VITAL SHOW SOLUTIONS

BILLING POLICIES & PROCEDURES

Policy Version 2026 · Revised August 2026 · Incorporated by Section 1.3 of the VSS Independent Contractor Agreement

> **Before use:** complete every yellow-highlighted field on the Acknowledgment page. These policies are incorporated into the VSS Independent Contractor Agreement. Where these policies and that Agreement conflict, the Agreement controls.

These policies establish VSS's invoicing procedures and billing expectations for independent contractors performing services on VSS events. They are a billing standard. They do not direct the manner or means by which a contractor performs skilled work, and they do not set contractor rates.

1. Rates Are Contractor-Set

1.1 You set your rates. Rates are the rates you set and submit in the Rate Schedule to the Independent Contractor Agreement. VSS does not dictate them. You may submit revised rates at any time, effective for assignments accepted after VSS receives them. Nothing in these policies changes that.

1.2 Standard billing units. VSS's customary billing units are hourly for hand, set/strike, and assistant positions, and daily or half-day for approved lead, show, and certain travel positions. These are the units VSS's own clients bill in. You may quote in a different unit, but tell VSS before the assignment so the rate can be confirmed against the client budget.

1.3 Confirm the rate and position before you report. If the rate or position for an assignment was not discussed, contact the VSS representative who scheduled the event before reporting to work. If you charge different rates for different positions, disclose them.

1.4 You may discuss your rates. Nothing in these policies restricts you from discussing your own rates, pay, or working conditions with anyone, or from contacting any government agency. See Section 8.3 of the Agreement.

2. Invoice Accuracy

2.1 Bill actual time. Invoice the actual hours worked on the show site, including approved extensions or reductions in call time. An invoice that reflects only the originally scheduled hours must be corrected when the actual hours differ.

2.2 Required invoice contents. Every invoice must show the project name, the dates worked, the position, the hours or units billed, the rate, any approved expenses, and — for each line — the state in which the work was performed.

2.3 Why the state is required. The state of performance determines which workers' compensation rules apply and whether any premium deduction is permitted at all. Under Section 6.4 of the Agreement, a Track 2 premium deduction applies only to services performed in Texas and is suspended automatically for any assignment or portion performed outside Texas. An invoice that does not identify the state cannot be processed correctly.

2.4 Review and correction. VSS reviews invoices to verify hours, rates, positions, and reimbursable expenses. Inaccurate, incomplete, unsupported, or noncompliant invoices may be returned for correction before submission to accounting, which may delay payment.

3. Minimums, Half-Days, and Day Rates

3.1 Hourly minimum. Set/strike, hand, and assistant positions are hourly and generally carry a five-hour minimum for the scheduled call. Beyond five hours you bill by the hour up to ten. Beyond ten hours the overtime rules in Section 4 apply.

3.2 When the minimum does not apply. The five-hour minimum reflects the call VSS scheduled. If you arrive after the call time or leave before released, invoice the hours you actually worked rather than the minimum. This is an accuracy rule, not a penalty, and VSS does not reduce an invoice below actual time worked as a disciplinary measure.

3.3 Half-day and day rates. Half-day or day rates may be used for approved lead or show positions and for approved out-of-town VSS events. Agree the billing unit with VSS before the event. Any on-site change must be discussed with and approved by VSS before you leave the show site.

3.4 Travel days. Travel days are billed at a half-day rate unless connecting travel causes the total travel period to exceed ten hours, in which case a full-day rate may be approved.

3.5 Driving instead of flying. On travel shows, when you elect to drive rather than fly, reimbursement will not exceed VSS's reasonable estimated cost of airfare and self-parking unless VSS approves otherwise in writing.

4. Overtime and Premium Time

These are billing rules for independent contractor invoices. They are not wage-and-hour overtime obligations, and they do not change your status. Where a client, venue, union agreement, or applicable law imposes a different rule for a given assignment, that rule governs that assignment.

- Overtime is earned only after more than ten hours worked in one day on one event.
- Double time begins after twelve hours on a ten-hour day.
- Working after midnight, on a weekend, or on a holiday does not by itself create overtime or premium pay unless VSS approved it in advance.
- When fewer than eight hours separate shifts, the next shift begins at the overtime rate for the first ten hours and then moves to double time for the remaining hours, unless VSS approves a different arrangement in writing.

5. Expenses

5.1 Approval and receipts. Reimbursable expenses must be approved by VSS in advance and supported by itemized receipts. Unapproved or undocumented expenses may be denied. Do not commit VSS to additional labor, equipment, travel, or expense without prior written approval.

5.2 Cancellation. VSS aims to give more than twenty-four hours of cancellation notice. Circumstances outside VSS's control may require less. Any cancellation payment must be expressly approved by VSS in writing.

6. Payment

6.1 Method. VSS pays by ACH to the account on your current ACH Authorization Form. Payment timing is governed by Section 5 of the Independent Contractor Agreement.

6.2 Deductions are itemized. Any amount VSS deducts, offsets, or withholds from an approved invoice will appear as a separate, labeled line on the invoice or remittance. VSS does not net unlabeled amounts against contractor pay.

6.3 Exceptions. Any exception to these policies must be approved in writing by the VSS owner or an authorized VSS representative.

7. Workers' Compensation and Insurance

7.1 Where these rules live. Your workers' compensation track, any Texas premium deduction, and every insurance and certificate requirement are governed by Section 6 of the Independent Contractor Agreement and by your signed VSS Contractor Workers' Compensation Status Designation. Nothing in these billing policies changes any of it. Where this document and the Designation differ on a workers' compensation matter, the Designation controls.

7.2 What that means for your invoice. If you are Track 1, VSS never charges you any amount for workers' compensation. If you are Track 2, a premium deduction may apply to Texas work only, never to work outside Texas, and it appears as a separate labeled line under Section 6.2 above. Read Section 4 of the Designation for the full conditions.

7.3 Certificates and endorsements. Email current certificates and endorsements to hello@vital-av.com, and notify VSS promptly of cancellation, nonrenewal, expiration, or material reduction in any required coverage. What coverage is required, and when, is set out in the Designation and the Agreement.

CONTRACTOR ACKNOWLEDGMENT

By signing below, I acknowledge that I have received, read, understand, and agree to comply with these VSS Billing Policies & Procedures. I understand that inaccurate, incomplete, untimely, or unsupported invoices may be returned for correction and may delay payment; that written project-specific terms may supplement or supersede these policies for a particular assignment; that these policies are incorporated into the VSS Independent Contractor Agreement and yield to it in any conflict; and that signing this does not create employment, guarantee assignments, or provide insurance coverage.

Contractor legal / business name			
Signature		**Date**	
Printed name and title		**Primary state of work**	