

## **Exel Management Models and Talent (EMT)**

### **Booking Terms and Conditions**

**(Alphabetical order)**

#### **AGENCY FEES:**

A supplemental 20% agency service fee is charged on all booking & usage fees.

#### **BOOKINGS:**

Minimum time for all bookings is 1 hour.

#### **BOOKING AGREEMENT:**

Upon confirmation of all bookings, a booking agreement will be sent by EMT Agency to the client, which must be signed and returned by the client prior to the commencement of the booking.

#### **CANCELLATIONS:**

Confirmed bookings canceled within 72 hours (3 days from booking date) will not be charged a cancellation fee. Confirmed bookings canceled within 48 hours (2 days from booking date) will be charged half rate. Confirmed bookings canceled within 24 hours (1 day of booking date) will be charge full rate.

#### **CHANGING FACILITIES/HOLDING AREA:**

Secure private changing facilities must be provided on all bookings and locations.

#### **CLIENT RESPONSIBILITY:**

Provide agency with complete billing information prior to the booking, including usage. Provide agency with exact wardrobe requirements, shoot location, time and date and furnish safe and secure dressing/holding facilities for talent. Provide any specific weather permits regarding booking. Client must sign talent/model voucher at the end of each booking. Client or model/talent should report any complaints promptly during the course of the booking. Complaints will not be considered in retrospect.

**COMPLAINTS:**

Any cause for complaint should be reported when it arises. Complaints cannot be considered in retrospect.

**DAY/HOURLY RATES:**

Bookings are charged by the day, half day or by the hour. Booking lengths must be specified at the time of the booking and shall constitute the minimum billing time. All model and Talent Rates shall be established at the time of booking. Day rates must be specified at time of booking and cannot be changed after the model has arrived at the job. Full day rate must be paid even if entire time is not used.

**EMPLOYER LIABILITY:**

Models and actors are not the employees of EMT Agency

**FITTING/WARDROBE SESSIONS:**

\$75 hourly rate with a minimum of an hour.

**MODEL/TALENT FEES:**

All model/talent fees to be paid directly to

Exel Management ATTN: Alan Beddingfield 7355 Bennett Street Pittsburgh, PA 15208

**MODEL RELEASES:**

Model/talent may not be asked to sign a release without the Agency's permission. Any release signed without Agency permission or consent will be considered void. Releases are valid upon receipt of payment including usage fees and service charges.

**OVERTIME:**

Time and one half is charged before 9AM and after 5PM or after 8 consecutive hours, unless specific arrangements have been made with the agency. A special rate is negotiated for night work between midnight and 9AM.

**PAYMENT:**

Payment is required within 30 days of the invoice date. Overdue accounts will be charged at the rate of 2% per month of the unpaid balance. In the event of non-payment, all collection costs (including

any legal expenses and court fees) will be the responsibility of the client, advertising agency or their representatives.

**PREP TIME:**

On set or location styling and make up: full hourly rate.

**SPECIAL RATES:**

Nightgowns and slips are time and one half. Bras, other ladies undergarments (panties, pantyhose) and men's underwear will be billed at double the hourly rate. Client must specify the exact type of lingerie at the time of booking the engagement.

A closed set must be provided. All transparent Garments or Semi-nudes:Charged at Triple Rate.

**TENTATIVE BOOKINGS:**

Tentative bookings must be confirmed by signing the booking agreement or released within 72 hours prior to the booking.

**TRAVEL TIME:**

Location must be discussed and confirmed prior to booking.

**Auto:**

Travel time is computed at one half the hourly rate, plus expenses, When required to travel more than 25 miles from the city of Pittsburgh (or talents home city). If talent provides own automobile, talent shall be paid \$0.50per mile for auto expenses.

Travel 60+ miles outside the center of Pittsburgh (or talents home city) will require an additional fee of \$70per hour of drive time.

**Plane:**

Client to pay for air travel, ground transportation, lodging expenses and a \$32 per diem/daily. If talent flies to location, completes assignment and returns to Pittsburgh (or home city airport) within an eight-hour period, travel time is covered by the day rate.

**USAGE:**

Photographs taken for all bookings can only be used for the intended original usage confirmed at the confirmation of booking. Additional usage fees must be negotiated with the agency. No consumer products, packages, posters, use of model's name,

electronic imaging, internet usage, hang tags, package inserts, billboards, display, point of purchase or national advertising will be permitted without checking and negotiating with the agency. All uses for print are for one year period unless otherwise specified.

**VOUCHERS:**

Client must sign each Model(s) or Talent(s) voucher at the end of each booking.

**WARDROBE:**

Specific wardrobe is the responsibility of the client. Model/Talent for commercial assignments will provide a basic assortment of 3 outfits.

**WEATHER PERMIT:**

To be stated at the time of the booking. Type of weather permit must be specified. Cancellation prior to booking day is no charge, provided it is re-booked within 30 days at the time of the cancellation. Otherwise regular cancellation fees will apply.

**WEEKENDS and HOLIDAYS:**

Will be negotiated