

## **Wolf Promotions Inc. Vendor & Credit Card Agreement Wolf Promotions Inc.**

**Payment:** Wolf Promotions Inc payment is via check or Zelle Venmo, Cash App or Check. WPI is 1099 in the mail if you make over \$599 in a calendar year, you are responsible to pay taxes.

**Travel/Parking:** Parking is unpaid unless offered by WPI or Client, mileage or gas receipt are a tax deduction for you as a contractor it is wise to keep all receipts for these types of tax deductions.

**Tables/Supplies:** You should have your own small table for samplings, if you have a black table cloth as well that is helpful. If you are given a table, it is the property of Wolf Promotions Inc and must be used for our events only and returned upon your completion of each event.

**Supplies:** Pick up or drop of supplies (Product, Sampling cups and/or POS) may be needed; this varies state to state on law with spirits. You may need to pull from the shelf in this case, you'll either be supplied with a credit card below is the credit agreement as well. If you don't have a credit card/ card in the mail in time, we will try to purchase with the account in advance, this doesn't always work, if you need to purchase with your own card, WPI will reimburse within 72 hours. Any purchase of a product is the property of Wolf Promotions Inc./ Client anything that is not returned per request will be deducted from your payment and immediate dismissal for Wolf Promotions Inc.

**Uniform:** This varies from program to program and client to client and you'll be informed if this is needed/provided..

**Duties:** Sample and educate consumers on products and sell, sell, sell. During your event(s) at no time is it appropriate to be on any drugs, legal or illegal drug/substance. This is grounds for immediate dismissal.

**Communication:** All communication with talent/client will be conducted through Wolf Promotions Inc. at [susanspina@wolfpromotionsinc.com](mailto:susanspina@wolfpromotionsinc.com) / 224-629-3454 unless otherwise noted. Please text only during events or if I've directly texted you. All questions please send through emails, unless it is urgent.

**Storage of personal items:** Note that you should only bring what you absolutely need. Cell Phone: No cell phone use during work time. The only time that this is acceptable is when you are getting pictures, looking on the training site for information or on break or doing reporting

**Non-Solicitation:** Your engagement with Wolf Promotions Inc. shall not, directly or indirectly: (i) solicit or recruit any of Wolf Promotions Inc. contracted talent, consultants or management of Wolf Promotions Inc. at any time within a two (2) year period prior to this dated contract. This includes email, phone and any social media contacts. You acknowledge that the foregoing restrictions are reasonable and necessary for the protection of the legitimate business interests of Wolf Promotions Inc. and that such restrictions do not impose an undue hardship upon you. Any questions in hiring for other events need to be communicated with the owner/directors. Wolf Promotions Inc. does work with our clients on whether they want to hire our talent with a 6 month to 1 year evaluation period or recruitment fee agreements. Any breach of contract will be means for dismissal and any loss of contract will be legally reimbursed to Wolf Promotions Inc. including any legal cost incurred by Wolf Promotions Inc.

**Cancellation:** We understand that illness, family emergencies may come up. The earlier we know the better, so we can reschedule or re-staff. Please do not rebook yourself.

### **Day of Event**

1. Check in with a picture of you set up (selfie is fine, we'd like to see you in the picture)
2. Receipt(s) of purchase product/supplies approved
3. Check out with a picture of what's left of your sample bottle
4. Reporting should be completed within 48 hours of your event, if it's late your payment date will be late.

Your participation in the credit card program is a convenience that carries responsibilities. Although this card is issued in your name, it is Wolf Promotions Inc property and must be used with good judgment. By signing this agreement, you acknowledge that you understand and will comply with all of the Wolf Promotions guidelines, as listed below:

I \_\_\_\_\_ as an authorized and approved cardholder, have a full understanding and agree to the following terms and conditions regarding the use and safekeeping of the credit care entrusted to me.

1. I accept full personal responsibility for the safe keep of the credit card assigned to me, and that absolutely no one other than me, is permitted to use the credit card assigned to me. All charges download as a 'receivable' and therefore are only associated directly to the cardholder.
2. I will be making a financial commitment on behalf of Wolf Promotions Inc and have permission to make purchases strictly for approved event supplies & product, and when approved parking. All purchases made with this card are property of Wolf Promotions Inc. and must be returned if there is any departure from Wolf Promotions from myself or Wolf Promotions Inc. This includes any and all product purchases, including anything that is an opened product & cups.
3. I will submit all printed receipts to email susanspina@wolfpromotionsinc.com or text 224-629-3454 the day of any purchase. A clear photo with itemized purchase is required.
4. When I use my credit card, I understand that these purchases will result in a "receivable" against me and I am responsible for repayment of any of these charges deemed not allowable, per Wolf Promotions Inc. I further understand that any unallowable among must be repaid to Wolf Promotions Inc. before the next payment period.
5. In the event I fail to repay any non-allowable amount, Wolf Promotions Inc is authorized to withhold the full amount from any payment(s) due to me from Wolf Promotions Inc., including expenses, contracted payments. I understand that failure to follow these provisions will result in cancellation of the card.
6. I will immediately report the theft or loss of my credit card to susanspina@wolfpromotionsinc.com AND text 224-629-3454
7. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.
8. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with Wolf Promotions Inc credit card procedures.
9. I understand that any purchases made by me will be recorded and reviewed in management reports, to ensure compliance with credit card guidelines.
10. I understand that failure to follow any of the above listed term and conditions or if found to have misused the credit card in any manner may result in:
  - Revocation of the privilege to use the credit card
  - Disciplinary action
  - Termination of employment, and.or criminal charges being filed with the appropriate authority.
11. I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.

I, \_\_\_\_\_ hereby accept the above terms and conditions and acknowledge receipt of the Contract page 1(one), 2(two) and Credit Card Agreement.

\_\_\_\_\_  
Date Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contractor email address & Cell Phone Number