

SSI Vendor Handbook

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

Contact Information

Staging Solutions Payables Contact: admin@stagingsolutions.com

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

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

Vendor Point of Contact Name: _____

Vendor Point of Contact Phone: _____

Vendor Point of Contact Email: _____

Vendor Company Name: _____

Vendor Company Address: _____

Vendor Company Mailing Address if applicable: _____

Vendor Accounting Contact if applicable: _____

Additional Information: _____

Invoicing & Payment Information

Documentation

A current W9 is needed for any payment to be processed. A blank version can be found here.

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

Submit via email to 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 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. (Company Name + SSI Project Number)

Terms

Terms are net 30 from invoice submittal date. Invoices should be submitted within 10 days of project conclusion. 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.

Credit Card Payments

If your company accepts 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 15.

Accepts credit card payments without additional processing fees

Deposits

Deposits must be requested by the project manager with a deposit invoice required for payment. Credit card payments without additional processing fees is our preferred method for processing Deposit invoice payment.

Insurance

The following are the minimum insurance requirements for qualification as a Staging Solutions vendor.

1. Worker's Compensation	Statutory
2. Employer's Liability	\$1,000,000 - each incident \$1,000,000 - each employee \$1,000,000 - disease - policy limit
3. Commercial Liability	\$1,000,000 - each occurrence, combined single limit \$2,000,000 - general aggregate

In addition to these minimum insurance limits, prior to scheduling any vendor's participation in a Staging Solutions project also requires that:

1. You must provide individual certificates of insurance showing evidence that the entity listed below is added to your policy as an additional insured.

Staging Solutions, Inc
2014 Lou Ellen Ln
Houston, TX 77018

2. The certificate of insurance MUST include the following language: "The insurance evidenced on this certificate (with the exception of workers' compensation insurance) shall provide coverage for Staging Solutions Inc. as an additional insured on a primary and non-contributing basis." Wording must be included exactly as shown.

3. If required by your insurance coverage you must provide an endorsement for additionally insured PRIOR to the dates of coverage.

4. Cancellation of insurance notice must be provided (and noted on the certificates) no less than 30 days prior to cancellation.

5. A copy of Workers' Compensation/Employer's Liability insurance must be provided to Staging Solutions, Inc (be sure "Worker's Compensation Statutory Limits" box is checked).

6. IF YOUR COMPANY DOES NOT MEET THE LIMITS LISTED ABOVE YOU MUST INCLUDE THE COST TO INCREASE YOUR LIABILITY TO THE REQUIRED LIMITS IN YOUR QUOTE OR RISK LOSING PARTICPATION OUTRIGHT.

7. If there are questions about the coverage requirements, please make an appointment with the business manager.

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

Certificates of insurance must be sent to Staging Solutions via email to admin@stagingsolutions.com with the subject line “COI Submittal – (your company name here)”.

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. Therefore, if you comply with any of the below certifications; please check all that apply below and submit DUNS and/or CAGE code for documentation. All certifications will be verified via www.sam.gov

- DUNS
- CAGE Code
- Certified Minority-Owned Businesses, Small and Large
- Certified Woman-Owned Businesses, Small and Large
- Certified Small Disadvantaged Businesses
- Certified Gay/Lesbian-Owned Businesses, Small and Large
- Small Veteran-Owned and Service-Disabled Veteran-Owned Businesses
- Small, Certified HUBZone Businesses

Vendor Recommendations

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

Vendor Recommendation: _____
Vendor Recommendation: _____
Vendor Recommendation: _____

Agreement

Vendors 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. Vendor 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. Each party is responsible for the supervision, daily direction, and control of its employees, payment of applicable wages including taxes, worker’s compensation, disability, and any other applicable benefits.
- c. Vendor shall abide by all the rules, policies, procedures, and protocols established by STAGING SOLUTIONS, INC and may be amended by STAGING SOLUTIONS, INC from time to time. Terms can be found at this web address www.stagingsolutions.com/safety-guidelines/. Vendor staff will provide all vendor staff members with all terms in advance to start of work. Any violations of such terms will result in immediate dismissal with garnishment of wage.

d. Vendor 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.

e. Vendor agrees to defend, indemnify and hold harmless Staging Solutions 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 Vendor's acts or omissions with respect to the projects contemplated under the terms of this Agreement.

f. Vendor 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 employees or permitted sub-contractors 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 vendor 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 vendor 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 vendor or its employees' personal items and is the sole responsibility of vendor and its employees.

STAGING SOLUTIONS, INC is not responsible for any vendor 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 vendor 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

Vendor

Signature on behalf of Vendor:

Printed Name:

Vendor Company Name:

Date:
