

Technician Welcome Packet

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Technician Handbook

Technicians,

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 are among the matters that are required to work with us as an independent contractor: If you are unable or unwilling to consistently perform this level of service, the opportunity to perform future contract work for the company may be jeopardized, and none of us want that to happen.

Punctuality: This is the most important attribute technicians must possess. You are responsible for showing up at least 15 minutes prior to the beginning of your scheduled service hours. This allows time to check-in, gather a plan, meet with any onsite customer representative, and execute. Showing up the moment the scheduled task begins is unacceptable. We understand that this is a busy place and traffic is an issue, but it is not an acceptable excuse for tardiness. A key component of meeting expectations and performing as a contractor as our representative onsite is your ability to arrive at the site ready and able to perform your duties.

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 very 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.

Booking 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 are still able to submit payment request and be paid for the full 10 scheduled service hours. Likewise, if you are asked to stay longer than your scheduled service hours, you are not responsible for being available for that additional time. It is up to you whether or not you would like to extend your service hours assignment at the agreed-upon hourly rate, but it is nonetheless essential that the customer approve and confirm to us via email or otherwise that this additional time was requested and approved by the customer. If requested by the customer and you agree with your on site manager to extend your service hours beyond your originally scheduled time, you may bill as follows:

15 minutes past the originally scheduled service hours will warrant a half-hour / 45 minutes past the originally booked time will warrant an hour.

Arriving Late / Leaving Early - If you arrive more than 30 minutes late to your call time for the scheduled service hours, you will forfeit your privilege of a minimum number of service hours, and you will only be paid for the time actually worked. If you leave your shift without permission from your On-site or Staffing Manager you will forfeit any previous hours worked, excluding a medical emergency.

Schedule Changes: Our industry is a constantly changing one. 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. You will be notified the instant a schedule change is made, but we are not responsible for paying you for scheduled service hours where you were unable to perform an assignment due to the change. Invoices sent for un-worked hours that were changed or cancelled prior to enactment of our cancellation policy (12 hours) will be disregarded. It is imperative that you understand Event & Media Technologies cannot pay our contractors for time that we are not billing the client for.

****IF YOU STAY LATER THAN YOUR SCHEDULED SERVICE HOURS– You must send (3) pieces of information to Staffing@EventMediaTech.com no later than (1) hour after leaving the property.****

1. Originally scheduled service hours time/position
2. New scheduled service hours time/position
3. The FIRST and LAST name of the on-site person at our customer's business who authorized the additional service hours.

Billing: We operate on a Net 30 and we do not require invoices. This is why it's very important to update the shift extensions no later than (1) hour after leaving the site. You will be paid according to the hours that are in the 'When I Work' application. Please contact Accounting@eventmediatech.com with any questions about payment.

Premium Service Hours: Premium Service Hours, when completed by our contractors, will be compensated at 150% of the standard rate for each position.

- After 10 consecutive hours in a single assignment, hours 11 and on will be billed as Premium Service Hours.
- Short-Turn Around = 8 hours or less between a REQUESTED shift.
- Hours worked between 12AM and 5AM will be billed as Premium Service Hours.

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. A 3.5% fee for workers' compensation is deducted from technician payments unless waived by personal coverage.

Admin Fee: A 5% administrative fee is deducted from technician payments to off-set operational costs incurred.

Dress Code: There are 3 classifications of Dress Code:

- Black Suit and Tie:** Black matching suit with dress shirt or other 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.

Appearance and Grooming: We have established these workplace standards to ensure that we promote and maintain a professional and business-like image. As a member of the property staff, each associate is expected to uphold the standards by dressing in appropriate attire reflecting neatness, professionalism and good taste.

Males: Hair must be neatly trimmed and maintained. Extreme styles and colors should be avoided. Hair length should be above the collar. Hats are only to be worn if they are part of the uniform provided by the client. Hair standards are to be adhered to even if a hat is part of the uniform. Head coverings for religious reasons are permitted. Mustaches and beards are acceptable only if neatly trimmed and maintained.

Females: Hairstyles must be neat and maintained. Distracting or extreme styles and colors should be avoided. Plain, simple hair accessories, such as barrettes and hair holders, are permitted as long as they appear business-like and do not pose a safety hazard. Hats are only to be worn if they are part of the uniform provided by the client. Hair standards are to be adhered to even if a hat is part of the uniform.

Parking and Transportation: Event & Media Technologies is not responsible for your transportation or parking costs. How you show up to the event is your own choice and you are solely responsible for all costs incurred. As an independent contractor, 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 a technician should remain between those two parties. This includes - but is not limited to – discussions regarding rates, schedules, and personal issues. Keeping your professional life/our professional relationship confidential, and away from public forum, is highly encouraged. 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.

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, loss or damage to equipment owned by the company or anyone else, it is important for you to report any such incident to the company immediately. 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.

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 via email staffing@eventmediatech.com. Thank you for joining the team at Event & Media Technologies!

Signing below confirms that you understand and agree to the contents of this document.

Technician Name: _____

Technician Signature: _____

Date: _____

Technician Positions

2829 PS Business Center Drive
Woodbridge, VA 22192

(PM) – Project Manager

- Working knowledge of the sales process
- Ability to coordinate with end client on behalf of the company
- Functional knowledge of the technical design

(A1) – Audio Lead

- Mastery of virtual event audio distribution and audio for broadcast
- General Session experience
- End-client interaction skills
- Digital console proficiency
- Line array w/ delays
- System design
- Acoustic theory

(S1) Scenic Lead

- Possess strong carpentry skills/experience
- Understanding of layers, swags, and drape lines
- Proficient with all power and hand tools
- Building pillow walls, large screens (larger than 21' wide)
- Understanding of atmospheric effects like haze

(A2) – Audio Assist

- Understanding of virtual event audio distribution and audio for broadcast
- Analog console proficiency
- Wireless RF management
- Digital/Split snake comprehension
- Recording
- Mic'ing up presenters

(GAV) – General Audio Video

- General audio, video, lighting skills
- Wrapping/taping cable
- Set/strike, truss build
- Unloading/loading Truck
- Backbone of crew

(TD) – Technical Director

- Possesses skillset of A1, L1, and V1.
- Ability to plan, set, and execute every element of the production
- Direct leadership for the technical team

(V1) – Video Lead

- Mastery of virtual event video production and online broadcast
- General Session experience
- End-client interaction skills
- Projection (10K++ lumens, blending, converging, mapping)
- Switching (Analog Way, Barco, Pana.)
- Graphics Op (PowerPoint heavy, imbedding videos, providing lower thirds)
- Strong event and media related IT skills

(ME) – Master Electrician

- Understanding of CAD drawings
- Deploy proper power distribution for General Session
- Understand strain relief methods of cabling.
- Certified electrician

(V2) – Video Assist

- Understanding of virtual event video production and online broadcast
- Proficient in all signal flow types (SDI, HDSDI, Cat6, DVI)
- Basic knowledge of setting switchers, projectors, and cameras.
- Setup of recording hardware
- Understanding of image resolutions
- Use of event and media related IT tools

(DR) – Driver

- DOT certified and trained
- Mastery of truck loading and unloading techniques
- Advanced usage of GPS systems for large truck accessibility
- Required 2 years' experience prior to joining roster

(Spec.) Specialist Tech

- Unique skillset or qualification
- High-profile or in-demand individual
- Specifically requested by client

(L1) – Lighting Lead

- Mastery of lighting techniques for studio and mobile video production
- General Session experience
- Programming scenes on intelligent lighting consoles (Hog, GrandMA, ETC)
- Set Design w/ electrical math

(Cam) – Camera Operator

- General Session experience
- Large-venue cameras
- Taking camera calls from TD
- Color correction / shading
- Hand-held experience

(AV1) – Audio Video

- Combined core skillset of A1 and V1

(L2) – Lighting Assist

- understanding of lighting techniques for studio and mobile video production
- Understands DMX signal flow
- Dimming systems proficiency
- Addressing of lighting fixtures
- Wireless DMX
- Focus conventional stage wash

(GAVOP) – General Audio Video Operator

- Combined core skillset of A2 and V2
- Breakout room management

(WH) – Warehouse

- Understanding of audiovisual, lighting, staging, and electrical equipment
- Diagnosing equipment issues and completing minor repairs
- Ability to transition warehouse skills between multiple warehouse styles
- Additional warehouse equipment and safety certifications available

Grooming, Appearance, and Attire Standards - All Team Members

Hairstyle

- Male Team Members:
 - Clean, neatly combed/arranged and off the collar.
- Female Team Members:
 - Hair should be clean, combed and neatly trimmed or arranged.
- Bangs must be kept above eye-brows, no hair 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

- Employees 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.
 - Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing.
- 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 Standards – All Team Members

General Guidelines:

- All clothing must fit appropriately. As an example, a suit that is two sizes too large is unacceptable. Jackets and suit coats must be able to be buttoned.
- Team members may not get dressed in the office. Work attire must be either worn from home or the team member must dress in a locker or rest room. Clothing should not be stored in the office.
- All attire must be deemed as consistent with the client's brand's recognized standards. Where applicable, venue standards will override client's standards.

For “Suit” locations: Male Team Members

- All male team members must wear a matching suit and a necktie, dark belt, dress shoes.
- Suits must be of a dark color (blue, black or grey) and be recently pressed and laundered. Clothing must be odor and wrinkle-free at all times. Suit coats should always be worn except during equipment setups.
- Neckties should be conservative in color and style and free of themes or pictures (sports teams, religious imagery, Disney characters, etc.) No bright, neon colors are permitted. Neck ties should extend to belt level and be knotted at top button.
- Dress shirts must be pressed and conservative (i.e. no purples, reds, neon's). Shirts with stains, tears, or odors should not be worn.
- Appropriate Dress Shoes with Dark Socks that extend above the ankle are required (No Athletic shoes, boots or sandals). Shoes must be shined periodically and appear to be in “good” or “like new” condition.
- Dark Belts with a Conservative Buckle must be worn with all suits/slacks.

For “Suit” locations: Female Team Members

- Female Team members may wear articles of conservative color that are consistent with the look of the client's professional standard. This includes **suits, dresses, skirts and sweaters**.
- Wearing leggings as pants is not permitted.
- All clothes must be clean, pressed and in good repair.
- Employees should avoid clothes with messages that could be offensive or inappropriate. Fabrics should be those traditionally acceptable for business. Patterns that are large graphics, logos and styles that suggest casual sportswear are not permitted.
- Footwear - Dress shoes or boots in good business taste are required. Classic dress shoes are permitted to have an open toe, open heel and/or sling back. Athletic shoes, sandals and Western boots are not permitted.
- Hosiery needs to be worn if dictated by client's policy.

For “Non Suit” locations

- While a neck ties may not be required at these locations, male managers should strive to wear matching suits, blazers or sport coats. There should be a visible distinction between manager and operations technical team members wearing Blacks.
- Blazers or sport coats may be worn with slacks and polished shoes. Blazers/coats should be dark and pressed. Slacks should be dark in color and shoes should be dark and polished.

Show Blacks

- Show Blacks shall be defined as the following:
- Pants: Long black dress or black khaki pants. 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 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.



Signing below confirms that you understand and agree to the contents of this document.

Technician Name: _____

Technician Signature: _____

Date: _____



Event and Media Technologies **2021 Payment Schedule**
 (888) 577-9955 accounting@eventmediatech.com
 2829 PS Business Center Drive
 Woodbridge, VA 22192

Start of Work Week	End of Work Week	Payment Processing	Payment Clears
Monday, January 4, 2021	Sunday, January 10, 2021	Thursday, February 4, 2021	Monday, February 8, 2021
Monday, January 11, 2021	Sunday, January 17, 2021	Thursday, February 11, 2021	Monday, February 15, 2021
Monday, January 18, 2021	Sunday, January 24, 2021	Thursday, February 18, 2021	Monday, February 22, 2021
Monday, January 25, 2021	Sunday, January 31, 2021	Thursday, February 25, 2021	Monday, March 1, 2021
Monday, February 1, 2021	Sunday, February 7, 2021	Thursday, March 4, 2021	Monday, March 8, 2021
Monday, February 8, 2021	Sunday, February 14, 2021	Thursday, March 11, 2021	Monday, March 15, 2021
Monday, February 15, 2021	Sunday, February 21, 2021	Thursday, March 18, 2021	Monday, March 22, 2021
Monday, February 22, 2021	Sunday, February 28, 2021	Thursday, March 25, 2021	Monday, March 29, 2021
Monday, March 1, 2021	Sunday, March 7, 2021	Thursday, April 1, 2021	Monday, April 5, 2021
Monday, March 8, 2021	Sunday, March 14, 2021	Thursday, April 8, 2021	Monday, April 12, 2021
Monday, March 15, 2021	Sunday, March 21, 2021	Thursday, April 15, 2021	Monday, April 19, 2021
Monday, March 22, 2021	Sunday, March 28, 2021	Thursday, April 22, 2021	Monday, April 26, 2021
Monday, March 29, 2021	Sunday, April 4, 2021	Thursday, April 29, 2021	Monday, May 3, 2021
Monday, April 5, 2021	Sunday, April 11, 2021	Thursday, May 6, 2021	Monday, May 10, 2021
Monday, April 12, 2021	Sunday, April 18, 2021	Thursday, May 13, 2021	Monday, May 17, 2021
Monday, April 19, 2021	Sunday, April 25, 2021	Thursday, May 20, 2021	Monday, May 24, 2021
Monday, April 26, 2021	Sunday, May 2, 2021	Thursday, May 27, 2021	Monday, May 31, 2021
Monday, May 3, 2021	Sunday, May 9, 2021	Thursday, June 3, 2021	Monday, June 7, 2021
Monday, May 10, 2021	Sunday, May 16, 2021	Thursday, June 10, 2021	Monday, June 14, 2021
Monday, May 17, 2021	Sunday, May 23, 2021	Thursday, June 17, 2021	Monday, June 21, 2021
Monday, May 24, 2021	Sunday, May 30, 2021	Thursday, June 24, 2021	Monday, June 28, 2021
Monday, May 31, 2021	Sunday, June 6, 2021	Thursday, July 1, 2021	Monday, July 5, 2021
Monday, June 7, 2021	Sunday, June 13, 2021	Thursday, July 8, 2021	Monday, July 12, 2021
Monday, June 14, 2021	Sunday, June 20, 2021	Thursday, July 15, 2021	Monday, July 19, 2021
Monday, June 21, 2021	Sunday, June 27, 2021	Thursday, July 22, 2021	Monday, July 26, 2021
Monday, June 28, 2021	Sunday, July 4, 2021	Thursday, July 29, 2021	Monday, August 2, 2021
Monday, July 5, 2021	Sunday, July 11, 2021	Thursday, August 5, 2021	Monday, August 9, 2021
Monday, July 12, 2021	Sunday, July 18, 2021	Thursday, August 12, 2021	Monday, August 16, 2021
Monday, July 19, 2021	Sunday, July 25, 2021	Thursday, August 19, 2021	Monday, August 23, 2021
Monday, July 26, 2021	Sunday, August 1, 2021	Thursday, August 26, 2021	Monday, August 30, 2021
Monday, August 2, 2021	Sunday, August 8, 2021	Thursday, September 2, 2021	Monday, September 6, 2021
Monday, August 9, 2021	Sunday, August 15, 2021	Thursday, September 9, 2021	Monday, September 13, 2021
Monday, August 16, 2021	Sunday, August 22, 2021	Thursday, September 16, 2021	Monday, September 20, 2021
Monday, August 23, 2021	Sunday, August 29, 2021	Thursday, September 23, 2021	Monday, September 27, 2021
Monday, August 30, 2021	Sunday, September 5, 2021	Thursday, September 30, 2021	Monday, October 4, 2021
Monday, September 6, 2021	Sunday, September 12, 2021	Thursday, October 7, 2021	Monday, October 11, 2021
Monday, September 13, 2021	Sunday, September 19, 2021	Thursday, October 14, 2021	Monday, October 18, 2021
Monday, September 20, 2021	Sunday, September 26, 2021	Thursday, October 21, 2021	Monday, October 25, 2021
Monday, September 27, 2021	Sunday, October 3, 2021	Thursday, October 28, 2021	Monday, November 1, 2021
Monday, October 4, 2021	Sunday, October 10, 2021	Thursday, November 4, 2021	Monday, November 8, 2021
Monday, October 11, 2021	Sunday, October 17, 2021	Thursday, November 11, 2021	Monday, November 15, 2021
Monday, October 18, 2021	Sunday, October 24, 2021	Thursday, November 18, 2021	Monday, November 22, 2021
Monday, October 25, 2021	Sunday, October 31, 2021	Thursday, November 25, 2021	Monday, November 29, 2021
Monday, November 1, 2021	Sunday, November 7, 2021	Thursday, December 2, 2021	Monday, December 6, 2021
Monday, November 8, 2021	Sunday, November 14, 2021	Thursday, December 9, 2021	Monday, December 13, 2021
Monday, November 15, 2021	Sunday, November 21, 2021	Thursday, December 16, 2021	Monday, December 20, 2021
Monday, November 22, 2021	Sunday, November 28, 2021	Thursday, December 23, 2021	Monday, December 27, 2021
Monday, November 29, 2021	Sunday, December 5, 2021	Thursday, December 30, 2021	Monday, January 3, 2022
Monday, December 6, 2021	Sunday, December 12, 2021	Thursday, January 6, 2022	Monday, January 10, 2022
Monday, December 13, 2021	Sunday, December 19, 2021	Thursday, January 13, 2022	Monday, January 17, 2022
Monday, December 20, 2021	Sunday, December 26, 2021	Thursday, January 20, 2022	Monday, January 24, 2022
Monday, December 27, 2021	Sunday, January 2, 2022	Thursday, January 27, 2022	Monday, January 31, 2022

Signing below confirms that you understand and agree to the contents of this document.

Technician Name: _____

Technician Signature: _____

Date: _____

2829 PS Business Center Drive
Woodbridge, VA 22192

CONTRACTOR AGREEMENT

This Contractor Agreement (the “Agreement”) dated as of [REDACTED] (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 [REDACTED], with address at [REDACTED] (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;

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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, procure the business of, nor be employed by any client or customer of the Company who is 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").

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Woodbridge, VA 22192

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.

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: Spencer Russell, Manager
2932 PS Business Center Drive
Woodbridge, Virginia 22192
srussell@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



2829 PS Business Center Drive
Woodbridge, VA 22192

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.

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: _____

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) * _____</p> <p>Note: 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 not 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>4 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>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

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.

Social security number								
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Employer identification number								
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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Sign Here	Signature of U.S. person *	Date *
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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.

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-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.