

VSS Billing Policy & Procedures



The purpose of this document is to detail the correct procedure for invoicing **Vital Show Solutions** (also referred to as “VSS” in this document) and clarify the expectations for all Freelancers participating in **Vital Show Solutions** events.

VSS primarily compensates Freelancers on an hourly basis. Freelancers are required to invoice for the actual hours worked on the show site, taking into account any unexpected extensions or reductions in call times. If your invoice reflects only the originally scheduled hours, it will need to be adjusted accordingly. While **VSS** attempts to provide accurate call times, unforeseen circumstances may occasionally result in variations from the planned schedule.

VSS will review Freelancer’s invoices to verify that they accurately reflect the hours worked and are charged at the appropriate rate. Any inaccuracies found in the invoice will need to be rectified before being passed onto the Accounting department, potentially leading to a delay in payment.

■ Exceptions for Billing Half Day/Day Rates:

- If you are in a Lead or Show position on a **VSS** event and/or working an out-of-town **VSS** event.
- The billing rate is agreed upon with **VSS** staff (National Labor Manager, Project Manager, Account Executive) before the event. The approved rate will be reflected on your invoice. Any changes to the billing rate on-site must be discussed and agreed upon with the **VSS** PM/AE before leaving the show site.
- Tardiness affects your half-day/full-day rate, as payment will be adjusted based on the actual time worked.
- For travel days, billing is at a half-day rate unless a connecting flight extends the total time to over 10 hours, in which case a full-day rate is permissible.

■ Other Important Billing Concerns:

- All set/strike or assistant positions for a **VSS** event are hourly, with a 5-hour minimum requirement. If you arrive late, the 5-hour minimum will be waived, and you can only bill for the actual hours worked that day.
- **Driving to Show Site (travel shows only):** If you choose to drive to show site, we will pay up to what a flight and hotel parking would cost.
- If you are unsure of your rate or it was not discussed when you were booked, please reach out to the **VSS** personnel who scheduled you for the event. This guideline applies to both current and new Freelancers. Please inform us of your varying rates for different positions during the booking process.

■ 24-Hour Cancellation Charge:

- **VSS** strives to give more than a 24-hour cancellation notice. However, sometimes there are circumstances out of our control, and less than 24-hour notice may be given.

■ Overtime Rule:

- Overtime is **only** acquired if you work more than 10 hours in **one** day on **one** event.
- Freelancers **are not** entitled to overtime pay for working beyond midnight, on weekends, or holidays
- Double Time (DT) is after 14 hours on a 10-hour day.
- If 8 hours are not given between shifts, the shift starts in OT for 10 hours, then DT the remaining hours.

Anything else must be approved by VSS Mgmt.

■ COI Policy:

- A 6.5% deduction will be applied to labor invoices without a COI to cover workers comp and unemployment insurance. This deduction can be avoided by having your own workers comp policy, but Vital Show Solutions must be listed as Additional Insured, and a copy of the policy must be sent to laborinvoices@vitalav.com. The deduction will remain until the policy is received.

If you have any questions or concerns, please contact the Labor Department: laborinvoices@vital-av.com.