



Production Policies

With Respect to Production Shoots

Advance payments for the full amount of the production estimate **may be** required to secure equipment and/or personnel. This may be paid via company check, cash, or credit card.

Freelance Crew rates are based on a Ten (10) hour full day or a Five (5) hour half day. Crew time is calculated from Location Call to Location Wrap within Manhattan (i.e., when the van is packed and ready to depart from location) or Portal to Portal outside of Manhattan (i.e., departure from & return to CitiCam.) Any half-day shoot that continues past the 5th hour will be automatically charged at a full day rate.

MEAL PENALTIES: Full day shoots include meal breaks. First meal break is due no later than six (6) hours from call time. Second meal break is due six (6) hours after return of first meal. Meal break must be one (1) hour for a "walk-away" (Crew provides their own meal) or thirty (30) minutes for a provided meal by Client. **All meal breaks are ON the clock unless otherwise negotiated.** Missed meal breaks shall incur Meal Penalties and will be charged as listed below for each half hour until a meal break is given.

All Freelance Contractors (with Day Rates from \$ 250 & Above)

Meal penalty for delayed meals shall be computed as follows:

First half hour meal delay or fraction thereof	\$10.00
Second half hour meal delay or fraction thereof	\$12.50
Third half hour meal delay or fraction thereof	\$15.00

Meal penalty shall increase two dollars and fifty cents (\$2.50) with each succeeding one half hour through the **fifth** half hour capping at twenty-two dollars and fifty cents (\$20.00) per half hour penalty.

All Freelance Contractors (Day Rates below \$250)

Meal Penalty for delayed meals shall be computed as follows:

First half hour meal delay or fraction thereof	\$ 7.50
Second half hour meal delay or fraction thereof	\$10.00
Third half hour meal delay or fraction thereof	\$12.50

Meal penalty shall increase two dollars and fifty cents (\$2.50) with each succeeding one half hour through the **fourth** half hour capping at fifteen dollars (\$15.00) per half hour penalty

TURNAROUND: Multi-day shoots, utilizing the same crew personnel, require a 10-hour rest period between shoots. If Turnaround time is less than 10 hours but at least 6 hours in length the client will be charged time and a half for the time invaded with the normal rate applying for the time afterward. If Turnaround time is under 6 hours the client will be charged double time for the entire shoot day up to 10 hours and triple time for hours worked thereafter.

OVERTIME: Freelance Crew overtime charges are based on time and a half per hour for the first two hours (11th & 12th hour), Double time for the following hours until completion of shoot day.

HOLIDAYS: Freelance Crew Rates are based on a 10 hour day @1.5 all day, then from 10-12 hrs @ 2.0 and anything after 12 hrs @ 3.0.

TRAVEL: Freelance Crew travel days not exceeding five (5) hours are billed at half-day rate (Approximately 65% of Full day Rate.) Any travel time that exceeds the five-hour rate will be billed as a full day rate. Per Diem must be made available at a rate of \$50.00 dollars per day per crew person for all overnight locations of more than twenty-four (24) hours. All prices and specifications are subject to change without notice.

Local Travel: There is a mileage charge of @ .50/mile for any travel outside of Manhattan, a \$10 Fuel Surcharge for vehicles traveling within Manhattan, and cost of Tolls and/or Parking will be billed to your production.

PER DIEMS: Freelance Contractors housed on distant locations shall receive per diems at the rate of fifty Dollars (\$50.00) per day, allocated as follows:

- Breakfast \$ 8.00
- Dinner \$ 25.00
- Lunch \$ 12.00
- Incidentals \$ 5.00

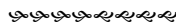
Any meals provided by the Client may be deducted from per diem at the above-stated rates.

CANCELLATION: Client may cancel "holds" prior to twenty-four (24) hours before the date of the job. Weekends and holidays are not included in this twenty-four (24) hour time period. Any "Booked" job that is cancelled will be billed at full rate regardless of the date cancelled. Same-day job cancellations will be billed at full rate. The client shall pay any and all expenses incurred by CitiCam in connection with such cancellations including, but not limited to, personnel, equipment, sub-rental and/or sub-contracting.

STOCK: You may opt to provide stock for your production prior to your shoot, but CitiCam **WILL NOT** accept replacement stock.
No Replacement Stock, No Exceptions.

OTHER:

- Client will be responsible for any and all additional costs incurred during the course of your production (i.e. Expendables, Stock, Last minute add-on equipment, etc.)
- Any discounts will be voided if an invoice is not paid within 45 days.
- Additional terms and conditions apply and may be noted on the Customer Bid/Estimate, Cover Letter or Insurance Documentation.



Any party signing this agreement on behalf of the Client represents that he/she is an agent for, and/or is authorized to sign this agreement with the full knowledge and consent of the Client.

Irrespective of whether this agreement is signed & returned to us all above terms & conditions will automatically be applied should CitiCam provide the client with their service.

**PLEASE SIGN AND FAX BACK TO
(212) 586-1572**

Client Signature: _____

Print Name: _____

Date: _____