ACTIVE PRODUCTION AND DESIGN GUIDELINES

Subcontractors and Employees who perform services for customers of Active Production & Design are required to work in a wide variety of settings. Our staff may be assigned to set up for a large corporate show one day and the next day the same individuals may find themselves preparing a venue for a small corporate meeting. We expect all our subcontractors to bring a wide range of skills to the job, but the most important quality you can demonstrate is a positive professional attitude.

Please remember that the reputation of Active Production & Design depends on the performance of our team members. You are the first impression every new client receives of Active Production & Design. This means that your conduct and appearance may set the tone for the future relationship of the client with Active Production & Design. Nothing impresses a client more than workers who demonstrate a good attitude and a willingness to help solve problems. Please remember the obvious. A client who has a good experience with Active Production & Design is likely to come back to APD the next time they need help with a show. Repeat business for us means more assignments for you. In some cases, the client may even request that specific team members be assigned to work the client’s show. There is no higher recommendation we could receive than this type of recognition.

The reputation of Active Production & Design is only as good as our last job. Please consider that the way you conduct yourself on the job site will help make the difference between a satisfied or a dissatisfied client. The guidelines provided in this memo are intended to help you focus on simple things you can do to make each client’s interaction with you consistently a positive experience. Violation of these guidelines by a subcontractor sends a signal to us that the individual is neither interested in maintaining a relationship with Active Production & Design or in creating a productive and harmonious environment.
**Punctuality.** Tardiness cannot be tolerated in any job, but in the markets in which Active Production & Design operates punctuality is absolutely essential. Productions are always based on strict schedules. Being punctual is the way to initiate that positive first impression and will set the tone for the entire show. We require that all subcontractors arrive at the venue 15 minutes prior to their start time. If you are cut from a call, you should promptly leave the job site to eliminate the possibility of job related injuries and to avoid distracting other subcontractor’s who are still working. It is your responsibility to sign in before your call and sign out after you are cut or the job is finished. If you fail to sign in and out, the APD office staff has no way to assure that you will receive the correct amount due you for your work. If there isn’t a Project Manager or a lead tech assigned to the job, it is your responsibility to accurately invoice APD at the end of the work week. Stagehands must have a C-Wrench with them on all jobs.

Except in the case of extreme emergency, failure to appear at a call without sufficient notice (as explained below) may result in the subcontractor being replaced on any future assignments and removed from our data base. Except in the case of an emergency, if you will be unable to make a call we expect that you will notify Bruce Schamber as soon as you realize that you have a problem.

**BE ON TIME! BE RESPONSIBLE ENOUGH TO INFORM US AS SOON AS POSSIBLE WHEN YOU CAN’T BE ON TIME!**

**Professionalism.** Prepare for your assignments. Arrive early at the job site with the proper tools and be ready to start work at the call time. The Active Production & Design Operations Department will attempt to provide you with sufficient information from our clients in advance of the call to enable you to perform your assigned task. Active Production & Design expects you to devote your full attention and energy to meeting the needs of the client. We also anticipate that, in the usual case, you should be able to perform your duties without detailed instructions or supervision at the job site. However, if you have any questions or concerns, take the time (whenever possible while you are at the job site prior to the call and not in the presence of the client or the rest of the crew) to ask the project manager or Lead Tech. If the PM/Lead Tech is unable to answer your questions, one of his duties is to inquire and to get an answer for you from the sales exec or the onsite client representative. Please show others the same respect you would expect them to show you. Help maintain clear lines of communication between the crew and the client. Whenever possible, route questions you have through the PM rather than directly to the client.

At the job site, keep your conversations at low volume. Loudness and irrelevant chatter at the job site wastes time, is distracting to other workers and creates unnecessary safety risks. This guideline is particularly important to production heads and their work areas. Please avoid unnecessarily distracting your fellow workers and try to limit your “war stories” and discussions about your personal life to work breaks.
On The Job Site. While you are at the job site, the PM/Lead Tech is the link between the Active Production & Design office, the crew of subcontractors hired by Active Production, and the client. One of the responsibilities of the PM/Lead Tech is to monitor compliance with Active Production & Designs’ policies and guidelines, including those described in this memo. If you are being distracted or prevented from performing your duties by the violation of any of our guidelines by one of our subcontractors or if you encounter any other difficulties in performing your duties which you are unable to resolve amicably and quickly, contact the PM immediately and let the PM handle the problem if he/she can. The PM has the authority to resolve internal conflicts at the job site between our subcontractors and the client and non-APD personnel. Never argue with the PM or refuse to follow any instructions you may receive from the PM in response to a question or problem you may have. If you feel that one of our PM’s has treated you unfairly, you should contact the Active Production office after the fact and ask to speak to Brendon Badgley. We at Active Production & Design are always willing to listen to all sides of a story at the appropriate place and time. At the job site during the performance of a contract is NEVER the appropriate place or time. Confronting the PM or other subcontractors during a show is a quick and certain way for a subcontractor to be dismissed from an assignment and/or removed from our data base.

Except when you are at the job site, communication between you and Active Production should almost always be channeled through the Active Production office staff. Exceptions to this rule include calls to the PM if you have encountered an emergency on the day of your call which will affect your arrival or your performance at the call, or if you are running late for some other reason.

Our PM’s have their own duties at the job site. Please respect their time. Clear examples of when it is inappropriate to call the PM are:

- to find out if you or another subcontractor is on call - Call the office
- to ask to be added to a call – Call the office
- to find out about upcoming work – Call the office
- to get telephone numbers for other subcontractors

If you are asked by anyone to perform additional work or to deviate from work included in the original assignment you received from Active Production & Design, if possible, check discretely with the PM or Labor Logistics manager before complying.

You should plan to remain at the job site until work is completed for the day or until you are released. If you must leave the job site, inform the PM, Lead Tech or Labor Logistics Manager as to where you are going and why. It is important that the PM or an APD manager is aware of the location of all APD subcontractors during the performance of each job.

Appearance. Your Appearance is our first impression with our clients. We expect APD subcontractors and Employees to be dressed appropriately. This means a clean APD shirt with either Khakis or show black pants without holes in them (no jeans, shorts, head gear- hats, dew rags). APD will supply 2 shirts per individual, additional shirts will be at the cost of the individual. If you do not have an APD shirt, please get one from the office. Use your common sense and if you have a question, ask your PM. **You can be asked to leave a call if dressed inappropriately.** Certain calls (such as show calls) will require specific dress (Suit, Tux) and either the Labor Logistics Manager or your PM will let you know what that is. It’s always a good idea to wear “show blacks” when operating or being a part of the live event. No eating or drinking or leaving trash during setup or strike. All eating, Drinking should be done on your breaks.
**Safety.** Active Production & Design subcontractors are expected and required to be skilled, experienced and professional workers. The workplace is an inherently dangerous environment and reason and common sense dictate that all subcontractors respect all safety practices and procedures which apply to their trades. In addition, unprofessional conduct (see above) and smoking (see below) create additional hazards which are both unnecessary and unwanted. Please conduct yourself in a professional manner and follow the Active Production guidelines for the use of tobacco at the job site.

**Use of drugs - Legal and illegal.** Any subcontractors suspected of arriving for a work call or attempting to perform services at a job site under the influence of alcohol or other drugs will be cut immediately and should not expect to receive another assignment any time soon. Some of the inherent risks at the job site are potentially deadly. Active Production & Design will not expose its subcontractors to increased danger resulting from another worker’s drug use. There is zero tolerance on this subject.

If you have any type of health problem and/or are taking prescription medication, please inform the PM when you arrive at the work site.

Smoking is prohibited on all APD job sites. Active Production & Design subcontractors and employees are required to comply.

**NEVER** smoke in a place where smoking is prohibited by law or the venue.

**NEVER** smoke while loading / unloading a truck, or while on stage or on a show floor.

**NEVER** smoke around equipment that could be damaged by fire or cigarette ash (near band gear, curtains, furniture, set pieces, etc.)

The following are examples of infractions of rules of conduct that may result on disciplinary action, up to removal and termination of employment.

- Theft or inappropriate removal or possession of company property
- Falsification of records
- Working under the influence of alcohol or drugs or possession there of
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Sexual or other unlawful or unwelcome harassment
- Unsatisfactory performance or conduct

We at Active Production & Design feel that each subcontractor in our data base is capable of complying with these guidelines. The sole purpose of our guidelines is to encourage a safe, informal, and harmonious work place where everyone can enjoy performing the jobs they do and the client will be disposed to do business with Active Production & Design again. If you are unclear about any aspect of these policies and guidelines, or any of the others you receive from us from time to time, please call the office or request a conference with one of our managers.
**Breaks / Meal Breaks.** Meal / breaks apply as follows:

1. "Walk away" meal breaks are considered off the clock for 1 hour or any breaks that exceed 1 hour are off the clock and must be indicated on your invoice when submitting your time at the end of the work week.
2. Meal breaks that are provided on site will remain on the clock if you have to eat and work, otherwise it will be an hour deducted regardless if the client provides a meal and must be indicated on your invoice as "on site meal break" or "no meal break".
3. If you are able to take a break during a show you should. If you do not take a break and it is determined that you could have the "pre-determined" break time will be deducted from your overall working hours.

This policy is to ensure that we have the continuity of billed charges from our technicians while being aware of any potential meal break issues.

**Time Sheet Invoices.** Time invoices are to be in by 11am on Thursday. Keep in mind that if you wait till the last minute it may delay checks from being cut on time. Any time invoices that come in after 11am on Thursdays will be paid out the following pay period. Any time sheet or invoice that is not submitted within 31 days from the date of the event will be subject to a net 30 payout.

**Filling Out Time Sheets.** Most time sheets are not filled out correctly, so please put the following information on every timesheet. Show name, class #, location, time in, time out, overtime, total for that date, and total for pay period at the bottom of form. Take up as many lines as needed for the information of that date worked.

Example: “Time In” box put “7am” and then put in the time finished in the “time out” box. If you’re coming back that same day for the strike use the next line and repeat the process.

**Equipment.** Quality control is an ongoing process in the warehouse for giving the best working equipment to support you on site. You as techs are responsible for that equipment on site and to insure that it comes back the way it went out. If something is not working it needs to be tagged, written up in the show book (which is on every event) and even notify the warehouse department lead if possible. It’s important that this process is done in order for bad gear not to be sent out before it’s fixed.

**Show site.** All lead techs within their department are responsible for metering their own power on show site and having the appropriate tools (power meter, Allen set, assorted screwdrivers, wire snips and a c-wrench). Any damage to the equipment or delay in the show will be the responsibility of the technician if the metering is not done or done correctly.

**Usage of Personal Vehicles.** When it is necessary for our Subcontractors and our W-2 Employee’s to use their personal vehicle for "out of town" travel, Active Production & Design will reimburse their fuel cost based on the National Fuel Average. Use of personal vehicles for "out of town" transportation, constitutes over 60 miles from our home office and must be approved by the Labor Logistics Manager or the Account Executive of that event. If a Subcontractor has to use his or her vehicle when "out of town" for company business it must be approved by the Project Manager or Sales Exec for additional miles. Driving from hotel to venue and back is not reimbursable within the 60 mile radius. When it is necessary for Subcontractors to use their personal vehicle to transport equipment to or from a show, the appropriate local [Truck Driver Rate](#) will apply.
Parking Charges. Active Production and Design does not cover local parking expenses.

Parking at Active Production & Design. Employee parking is only allowed at the back of the APD building. Parking on the street or in the Gated lot is not permitted and could result in a towing of your vehicle. Only APD managers and front office may park inside the gated parking lot. If you are a Truck Driver you are permitted to park inside the gated lot.

Personnel Data Changes. It is the responsibility of each Freelancer to promptly notify the Labor Logistics manager of any changes in personnel data, personal mailing addresses, telephone numbers and in case of emergency contact.

ACCEPTED AND AGREED;

By: ______________________________

Name: ____________________________

Title: _____________________________

Date: _____________________________

Active Production and Design Inc reserves the right to alter these policies at any time.