

## SSI Contractor Handbook

Thank you for your interest in becoming a Staging Solutions, Inc (SSI) Contractor. SSI's' relationship with our contractors is crucial for our mutual success. With that goal in mind, we have created this document to streamline the contractor onboarding process.

### Contact Information

Staging Solutions Payables Contact: [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com)

All general inquiries regarding invoicing, payments, and required documentation should be directed to this email.

SSI Labor Coordination: The Production Managers can answer all inquiries about project specific details (including SSI Project Numbers), rate changes, booking information, and upcoming projects.

Contractor Name: \_\_\_\_\_  
Contractor Phone: \_\_\_\_\_  
Contractor Email: \_\_\_\_\_  
Contractor Mailing Address: \_\_\_\_\_

Contractor Date of Birth: \_\_\_\_\_

Accounting Contact Name: \_\_\_\_\_  
Accounting Contact Phone: \_\_\_\_\_  
Accounting Contact Email: \_\_\_\_\_  
Accounting Mailing Address: \_\_\_\_\_

Areas of Specialty One: \_\_\_\_\_  
Rates of Specialty One: \_\_\_\_\_  
Areas of Specialty Two: \_\_\_\_\_  
Rates of Specialty Two: \_\_\_\_\_  
Areas of Specialty Three: \_\_\_\_\_  
Rates of Specialty Three: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_  
Emergency Contact Phone: \_\_\_\_\_  
Emergency Contact Email: \_\_\_\_\_  
Emergency Contact Relation: \_\_\_\_\_

## Invoicing & Payment Information

### Documentation

A current W9 is needed for any payment to be processed. This must be kept updated when your address changes. Your 1099 will go to the address we have on file. It is **VERY** important this stays updated. A blank version can be found here.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Submit via email to [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com)

### Invoice Submittal

Invoices should be submitted via the procedure below within 10 days of the project's conclusion. Email the invoice to [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com) and list your company name and Staging Solutions Project Number in the subject line. The Staging Solutions Project Number must be provided by the project manager that contracted your services. (Contractor Name + SSI Project Number)

### Overtimes and Minimums

Overtime will begin after standard 10-hour day, unless there are extenuating circumstances. Standard max overtime rate will be 1.5 x standard rates (NO Double Time). 1-hour minimum call for IN/OUT only applies if there is no operation call or there is a long call back period. Extenuating circumstances (including Double Time) should be discussed with Labor Coordinator or Show Producer prior to submitting an invoice.

### Rate Changes

Contractors should notify SSI Admin [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com) with at least 30 days' notice of rate changes taking effect.

### Terms

Terms are net 15 from invoice submittal date. Invoices should be submitted within 10 days of project conclusion. We reserve the right to extend the payment schedule to net 30 under extenuating circumstances. If invoices are submitted later than 10 days from project conclusion, payments are processed biweekly and late submittal invoices will be moved into the next pay cycle. We will not be able to expedite payments for late submittal invoices. *If extenuating circumstances necessitated the late submittal, please make an appointment with the business manager in advance and in writing for adjusted terms.*

### Travel

Travel Rate is **.5 x Standard day rate (half day rate)**. Mileage can be charged after 50 total miles to and **50 total miles from job site** at current IRS rate. SSI standard per diem rate is \$60/day, including travel days. International travel will follow the state department recommended rates found here. Please contact us at [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com) if you have any questions on per diem rates. Per Diem requests must be submitted at least 10 business days prior to the event to the SSI Admin team at [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com). The request can be an email with the job number and your travel dates in the body, or an alternate form that includes the dates, if you prefer. If you want to pick up your per diem check, or have it mailed to an alternate address, please list your request in the body of the email. When submitting per diem request, please write on the email subject: "Per Diem Request- [Job Number] - [your name]." The Labor Coordinator or Show Producer for each event will provide the appropriate job number. If paid parking is required for the project, approved parking expenses will be reimbursed.

### Expenses

Receipts for all reimbursed expenses must be provided for the payment to be classified as an expense. We will reimburse all approved expenses without receipts, but the payments will be

reported as compensation on your 1099. If you have any questions about travel policies, please make an appointment with the business manager in advance and in writing.

### Credit Card Payments

If you accept credit card payments without additional processing fees, please check the box below. We prefer this method of payment and any company accepting credit card payments without additional processing fees will be extended preferred terms of net 7.

Accepts credit card payments without additional processing fees

If your primary residence is in North Dakota, Ohio, Washington, or Wyoming, please check the corresponding box below.

Select  Yes, I do. OR  No, I don't live in one of these named states

Please select which state:

North Dakota  Washington  
 Ohio  Wyoming

To ensure your ability to participate in any SSI project you must provide the appropriate documentation indicated above at least 15 business days before the project commencement.

### Diversity

We strive to recruit, hire, develop and retain a competitive, diverse workforce to drive innovation and growth, and continue to be a thriving and sustainable business. Our Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Our Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Company expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Company employees to perform their expected job duties is absolutely not tolerated.

### Safety

Actions do not need to be aimed directly towards someone or something to be considered a violation jeopardizing the safety and productivity of co-workers, customers, and others. Deliberate actions that create the potential for an unsafe workplace are a violation of policy and will subject the employee to disciplinary action, up to and including termination of their employment. Unauthorized possession of weapon(s), such as firearms, explosives, knives, or box cutters, while on Company time and/or Company property is strictly prohibited.

The following are other examples of violations of this policy:

- Any act or omission that threatens, coerces, or endangers the safety of co-workers, clients, or self.
- Fighting, threatening, or provoking a fight while on Company property and/or time.
- Destruction, damage or misuse of Company property, property of co-workers or customers.

Any employee who engages in conduct such as the type described above will be subject to disciplinary action, up to and including termination of their employment. Terms can be found at this web address [www.stagingsolutions.com/safety-guidelines/](http://www.stagingsolutions.com/safety-guidelines/)

**Contractor Recommendations**

Our business moves fast and evolves constantly. Embracing our contractor’s capabilities and finding smart ways to source our business needs are mutually advantageous for our business and for our contractor’s. Please provide contact information for any of your preferred partners that we should evaluate as potential Staging Solutions contractor’s.

Contractor Recommendation: \_\_\_\_\_  
Contractor Recommendation: \_\_\_\_\_  
Contractor Recommendation: \_\_\_\_\_

**Agreement**

Contractors shall perform the services as specified in written statements of work or in accordance to authorized party requestor. Those services and deliverables should specify applicable schedule, compensation rates, completion criteria, acceptance criteria, times, and places of performance.

The term of this agreement shall be for one year and automatically renew unless terminated by either party by providing written notice at least sixty days prior to agreement date.

- a. Contractor warrants that all goods manufactured, sold, and or distributed shall be clearly marked with all applicable, required, and or necessary warnings, proper uses, and injury risk warnings.
  
- b. Contractor shall abide by all the rules, policies, procedures, and protocols established by STAGING SOLUTIONS at GRB, INC and may be amended by STAGING SOLUTIONS at GRB, INC from time to time. Terms can be found at this web address [www.stagingsolutions.com/safety-guidelines/](http://www.stagingsolutions.com/safety-guidelines/). Any violations of such terms will result in immediate dismissal with garnishment of wage.
  
- c. Contractor agrees that they have a commitment to a workforce free of harassment and will not discriminate nor permit discrimination against any person or persons, because of race, creed, color, religion, sex, sexual orientation, age, handicap, national origin, ancestry, or in any manner prohibited by applicable law.
  
- d. Contractor agrees to defend, indemnify, and hold harmless STAGING SOLUTIONS at GRB, INC and their respective directors, officers, employees, agents and representatives from any claim, suit, judgment, loss, damage, liability, or expense (including, without limitation, court costs and reasonable fees and expense of counsel and other experts) arising out of Contractor’s acts or omissions with respect to the projects contemplated under the terms of this Agreement.
  
- e. Contractor agrees and complies with all applicable law regarding smoke free and drug free workplaces and shall make in good faith effort to ensure that any of its permitted subcontractors engaged in work being performed do not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

Staging Solutions has a ZERO TOLERANCE drug and alcohol policy on show site.

Any contractor found to be intoxicated or under the influence through any means on any STAGING SOLUTIONS, INC project site will be immediately dismissed, and will not be hired on any STAGING SOLUTIONS, INC project indefinitely or for at least one calendar year.

Any violations of such terms will result in immediate dismissal with garnishment of wage.

Neither STAGING SOLUTIONS, INC nor contractor shall be liable for any failure to perform under its agreement to extent such failure has been occasion by fire, embargo, Acts of God, war, or any circumstances beyond that party's control.

All parties expressly acknowledge that all items of agreement, terms, conditions, and deliverables while on site for STAGING SOLUTIONS, INC, or associated parties to be deemed as its own intellectual property and confidential. Information should not be disclosed publicly and if any becomes publicly known, wrongful action can be taken.

STAGING SOLUTIONS, INC is not responsible for any contractor or its employees' personal items and is the sole responsibility of contractor and its employees.

STAGING SOLUTIONS, INC is not responsible for any contractor or its employees' vehicles, contents, or applicable fees associated with parking, damages, valet, tow, and are at the responsibility of the applicable owner as well as any additional incurred expenses.

STAGING SOLUTIONS, INC will provide crew meals when walkaways are not available, but it is the responsibility of the contractor and its employees to bring all ancillary food and beverage while onsite (e.g., water and snacks if required). Applicable breaks will be provided for walkaways where possible.

Please sign and date below acknowledging that you have read and agree to all stated terms and conditions. This document must be emailed to [admin@stagingsolutions.com](mailto:admin@stagingsolutions.com)

**Contractor**

Signature on behalf of Contractor:

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Printed Name:

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Contractor Company Name:

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Date:

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