchase food.

Personal Property: You are solely responsible for your personal belongings while on the job site. Please only leave your items in technician approved areas. Likewise, any attempt at removing the personal property of others without their permission is grounds for immediate removal from the job site and roster.

IF YOU STAY LATER THAN YOUR SCHEDULED SERVICE HOURS– You must send (3) pieces of information to your regional Staffing Manager no later than (24) hours after leaving the jobsite.

1. Your name and the location of the job site.
2. New scheduled service hours
3. The FIRST and LAST name of the on-site client contact who authorized the additional service hours.

Billing: We operate on a Net 30 payment cycle, and we do not require invoices. This is explained in greater detail on the Payment Process page. You are required to have an active bank account to either, a) receive direct deposit payments or b) cash payroll checks. They will not process at a check advance location.

2829 PS Business Center Drive
Woodbridge, VA 22192

Overtime Hours:

- Paid at 1.5x base pay rate.
- After 10 consecutive hours in a single assignment, hours 11 and on will be billed as Overtime Hours. -Short-Turn Around = **Less than** 8 hours between a REQUESTED shift.
- Hours worked between 12AM and 5AM will be billed as Overtime Hours.

Double Time:

- Double time will be paid at 2x the standard rate for each position.
- After 12 consecutive hours in a **single** shift, hours 13 and on will be Paid as double time. On a “Short Turn” OT shift, hours 11 and on will be paid at Double Time.

Workers’ Compensation: Event and Media Technologies’ Technicians are covered under the company’s workers’ compensation policy unless they specifically provide proof of their own policy coverage.

Dress Code: There are 3 classifications of Dress Code. Examples can be found in the GAAS section.

- Black Suit and Tie:** Black matching suit with long sleeve black dress shirt, black slacks and black dress shoes.
- Black Button Down:** Long-sleeve black dress shirt with black slacks or work pants and black shoes.
- Other:** On rare occasions circumstances may permit non-standard apparel.

- Black dress pants or work pants (not jeans) will **always** be required unless **specifically** instructed.
- Black dress shoes or work shoes will **always** be required unless **specifically** instructed
- Black long-sleeve No-logo dress shirt will **always** be required unless **specifically** instructed.
- Jackets, coats, and other outerwear are permitted as necessary, but must meet our standards of professionalism.
- Sunglasses are acceptable only in outdoor areas where sunshine may impair vision.
- Jewelry is discouraged on the job site and should only be adorned with extreme moderation.
- Management reserves the right to make the final determination on the appropriateness of any visible tattoo at any time.
- At this time, all technicians are encouraged to wear masks on site unless authorized to remove them.

Parking and Transportation: Event & Media Technologies is not responsible for technician transportation or parking costs. You must provide your own vehicle (or, if appropriate, other transportation) and travel at your own risk and effort. This includes insurance, gas, tolls and other incidental transportation expenses.

Privacy Policy: All business discussed between Event & Media Technologies and technicians should remain between those two parties. This includes - but is not limited to – discussions regarding rates, schedules, and personal issues. We encourage you to reach out to us directly if you have a conflict and avoid using public forums. Similarly, discretion is required as to any information you may overhear or observe at a client function where you are providing technical services. You should always assume that the events are private and confidential.



2829 PS Business Center Drive
Woodbridge, VA 22192

Reporting Taxes, Injuries or Damage: As an independent contractor, you are responsible for your own insurance, taxes, and related employment costs. If, however, you experience any personal injury or damage equipment owned by the company or anyone else, it is important for you to report any such incident immediately. If injured, you must also complete an Injury Report document on site (unless unable). You are responsible for taking reasonable steps to secure and transport any equipment or materials owned by the company or third parties, as well as performing your tasks in a safe and effective manner.

Tools: It is expected that you will carry the common tools used in our Industry. Please make sure you have the following tools handy during every shift.

- Crescent Wrench
- Multi-Tool
- Gloves
- Black Sharpie

Covid-19 and Infectious Disease Protocol:

- All contractors must properly wear cloth and/or medical masks when on company and client property at all times, even when vaccinated.
- All contractors must maintain social distancing and limit physical interaction (when possible) both indoors and outdoors when on company and client property at all times, even when vaccinated.
- All contractors must frequently wash hands or use alcohol-based hand sanitizer after coming in contact with any public surfaces when on company and client property at all times, even when vaccinated.
- We recommend any contractor who has contact with any individuals suspected to have or confirmed positive testing for COVID-19 should immediately quarantine for 10 days, fever free for at least 24 hours and receive a negative test before returning to work, even when vaccinated.
- Please do not come to the job site sick, even when vaccinated. If you feel as if you might be setting sick and have an upcoming shift, please err on the side of caution and contact your area staffing manager immediately to be replaced. It will not be held against you.

Bottom Line: We have established these terms to create a fair environment for everyone involved. We believe that teamwork truly inspires greatness – especially in our line of work. If you have any questions, concerns, or technical difficulties please do not hesitate to reach out to our staff.

Technician Signature: _____

Date: _____



Grooming, Appearance, and Attire Standards (GAAS)

Hairstyle:

- Clean, neatly combed/arranged and off the collar. Bangs must be kept above the eye-brows so that no hair is covering the eyes
- Extreme hair colors or styles are discouraged

Facial Hair – (subject to hotel standards)

- Beards: Subject to client standards, beards are acceptable within the following parameters: Full beard must be neatly trimmed on all sides of face with length not to exceed 1". Neck must be clean-shaven at all times.
- Mustaches: Subject to client standards, mustaches are acceptable within the following parameters: Must be neatly trimmed with length not to exceed 1". Mustache should not cover the mouth.

Jewelry

- You may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces and bracelets may be determined at the property level based on specific job functions, operational and/or safety factors.

Nails

- Hands and nails should be clean and conservatively manicured.
- If polish is used, it should be a conservative color.

Tattoos & Piercings

- Visible body piercing and tattoos are discouraged.
- small, non-offensive tattoos or ones that can be covered by clothing are acceptable.

2829 PS Business Center Drive
Woodbridge, VA 22192

- Face, tongue, or other visible body piercings must be removed before every shift.

Fragrance

- Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, body lotions or hair products, fragrant products should be used in moderation.

Make-up

- Make-up must be professional and conservative.

General Attire Guidelines

- All clothing must fit appropriately. As an example, a suit that is two sizes too large is unacceptable. Jackets and suits must be able to remain buttoned.
- Team members must either be dressed appropriately before their arrival to work or willing to change in a restroom. Dressing in the check in office is unacceptable.

Suit and Tie or Business Professional:

- Team members that choose to wear a suit and tie, must adhere to these guidelines:
 - The suit must be matching with a dark belt and dress shoes.
 - The suit must be recently pressed and laundered.
 - The suit must be of a dark color (Blue, Black or Grey).
 - Neckties must be conservative in color and style.
 - Dress shirts must be pressed and conservative in color selection.
- Team members that choose to wear business professional
 - You may wear articles of conservative color that are consistent with the look of the client's professional standards. This includes suits, dresses, skirts and sweaters.
 - Leggings as pants is not permitted.
 - All clothes must be recently pressed and laundered.

2829 PS Business Center Drive
Woodbridge, VA 22192

- Footwear must be in good business taste. Classic dress shoes are permitted to have an open toe, heel or sling back. Athletic shoes, sandals and western boots are not permitted.

Show Blacks

• **Pants**

- Long black dress or black khaki pants are acceptable. Pants should be of appropriate length, clean and pressed. Pants should be worn with a black belt. No Dickies, painter’s pants or denim is permitted.

• **Shirt**

- Long sleeved black dress shirt/button down. Shirts should be clean, pressed and not faded. Polo shirts are not permitted. Shirts must also be tucked in at all times. Sleeves should be rolled down to the wrist at all times.

• **Shoes**

- Closed toe black dress shoes in excellent condition. Shoes should be worn with black socks that extend above the ankle. No sneakers, boots, casual shoes or heels.



Technician Signature: _____

Date: _____



2829 PS Business Center Drive
Woodbridge, VA 22192



2829 PS Business Center Drive
Woodbridge, VA 22192

2023 Payment Schedule

*Dates highlighted in red are bank holidays. Payments should clear the following day.

Start of Work Week	End of Work Week (Sunday)	Pay Recalct Email	Payment Processed	Payment Clears
Monday, January 2, 2023	Sunday, January 8, 2023	Tuesday, January 24, 2023	Thursday, January 26, 2023	Monday, January 30, 2023
Monday, January 9, 2023	Sunday, January 15, 2023	Tuesday, January 31, 2023	Thursday, February 2, 2023	Monday, February 6, 2023
Monday, January 16, 2023	Sunday, January 22, 2023	Tuesday, February 7, 2023	Thursday, February 9, 2023	Monday, February 13, 2023
Monday, January 23, 2023	Sunday, January 29, 2023	Tuesday, February 14, 2023	Thursday, February 16, 2023	Monday, February 20, 2023
Monday, January 30, 2023	Sunday, February 5, 2023	Tuesday, February 21, 2023	Thursday, February 23, 2023	Monday, February 27, 2023
Monday, February 6, 2023	Sunday, February 12, 2023	Tuesday, February 28, 2023	Thursday, March 2, 2023	Monday, March 6, 2023
Monday, February 13, 2023	Sunday, February 19, 2023	Tuesday, March 7, 2023	Thursday, March 9, 2023	Monday, March 13, 2023
Monday, February 20, 2023	Sunday, February 26, 2023	Tuesday, March 14, 2023	Thursday, March 16, 2023	Monday, March 20, 2023
Monday, February 27, 2023	Sunday, March 5, 2023	Tuesday, March 21, 2023	Thursday, March 23, 2023	Monday, March 27, 2023
Monday, March 6, 2023	Sunday, March 12, 2023	Tuesday, March 28, 2023	Thursday, March 30, 2023	Monday, April 3, 2023
Monday, March 13, 2023	Sunday, March 19, 2023	Tuesday, April 4, 2023	Thursday, April 6, 2023	Monday, April 10, 2023
Monday, March 20, 2023	Sunday, March 26, 2023	Tuesday, April 11, 2023	Thursday, April 13, 2023	Monday, April 17, 2023
Monday, March 27, 2023	Sunday, April 2, 2023	Tuesday, April 18, 2023	Thursday, April 20, 2023	Monday, April 24, 2023
Monday, April 3, 2023	Sunday, April 9, 2023	Tuesday, April 25, 2023	Thursday, April 27, 2023	Monday, May 1, 2023
Monday, April 10, 2023	Sunday, April 16, 2023	Tuesday, May 2, 2023	Thursday, May 4, 2023	Monday, May 8, 2023
Monday, April 17, 2023	Sunday, April 23, 2023	Tuesday, May 9, 2023	Thursday, May 11, 2023	Monday, May 15, 2023
Monday, April 24, 2023	Sunday, April 30, 2023	Tuesday, May 16, 2023	Thursday, May 18, 2023	Monday, May 22, 2023
Monday, May 1, 2023	Sunday, May 7, 2023	Tuesday, May 23, 2023	Thursday, May 25, 2023	Monday, May 29, 2023
Monday, May 8, 2023	Sunday, May 14, 2023	Tuesday, May 30, 2023	Thursday, June 1, 2023	Monday, June 5, 2023
Monday, May 15, 2023	Sunday, May 21, 2023	Tuesday, June 6, 2023	Thursday, June 8, 2023	Monday, June 12, 2023
Monday, May 22, 2023	Sunday, May 28, 2023	Tuesday, June 13, 2023	Thursday, June 15, 2023	Monday, June 19, 2023
Monday, May 29, 2023	Sunday, June 4, 2023	Tuesday, June 20, 2023	Thursday, June 22, 2023	Monday, June 26, 2023
Monday, June 5, 2023	Sunday, June 11, 2023	Tuesday, June 27, 2023	Thursday, June 29, 2023	Monday, July 3, 2023
Monday, June 12, 2023	Sunday, June 18, 2023	Tuesday, July 4, 2023	Thursday, July 6, 2023	Monday, July 10, 2023
Monday, June 19, 2023	Sunday, June 25, 2023	Tuesday, July 11, 2023	Thursday, July 13, 2023	Monday, July 17, 2023
Monday, June 26, 2023	Sunday, July 2, 2023	Tuesday, July 18, 2023	Thursday, July 20, 2023	Monday, July 24, 2023
Monday, July 3, 2023	Sunday, July 9, 2023	Tuesday, July 25, 2023	Thursday, July 27, 2023	Monday, July 31, 2023
Monday, July 10, 2023	Sunday, July 16, 2023	Tuesday, August 1, 2023	Thursday, August 3, 2023	Monday, August 7, 2023
Monday, July 17, 2023	Sunday, July 23, 2023	Tuesday, August 8, 2023	Thursday, August 10, 2023	Monday, August 14, 2023
Monday, July 24, 2023	Sunday, July 30, 2023	Tuesday, August 15, 2023	Thursday, August 17, 2023	Monday, August 21, 2023
Monday, July 31, 2023	Sunday, August 6, 2023	Tuesday, August 22, 2023	Thursday, August 24, 2023	Monday, August 28, 2023
Monday, August 7, 2023	Sunday, August 13, 2023	Tuesday, August 29, 2023	Thursday, August 31, 2023	Monday, September 4, 2023
Monday, August 14, 2023	Sunday, August 20, 2023	Tuesday, September 5, 2023	Thursday, September 7, 2023	Monday, September 11, 2023
Monday, August 21, 2023	Sunday, August 27, 2023	Tuesday, September 12, 2023	Thursday, September 14, 2023	Monday, September 18, 2023
Monday, August 28, 2023	Sunday, September 3, 2023	Tuesday, September 19, 2023	Thursday, September 21, 2023	Monday, September 25, 2023
Monday, September 4, 2023	Sunday, September 10, 2023	Tuesday, September 26, 2023	Thursday, September 28, 2023	Monday, October 2, 2023
Monday, September 11, 2023	Sunday, September 17, 2023	Tuesday, October 3, 2023	Thursday, October 5, 2023	Monday, October 9, 2023
Monday, September 18, 2023	Sunday, September 24, 2023	Tuesday, October 10, 2023	Thursday, October 12, 2023	Monday, October 16, 2023
Monday, September 25, 2023	Sunday, October 1, 2023	Tuesday, October 17, 2023	Thursday, October 19, 2023	Monday, October 23, 2023
Monday, October 2, 2023	Sunday, October 8, 2023	Tuesday, October 24, 2023	Thursday, October 26, 2023	Monday, October 30, 2023
Monday, October 9, 2023	Sunday, October 15, 2023	Tuesday, October 31, 2023	Thursday, November 2, 2023	Monday, November 6, 2023
Monday, October 16, 2023	Sunday, October 22, 2023	Tuesday, November 7, 2023	Thursday, November 9, 2023	Monday, November 13, 2023
Monday, October 23, 2023	Sunday, October 29, 2023	Tuesday, November 14, 2023	Thursday, November 16, 2023	Monday, November 20, 2023
Monday, October 30, 2023	Sunday, November 5, 2023	Tuesday, November 21, 2023	Thursday, November 23, 2023	Monday, November 27, 2023
Monday, November 6, 2023	Sunday, November 12, 2023	Tuesday, November 28, 2023	Thursday, November 30, 2023	Monday, December 4, 2023
Monday, November 13, 2023	Sunday, November 19, 2023	Tuesday, December 5, 2023	Thursday, December 7, 2023	Monday, December 11, 2023
Monday, November 20, 2023	Sunday, November 26, 2023	Tuesday, December 12, 2023	Thursday, December 14, 2023	Monday, December 18, 2023
Monday, November 27, 2023	Sunday, December 3, 2023	Tuesday, December 19, 2023	Thursday, December 21, 2023	Monday, December 25, 2023
Monday, December 4, 2023	Sunday, December 10, 2023	Tuesday, December 26, 2023	Thursday, December 28, 2023	Monday, January 1, 2024
Monday, December 11, 2023	Sunday, December 17, 2023	Tuesday, January 2, 2024	Thursday, January 4, 2024	Monday, January 8, 2024
Monday, December 18, 2023	Sunday, December 24, 2023	Tuesday, January 9, 2024	Thursday, January 11, 2024	Monday, January 15, 2024
Monday, December 25, 2023	Sunday, December 31, 2023	Tuesday, January 16, 2024	Thursday, January 18, 2024	Monday, January 22, 2024

2829 PS Business Center Drive, Woodbridge, VA 22192 | 888-577-9955 | eventmediatech.com | info@eventmediatech.com

Technician Signature: _____

Date: _____



2829 PS Business Center Drive
Woodbridge, VA 22192

Payment Process (PP)

One of the benefits of working for Event and Media Technologies is that invoices are not required! Payments will be automatically processed for you following the procedure outlined in this document.

Payment details are automatically transcribed from your WhenIWork schedule and emailed directly to you. Those details will look like the example below. Please note that each individual shift will produce a receipt email. They generally appear in the same thread; however, it will not automatically sum the week for you. It is important to remember that payments are processed as a Monday-Sunday weekly block. This means that if you work “show runs” that overlap two or more Mon-Sun weeks, your payments will be split according to the appropriate pay weeks.

Pay#
107931
Date, Show, Location
07/16/21, 07.16.21 (FINRA) @ SSR - 1073
In, Out, Reg, OT Hours
08:00 AM, 07:00 PM, 11, 1
Position, Rate, Total
GAV, \$25.00, \$287.50
Net Pay: \$277.44

This pay receipt was sent for work completed during the week of 07.12.21 – 07.18.21.

In this example, on the Date of 07/16/21, a technician worked at the 07.16.21(FINRA)@SSR-1073 jobsite. The shift start time was 8:00AM and the conclusion of the shift was at 7:00PM. That means the total hours worked are (11) and (1) of those hours are considered Overtime Hours. It then lists the Position (GAV), Rate (\$25.00/hr) and total shift bill including OT next to Net Pay (\$287.50).

Once you receive the pay receipt emails, you have (24) hours to submit any discrepancies to accounting@eventmediatech.com. After that, payments will be automatically processed. It takes (2) full business day to transfer. A typical week consists of pay receipt emails being delivered on Monday, payments will be processed on Tuesday, transferred on Wednesday and available on Thursday morning (when your bank opens). Please understand that national holidays or other circumstances may delay any one of these steps.

We STRONGLY suggest not using bill.com to submit or track invoices. It will not always reflect an accurate record, especially if we make discrepancy changes to your payment details. We simply use it as a transfer service. The best way to track your accounts receivable is to compare your WIW shift, with your payment receipt details, with your bank account. Those three elements should always match. If you have a question or believe you were not paid for a shift, please provide as many details as possible. This helps us track down any errors that occurred.

Please send all accounting related inquires to accounting@eventmediatech.com





2829 PS Business Center Drive
Woodbridge, VA 22192

Technician Agreement (TA)

CONTRACTOR AGREEMENT

This Contractor Agreement (the "Agreement") dated as of _____ (the "Effective Date") is made by and between **Event and Media Technologies, LLC**, a Virginia limited liability company, with address at 2932 PS Business Center Drive, Woodbridge, Virginia 22192 (the "Company"), and _____, with address at _____ (the "Contractor"). The Company and the Contractor may be referred to individually as a "Party" or collectively as the "Parties."

RECITALS:

WHEREAS, the Company is engaged in the business of event technical and staffing services; and

WHEREAS, the Company desires to engage the Contractor to perform audio-visual technical services, and the Contractor is willing to perform such services for the Company, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual acts and promises, covenants, and agreements, hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. ENGAGEMENT OF CONTRACTOR.

The Company hereby engages the Contractor to perform the services described in the attached "Contractor Expectations and Rates", and the Contractor hereby agrees to perform such services in accordance with the terms and conditions of this Agreement. The Contractor agrees and understands that he/she will be performing services as an independent contractor. This Agreement may be terminated by either Party at any time pursuant to Section 5 hereof.

2. COMPENSATION.

Compensation of the Contractor will be in accordance with the attached "Contractor Expectations and Rates". Contractor acknowledges and agrees that he/she is an independent contractor to and not an employee of the Company. As such, the Company will only issue an IRS Form 1099 to the Contractor.

3. CONFIDENTIALITY; NON-DISCLOSURE.

Company's Proprietary Information shall include all information, documentation, software, and devices disclosed or made available by Company to Contractor, including, but not limited to, writings and discussions concerning public and non-public personal and financial client/customer information; discussions between Company and customers/clients; and Company's business plans, present and future services, products, policies, promotional and marketing programs, product specifications, manufacturing processes and operations, compositions, formulations, formulation techniques, analytical methodology, safety and efficacy data, testing data, future market and product plans, marketing and financial data, know-how, trade secrets, ideas and other information of a technical, scientific, or economic nature. Company's Proprietary Information is deemed to include all account information and files developed during the Contract Period, including any lists of Company's customers, works, ideas, discoveries, inventions, patents, products, and other information developed by Contractor during the course of his/her performance of services for Company, which information shall be and remain the property of Company.

Contractor shall treat Company Proprietary Information in confidence and to undertake the following additional obligations with respect thereto:

- (1) to use Company Proprietary Information for the sole purposes of performing tasks in connection with Contractor's services for Company;

2829 PS Business Center Drive
Woodbridge, VA 22192

- (2) not to copy, in whole or in part, Company Proprietary Information, except as is necessary to accomplish Contractor's tasks for Company;
- (3) not to disclose Company Proprietary Information outside of Company and parties to any transaction contracted by Company; and
- (4) to limit dissemination of Company Proprietary Information to only those of Company's Contractors who have a need to know to perform their tasks.

All Company Proprietary Information shall be and remain the sole property of Company. Upon termination of this Agreement, Contractor shall relinquish all account information and files, on whatever media they are located, including Contractor's personal computer(s) and/or notebooks and any other media which may be owned by Contractor or any other person or entity, to Company. Contractor may not retain any such information. Contractor acknowledges that such account information is a valuable, special, and unique asset of the Company's business. The Contractor will not, during or after the Contract Period, disclose said information or any part thereof to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever. In the event of a breach or a threatened breach by the Contractor of the provisions of this paragraph, the Company shall be entitled to an injunction restraining the Contractor from disclosing, in whole or in part, said information, or from rendering any services to any person, firm, corporation, association, or other entity to whom such information, in whole or in part, has been disclosed or is threatened to be disclosed. Nothing herein shall be construed as prohibiting the Company from

pursuing any other remedies available to the Company for such breach or threatened breach, including the recovery of damages from the Contractor. This covenant on the part of Contractor shall be construed as an agreement independent of any other provision in this Agreement; and the existence of any claim or cause of action of Contractor against Company, whether predicated on this Agreement or otherwise, shall not constitute a defense to the enforcement by the Company of this covenant.

4. NON-SOLICITATION.

During the period in which Contractor is performing services on behalf of the Company and for a period of 1 year thereafter, the Contractor shall not solicit, assist in soliciting or procure the business of, a client or customer of the Company at any time during the period the Contractor performs services for the Company.

In the event of a Contractor's actual or threatened breach of this Agreement, the Company shall be entitled to an injunction restraining the Contractor therefrom, and, in addition thereto, shall be entitled to any and all other remedies provided by law, including an action for damages. This covenant on the part of the Contractor shall be construed as an agreement independent of any other provision in this Agreement; and the existence of any claim or cause of action of the Contractor against the Company, whether predicated on this Agreement or otherwise, shall not constitute a defense to the enforcement by the Company of this covenant.

5. TERMINATION.

Either Party may, at any time, with or without cause, terminate this Agreement by giving 10 business days' written notice to the other Party. If requested by the Company, the Contractor shall continue to render his/her services pursuant to this Agreement during such notice period, and shall be paid as required by this Agreement until the last day of such notice period (the "Termination Date").

6. RETURN OF PROPERTY.

At the end of the Contract Period or at any time at the Company's request, the Contractor shall return to the Company, retaining no copies or notes, all documents relating to the Company's business including, but not limited to, reports, abstracts, lists, correspondence, information, computer files, computer disks, and all other materials and all copies of such material, obtained by the Contractor during his/her Contract with the Company.



2829 PS Business Center Drive
Woodbridge, VA 22192

7. FURTHER ASSURANCES.

Each Party hereto shall cooperate and take such further action as may be reasonably requested by the other Party in order to carry out the terms and purposes of this Agreement and any other transactions contemplated herein.

8. NOTICES.

Any notice or other communication provided for herein or given hereunder to a Party hereto shall be in writing and shall be given in person, by overnight courier, or by mail (registered or certified mail, postage prepaid, return receipt requested), or by e-mail to the respective Party at the following address:

If to the Company:

Event and Media Technologies, LLC
ATT: Aaron Vetter, Manager
2829 PS Business Center Drive
Woodbridge, Virginia 22192
AVetter@eventandmediatech.com

If to the Contractor:

9. SUCCESSORS AND ASSIGNS.

This Agreement shall apply to all work performed by the Contractor for the Company, including any of its past, present, or future affiliates or subsidiaries, and shall be binding on the Company’s assigns, executors, administrators, and other legal representatives. This Agreement shall inure to the benefit of the Company’s successors and assigns. The Contractor acknowledges that his/her services are distinctive and personal, and that he/she therefore may not assign his/her rights or delegate his/her duties or obligations under this Agreement.

10. NO IMPLIED WAIVER.

The failure of either Party to insist on strict performance of any covenant or obligation under this Agreement, regardless of the length of time for which such failure continues, shall not be deemed a waiver of such Party’s right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Agreement shall constitute a consent or waiver to or of any other breach or default in the performance of the same or any other obligation.

11. GOVERNING LAW.

This Agreement shall be governed by the laws of the State of Virginia. If litigation results from or arises out of this Agreement or the performance thereof, the Parties agree that the prevailing Party may recover its/his/her reasonable attorneys’ fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing Party may be entitled. Venue for any legal action hereunder shall be in the Courts of the County of Prince William, State of Virginia.

12. COUNTERPARTS/ELECTRONIC SIGNATURES.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.



2829 PS Business Center Drive
Woodbridge, VA 22192

13. SEVERABILITY.

(a) Whenever possible, each provision of this Agreement, will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or any other jurisdiction, but this Agreement will be reformed, construed, and enforced in such jurisdiction as if such invalid, illegal, or unenforceable provisions had never been contained herein.

(b) If the restrictions against solicitation in Section 4 of this Agreement shall be determined by a court of competent jurisdiction to be unenforceable because they extend for too long a period of time or over too great a geographical area, or because they are too expansive in any other respect, Sections 4 shall be interpreted to extend only over the maximum period of time for which they may be enforceable and over the maximum geographical areas as to which they may be enforceable, and to the maximum extent in all other respects as to which they may be enforceable, all as determined by such court in such action.

14. ENTIRE AGREEMENT.

This Agreement constitutes the final, complete, and exclusive statement of the understanding of the Parties with respect to the subject matter hereof, and supersedes any and all other prior understandings, both written and oral, between the Parties. It may not be changed orally but only by an agreement in writing signed by the Party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

15. HEADINGS.

Headings in this Agreement are for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Company:
Event and Media Technologies, LLC
A Virginia limited liability company

Contractor:

Sign/Date: _____

Sign/Date: _____

Name: _____

Name: _____



2829 PS Business Center Drive
Woodbridge, VA 22192

Incident Report

Date _____

Employee
Name _____
Title/position _____

Manager
Name _____
Title/position _____

Incident
Date _____
Time _____
Location _____

Description of incident

Employee explanation

Witnesses explanation

- Action to be taken**
- Immediate Medical Attention
 - Property / Venue Resolution
 - Suspension / Probation
 - Future Medical Follow Up
 - Written / Verbal Warning
 - Other

Action Explanation: _____

By signing this document, you acknowledge that you have read and understood the information contained herein

Employee

Manager

Date

Date