



2334 W. North Avenue
 Chicago, IL 60647
 773-645-2000
 773-645-2015 Fax

Crew Fact Sheet (Keep this page for reference)

Note: The following information includes everything you should know before starting a job. If for any reason you do not receive all of the following information, it is your responsibility to call Event Engineering or your steward, and fill in any blanks.

Show Name	Client Name / Show Name
Venue & Show Info	Venue Name <u>Meeting/Event is in the:</u>
	Venue Address Room Name (Grand Ballroom, etc.)
	Venue City Floor (If applicable)
	Venue Information Tel. Steward/Onsite Contact (cell # if applicable)
Employment Agreement	Event Engineering has an agreement with our clients that they cannot hire any of our crew people directly, as our relationship with you is the core of our business. If a client asks you for your business card or phone number, please respect this agreement and mention that requests for specific crew members should be made directly through Event Engineering. If the requests persist, please call us.
Directions	Directions are often provided for remote locations. However, each employee is responsible for either having a general knowledge of the Chicago area and its suburbs, or obtaining a map.
Call Times	You are responsible for being on the job site READY TO WORK at the scheduled call time. It is advised that you arrive 15 minutes before call time to grab your coffee, etc., before work begins. Schedule your arrival 30 minutes early if you think you may hit traffic or get lost. We will give you a tentative "end" time for your calls. However, these are subject to change, based on the needs of the Producer and/or Technical Director. It is best to not make any firm plans based on the published "end" times. If the Producer or TD require the crew for a longer time than anticipated, Event Engineering considers it unprofessional for crew members to leave the unfinished call.
Required Equipment	If you do not own the items listed below, you MUST purchase them. You are investing in yourself and it makes you look good. ITEMS: Work gloves, hammer, C-wrench/adjustable wrench, utility knife, wire cutters, tape measure, flashlight, pliers, screw drivers or screw gun (flat & Phillips heads). Carpenters <u>must</u> have screw guns.
Dress Code	Event Engineering requires a clean and well-kept, professional appearance. On set-up and strike days you are required to wear an Event Engineering shirt while you are on the job. Please remember to wear your Event Engineering shirt if you have one. If you do not have an Event Engineering shirt, one may be provided for you on-site when you check in; or you can stop by the office to pick one up. For INDOOR shows, please remember that you are working with the client and should keep a neat appearance. For OUTDOOR shows you should dress appropriately for the weather. This includes gloves, hats, coats, raingear, and proper footwear. Please check the weather before leaving for a job. It is not acceptable to be unprepared, then "disappear" from a call to "warm up".

Breaks & Meals	A 15-minute coffee break will occur approximately 2.5 hours from the commencement of work/after a meal break. Meal breaks are generally 1 hour and take place 5 hours after the commencement of work, or after returning from another meal break. It is often customary for the clients to provide coffee and sodas for the crew (although this is not guaranteed). Meals are not usually supplied.								
Smoking	There is NO SMOKING on the job at any time. Smoking may take place in designated areas on your coffee and meal breaks only.								
Expenses	All meals, transportation, parking, etc., are the responsibility of each individual employee. We do not reimburse those expenses.								
Payment	<p>You will be a temporary employee of Event Engineering on this project, and not an Independent Contractor, so <u>you will not be required to submit an invoice</u> (unless you are Incorporated).</p> <p>You <u>will</u> be required to check in and out with the supervisor each day so that we may keep an accurate record of your hours worked. If there is no steward on the call, you must check in with the Technical Director on-site, or other on-site contact as directed. You will then be responsible for submitting your hours to the office along with a report on how things went on the job. New employees should bring a Driver's License, SS Card, Passport, etc. for Citizenship Verification. If mailing in, you MUST send a photocopy of your ID.</p> <p>Payrolls are submitted within 30 days of the closed job. Checks are issued on the 1st and 15th of the month. Any applicable taxes will be deducted from your paycheck and Event Engineering will make the required contribution to your Social Security. Please do not call the office to inquire about a check for a job you just completed.</p>								
Illness / Absence	<p>If you will be unable to make your call for any reason, don't wait until an hour before your call to inform us. We expect you to do two things immediately if you feel ill, and might not make the next day's call:</p> <ol style="list-style-type: none"> 1. Find a qualified replacement for yourself on the call. 2. Notify Event Engineering as soon as possible at the office during business hours. Our office hours are Monday – Friday, 9:00AM – 5:00PM. If you have an urgent matter outside of these hours try one of the following emergency contact numbers: <table data-bbox="509 1205 1143 1373" style="margin-left: 40px;"> <tr> <td>Emergency Pager</td> <td>877-387-7792</td> </tr> <tr> <td>Floyd Dillman</td> <td>312-617-9069 cell phone</td> </tr> <tr> <td>Liha Sayyed</td> <td>847-456-9906 cell phone</td> </tr> <tr> <td>John Doyle</td> <td>773-320-8377 cell phone</td> </tr> </table> <p>Your fellow crew members thank you for your consideration. No one likes to work shorthanded.</p>	Emergency Pager	877-387-7792	Floyd Dillman	312-617-9069 cell phone	Liha Sayyed	847-456-9906 cell phone	John Doyle	773-320-8377 cell phone
Emergency Pager	877-387-7792								
Floyd Dillman	312-617-9069 cell phone								
Liha Sayyed	847-456-9906 cell phone								
John Doyle	773-320-8377 cell phone								
Check In	Feel free to call in with your availability up to once a month. You may speak with whomever answers the phone, and let them know you are just "checking in". You will be put on our Check-In List. It is not necessary to call more than once a month, and it makes no difference what day of the week you check in. We will contact you for jobs.								
And...	<p>Although we have organized your crew by departments, crew members are often asked to pitch in to assist other departments. This activity is encouraged, and the phrase "it's not my job" is unlikely to be heard on our shows.</p> <p>It is our goal to pay you well and promptly, and treat you with respect. We expect hard work, a great attitude, and a willingness to work as a team to get the job done right. We look forward to seeing you there!</p> <p>If you have any questions, please feel free to call us at the office and we will be happy to help you! Thank you and see you at the show!!</p>								



2334 W. North Avenue
Chicago, IL 60647
773-645-2000
773-645-2015 Fax

HEALTH AND SAFETY RULES

1. NO ALCOHOL OR DRUGS WILL BE USED ON THE JOB AT ANY TIME.
2. All injuries, no matter how slight, must be reported to your supervising client immediately.
3. Use the correct method of lifting objects. Lift with your legs, not with your back. If a load is too heavy or awkward, ask for assistance.
4. Report any unsafe condition to your supervising client immediately.
5. If you are not sure how to do a job, stop and check with your supervisor.
6. Do not start or operate any equipment without the proper authority and safety instructions.
7. Report all malfunctioning equipment to your supervisor immediately.
8. Any employee who is furnished safety equipment will be required to use such equipment.
9. Good housekeeping practices should be followed at all times.
10. All electrical power tools and cords must have an operational third wire positive ground.
11. Do not use flammable liquid, toxic materials, chemicals or acids unless authorized and instructed in the proper procedures.
12. Do not smoke in areas that are not specifically designated as smoking areas. Smoking is only permissible on your assigned breaks, NOT while working.
13. Seat belts must be worn at all times.
14. Obey all safety and warning signs at all times.
15. Submitting false or fraudulent information when reporting an injury is a felony.
16. Job safety is the responsibility of each individual employee.
17. Gloves must be worn when loading and unloading trucks, handling barricade and other items that could easily cause hand injury.
18. Use of mobile phones should be limited to your designated breaks.



2334 W. North Avenue
Chicago, IL 60647
773-645-2000
773-645-2015 Fax

EMPLOYMENT AGREEMENT

Job Description _____ Social Security # _____

Last Name _____ First Name _____ Mid. Initial _____

Address _____

Telephone Number _____ Pager _____

Person to Contact in case of Emergency _____

Relationship _____ Telephone Number _____

DRUG FREE WORKPLACE NOTICE TO APPLICANT

It is the policy of Event Engineering, Inc. that all employees are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol in the work place and remote job sites. DRUG AND ALCOHOL TESTING WILL OCCUR AFTER EVERY JOB RELATED INJURY; benefits will be denied if tests are positive. The following drugs will be tested according to company policy: Alcohol, cocaine, depressants, marijuana/cannabis, narcotics and stimulants. ANY EMPLOYEE VIOLATING THIS POLICY MAY BE SUBJECT TO IMMEDIATE DISCHARGE. The signature below is your acknowledgment that you have read and understand Event Engineering's drug free workplace policy. By signing this statement you agree to follow, without reservation the drug-free workplace policy.

CERTIFICATION AND AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of statements contained herein as maybe necessary. I understand that false or misleading statements may result in termination of employment. I further pledge to abide by all company procedures and safety rules. If hired within the past ninety (90) days, I understand my employment is probationary until the end of that period.

I also understand that as an employee of Event Engineering, Inc., I am subject to be leased to a client firm (lessee) at the discretion of Event Engineering, Inc. (lessor) and will abide by the direction and supervision of a designated agent at the client firm as regards to day-to-day management of my duties there, including termination of my wages or salary levels. During said employment (if full time), I agree to devote my time, attention and skill solely to the business of the client firm and I will not disclose to any person any information concerning the business of said client firm.

Signature _____ Date _____

GENERAL EMPLOYMENT POLICIES

Event Engineering, Inc. believes in equal opportunity for all individuals without regard to race, color, sex, age, national origin, sexual orientation, disability or status as a Vietnam Era Veteran. This policy extends to all terms, conditions and privileges of employment as well as use of all company facilities and participation in all company sponsored activities or benefits. Harassment, retaliation, coercion, interference or intimidation of any employee due to that employee's race, color, sex, age, national origin, or sexual orientation is strictly forbidden. Any employee who experiences such activity should report it immediately to his or her supervising client and to Event Engineering at 773/645-2000. It is the policy of Event Engineering, Inc. to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA), Event Engineering will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability. Event Engineering also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense. Event Engineering's policy of nondiscrimination applies to all personnel and employment practices.

Medical Records and Other Information Pertaining to Workers' Compensation Claims

I understand that, as an employee of Event Engineering, Inc., I am subject to a drug and alcohol test before treatment of any injury that is to be paid by Workers' Compensation. I authorize any physician, medical practitioner, hospital, clinic or other facility, or employer to release any and all medical and non-medical information in its possession about me to Event Engineering's Workers' Compensation Claim. Medical information means all information in the possession of or derived from providers of health care regarding the medical history, mental or physical condition, or treatment of me.

I know that I may request and receive a copy of this authorization.

I agree that a photocopy of this authorization shall be as valid as the original.

I understand that if my employment is terminated for any length of time, a new application may be required upon rehire.

I have read the Safety & General Policies of Event Engineering, Inc. and will abide by them.

Signed this _____ day of _____, 20_____

Signature of applicant/employee _____

Event Engineering, Inc. representative _____