



Paradigm Productions Group Contractor Expectations and Guidelines

The PPG Team Philosophy

We carefully select our team members from across the country for one purpose: to work together under one banner, **PPG**, and exceed our client's expectations. All of us, from the top down, are employed for two reasons: to make our clients look good and make the event a success. The success of PPG is dependent on our team. The most important asset of any company is the team of people working for it. Every PPG team member plays an important role, from those that have been with us for a very long time, to those who are local for the first time. On every show site, the client must see us as only as PPG. Because of that responsibility of carrying our brand for us, we require certain minimum standards.

Guidelines

- Crew is expected to arrive at the show location at the designated time, notifying the crew-lead or project manager upon arrival.
 1. To ensure that labor billing and payroll is accurate, everyone will be required to sign in and out daily.
 2. On-time arrival is defined as: sign-in completed and in assigned room or location by call time.
 3. The project manager will be responsible for the sign-in and sign-out sheets.
- Unless otherwise specified or agreed upon, the entire crew is responsible for load-in and load-out.
- Use good judgement. All crew members are expected to let the crew lead or in-room PM know if they will be absent outside a normal break or bio break.

- The following are **prohibited** while contracted by PPG:
 1. Personal phone calls - IN SHOW: not allowed unless on break. LOAD IN/OUT: calls must be kept to a minimum. Do not leave the room to take calls unless you notify your crew lead or a PM first.
 2. Use of personal computers, smart phones, etc. for non-show-related tasks - *Use good judgement. This shall not distract or in any way be offensive to anyone around you. The show is your only priority. Your Crew Chief or in-room PM or Producer may, at any time at their discretion, ban the use while in show.*
 3. No personal MP3 players and headphones - LOAD IN/OUT: completely prohibited during set and strike; it can be a safety hazard and doesn't look professional. IN SHOW: use discretion. Again, the same rules apply as the use of personal electronics.
 4. Appearing to be under the influence of any drug or alcohol is grounds for immediate dismissal. You will not be paid for that day.
 5. Use of profanity or inappropriate language
 6. Any type of sexual harassment
 7. **SOLICITATION OF A CLIENT** - Solicitation of a client for personal gain at any time while contracting for PPG, even if you are "off the clock," is grounds for immediate dismissal. Further, PPG may, at its discretion, choose to seek damages. For further information please carefully review the Contractor Non-Compete Agreement.
 8. If YOU are approached by a client for reasons other than immediate show related business, direct them to the PPG Production Manager. Failure to do so violates our agreement. Remember, our team policy is always - **On a PPG show site you are representing PPG.**

Attire & Grooming

Set & Strike

- Pants - slacks, jeans or shorts that are clean and in good condition. Dark or khaki colors are preferred.
- Shirts shall be PPG logo shirts or your own T-Shirt or golf/polo shirt without any words, pictures, or graphics displayed. Please wear black shirts. Sleeveless, faded or torn T-Shirts are not permitted.
- If working outdoors, hats, shorts, and lighter colored shirts are permitted.
- Attire guidelines are also subject to venue and/or client expectations. PPG will give notice.
- Accessories, such as hats, sunglasses, headphones, excessive jewelry, are not permitted; you will be asked to remove them.

Show

- Pants shall be dress slacks (chino/dockers styles). Dickie cargo-style, black pants are also permitted, provided they are in good condition (not faded or torn - please use good judgement). No jeans on show days.
- Shirts shall be black, PPG or non-logo, collared shirt (button down or golf/polo style only).
- Footwear shall be black or brown - dress shoes or suitable sneakers that can pass as dress shoes (solid black or brown only with no visible logos).
- Again, attire guidelines are always subject to venue and/or client expectations. PPG will notify of any specific requirements, such as the mandatory use of jackets, etc. We will give as much notice as we can in these cases.

Grooming & Appearance

- Tattoos must be covered for rehearsals and run of show.
- Hair must be well kept and neat:
 1. Facial hair shall be neatly trimmed.
 2. Long hair shall be worn up or pulled back for safety reasons.
- Piercings are allowed if they would be considered appropriate in a professional working environment. Nose, lip or brow piercings are not allowed in our normal, corporate show environment.
- A high level of personal hygiene is expected.

PPG Labor Policies

Note: These are PPG Guidelines. We understand that venue regulations, union guidelines and/or state labor laws may supersede PPG policies.

Straight Time - Straight hourly agreed upon rate is charged for the first 10 hours of the call unless short turnaround is in effect.

Overtime - Overtime (1.5 times the agreed hourly rate) is charged for hours worked beyond 10 hours and less than 16 hours in the same workday, excluding the effects of short turnaround.

Double Time - Double time (2 times the hourly rate) is charged for hours worked beyond 16 hours in the same workday, excluding the effects of short turnaround.

Short Turnaround (between End of Day and Next Call Time) -

In the event that there is less than a six hour break (on jobs with a nearby hotel room provided (walking distance)) or eight hour break (if local commute is required (beyond a 15 minute walk)) between the end of one call and the beginning of another, the technician will begin the second call as if it is a continuation of the first call. *Walking distance defined as a 15 minute maximum walk from venue to hotel.*

Travel Time - Travel time is one half of agreed upon show rate. In the event that travel and show-related labor occur on the same day, the following pay schedule applies:

- One half day for travel
- Show rate starts at commencement of work at show site (5 hour minimum)

Dark Days - Dark days will only apply to out of town events. Dark days will be paid at one half of agreed upon show rate. PPG does not provide compensation in the event that a dark day falls where a technician is based locally.

OT/DT/Turnaround Time Approval Process -

It is the responsibility of the technician to advise the project manager or crew lead of impending entry into OT/DT/Turnaround Time. Unapproved OT/DT/Turnaround Time may not be compensable.

Breaks -

- Crew breaks will be given as show schedule dictates
- Meal breaks will be scheduled for every 4 - 6 hours

Pay Schedule

We pay on a NET30 basis from when your invoice is submitted.

Please carefully follow these basic guidelines to ensure that your invoice is paid within 30 days of receipt. This helps us pay you faster. **We cannot guarantee that your invoice will be paid within 30 days if these guidelines are not followed:**

1. It is your responsibility to stay current with the PPG daily timesheet. Notify your lead and sign in and out each day. If the sheet is not available at the time you leave, you must notify your lead as soon as you leave for the day.
2. Sign in/out using actual time; please do not round up to make a 5 or 10 hour day. Also, please do not round up to the next hour. We always pay your invoiced standard 5 or 10 hour day. This sheet is simply for our records.
3. Remember, OT must be approved. It is your responsibility to notify PPG staff that you are incurring OT. Unapproved OT may not be compensable.
4. Submit your invoice in a timely manner, the sooner the better! PPG will not remind you to submit. **Invoices that are submitted more than 14 days past the end of the event may be delayed past 30 days, and OT may not be compensable**
5. Invoices MUST be line itemed per day. OT must be a separate line item below your 10 hour day. A sample invoice is available for reference. A blank sample invoice is also available in original excel format for your use. Improper or vague invoices may be returned. You will be notified why and asked to resubmit.
6. Reimbursable expenses must appear separately as individual line items.
7. Submit your invoice to labor@paradigmproductionsgroup.com and place the SHOW NAME in all caps in the subject line.
8. Finally, we MUST have a properly filled out W9 form with your signature **BEFORE** we will pay you, whether you are an independent contractor/sole proprietor or an incorporated entity. Fill out and submit once per calendar year. There may be paper copies on site, but there is always a .pdf digital version available for download. It is your responsibility to submit these - no exceptions!

Reimbursable Expenses

Local Events

PPG does not reimburse technicians for local meals, parking, mileage or other expenses while working in the local area. While PPG will make every attempt to have parking either discounted or comped, we do not reimburse for venue parking at local events. In the event that a technician leaves a venue without paying for parking, or violates other venue rules, they will not be paid for working and will not be hired again. Technicians may also be subject to being trespassed or prosecuted by the venue itself. Please respect the venues!

Remember, we trust you to carry the PPG brand. We work hard to build relationships with hotels and hotel staff to make ALL OUR lives easier when working there.

Out of Town Events

- If not staying on venue property, PPG will reimburse or pay for appropriate transportation to or from the hotel and the venue.
- Travel time to and from the venue to hotel is not on the clock. **Call Time always = In your specified room, at your specified station, work ready or show ready.**
- Prior approval for transportation outside of PPG provided transportation by project manager is required to be reimbursed prior to the event. Invoiced transportation that was not approved prior will not be reimbursed:
 1. This includes the decision to drive yourself to a PPG event where PPG has already provided transportation and,
 2. The use of separate transportation out of town where PPG is already providing adequate transportation.
- In the event of travel on the same day of work, regular time is paid for travel. OT/DT will not be paid for travel time.
- PPG does not reimburse for your departure airport parking, transportation to and from home airport, or mileage to and from airport in the departure city.
- **Per Diem:** A pre-charged debit card will be provided for your per diem. The charge that the card is loaded with is dictated by the .gov rate for per diem expenses on a geographical basis. You will have a flat rate to spend, however you choose, per day. Days do not roll over. Example: if the day rate is \$50.00 and you spend \$30.00 one day, at midnight the card will be recharged back to \$50.00.
- PPG will reimburse for all show related checked baggage and ONE personal checked bag. All other personal checked baggage is the responsibility of the technician. Bags may be loaded on our truck if you wish.

Our PPG Team

We appreciate in our industry the hard work that goes into making events possible. Whether large and technically complex, or intimate and small, we treat every show site with exactly the same respect. Our goal together is to get the job done, be safe, and have fun! Our brand is very important to us, in fact, it is what clients specifically look for, and you make the brand what it is. Thank you for being a part of the team, and we look forward to working together.



PARADIGM PRODUCTIONS GROUP. 2582 MAGUIRE RD. #250 OCOEE, FL 34764