

Proper Billing Policy & Procedures



Purpose: To outline the proper way to invoice *INSPIRE Event Technologies*, and the expectations of all Freelancers who work on *INSPIRE* events.

INSPIRE is mainly hourly in regards to how it pays Freelancers. Freelancers must invoice the actual hours worked on show site, not just the hours originally booked; otherwise, your invoice will need to be corrected. *INSPIRE* tries to ensure that all call times are as accurate as possible. However, situations occasionally arise in which call times are longer or shorter than expected.

INSPIRE will check to ensure that Freelancers' invoice times reflect the actual hours worked, and that Freelancers are charging the correct rate. If an invoice is incorrect, it will need to be corrected before being sent to Accounting, which could possibly cause a delay in payment.

Exceptions for Billing Half Day/Day Rates:

- It is agreed upon with the *INSPIRE* staff (National Labor Coordinator, Project Manager, Account Executive, DET, Operations Manager, Sales Manager, etc.) who booked you prior to the event. The approved billing rate prior to the show is the amount that will be reflected on your invoice. If there are changes once on show site, you must come to an agreement with the *INSPIRE* staff in charge before leaving show site.
- If you are working an out of town *INSPIRE* event
- If you are in a Lead or Show position on an *INSPIRE* event
- If you are late this will affect your half day/day rate, and will be paid for the time worked
- Travel is billed at a half day unless a connecting flight puts you over a full 10-hour day then a day rate is acceptable.

Other Important Billing Concerns:

All set/strike or assistant positions for an *INSPIRE* event are hourly with a **4-hour minimum** in place. If you are late, the **4-hour minimum** will be waived, and you will only be allowed to bill the actual hours you worked for that day.

If you do not know your rate or it was not discussed when booked, please contact the *INSPIRE* personnel who booked you prior to the event. This applies to all current and new Freelancers. We understand that Freelancers may have different rates for different positions, so please let us know during booking.

24-Hour Cancellation Charge:

INSPIRE strives to give more than a 24-hour cancellation notice. However, sometimes there are circumstances out of our control and less than a 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 **do not** receive overtime for working past 12am, weekends or Holidays unless pre-approved by Management.
- No double time after 12 hours.

If you have any questions or concerns, please contact the *INSPIRE* Labor Department:
labor@inspiresolutions.com or 972-241-5444

Thank you!