



EVENT STAFFING AGREEMENT

812 Nicholson Street | Houston, TX 77007

281.451.6742 | malissa@hppiagency.com

This Agreement confirms the event details, staffing, compensation, and client responsibilities stated below and incorporates the Terms and Conditions on the following pages.

Event Details

Event Date:	_____		
Start Time:	_____	End Time:	_____
Chapter / Client:	_____		
Expected Attendance:	_____	Number of Models:	_____
Facility / Location:	_____	Phone:	_____
Facility Address:	_____		
Event Contact:	_____	Mobile:	_____

Travel Reimbursement

Expense	Agreed Amount	Included	Not Applicable
Gas / mileage	\$ _____	☐	☐
Hotel	\$ _____	☐	☐
Airfare	\$ _____	☐	☐
Other: _____	\$ _____	☐	☐

Staffing and Compensation

Position	Quantity	Rate	Approved Variation
Cocktail staff	_____	\$225.00 each + tips	_____
Bartenders	_____	\$225.00 each + tips	_____
Hostesses / models	_____	\$TBD per hour each	_____
Other	_____	_____	_____

Model sales compensation: 10% of sales or \$500.00 per model, whichever is greater at the end of the event, unless a different arrangement is stated above and approved in writing by The HPPI Agency, Inc. ("Agency").

Uniform Request

Cocktail dress	☐ Classy / Conservative	☐ Classy / Sexy
Western attire	☐ Classy / Conservative	☐ Classy / Sexy
Camo attire	☐ Classy / Conservative	☐ Classy / Sexy
Agency shirt with black shorts or pants	☐ Classy / Conservative	☐ Classy / Sexy

Special requests: _____

Approval

By signing, Client confirms that the event details and charges above are correct, has authority to bind the Client, and agrees to all Terms and Conditions in this Agreement.

Client legal name:	_____	Email:	_____
Authorized signature:	_____	Date:	_____
Printed name / title:	_____	Purchase order:	_____

Event Staffing Agreement Terms and Conditions

The HPPI Agency, Inc. | 812 Nicholson Street | Houston, TX 77007

- 1. Agreement and Written Changes.** The signed Event Staffing Agreement, these Terms and Conditions, and any written addendum accepted by the Agency constitute the entire agreement between the Agency and the Client for the event. Changes to staffing, rates, hours, travel, duties, uniform, or location are effective only when approved in writing by the Agency. Email approval is sufficient.
- 2. Staffing and Substitutions.** The Agency will use commercially reasonable efforts to provide the requested number and type of personnel. Personnel assignments are controlled by the Agency. The Agency may substitute qualified personnel when necessary. A specific individual is not guaranteed unless expressly confirmed in writing.
- 3. Sales Compensation and Records.** When compensation is based in whole or part on sales, the Client will provide complete and accurate sales totals and supporting records at the end of the event. The greater-of calculation stated on the first page applies separately to each model unless otherwise approved in writing. All sales-based amounts are due with the event balance and may be corrected if later records show an underpayment.
- 4. Cancellation and Rescheduling.** Because personnel reserve the event date and may decline other work, cancellation fees apply unless waived in writing: 25% of estimated charges for cancellation 15–30 days before the event; 50% for cancellation 4–14 days before the event; and 100% for cancellation within 72 hours or after personnel begin travel. If the Client does not cancel the event and the scheduled models report to the event, each model is owed the applicable flat rate, even if the event is delayed, shortened, poorly attended, or the Client elects not to use the scheduled services. Nonrefundable travel and third-party costs are always payable. A reschedule is subject to availability and written approval, and amounts paid may be credited at the Agency's discretion.
- 5. Travel and Event Expenses.** The Client will pay the travel amounts approved on the first page and any reasonable, documented additional expense caused by a Client-requested change. If lodging is required, the Client will provide safe, commercially reasonable accommodations or reimburse the Agency. Parking, tolls, rideshare, baggage, and similar event expenses are reimbursable when applicable and not included in the quoted rate.
- 6. Client Responsibilities.** The Client will provide timely access, a safe and professional work area, accurate event instructions, necessary credentials, parking or unloading information, and a designated decision-maker. The Client is responsible for permits, venue approvals, products, registers, cash controls, and compliance obligations assigned to the Client or venue. The Client will not require personnel to consume alcohol, work while impaired, perform unlawful acts, or tolerate harassment or unsafe conduct.
- 7. Gratuities.** Gratuities apply only to bartenders and cocktail staff. Raffle personnel and models are not tipped positions. Any tips received by bartenders or cocktail staff belong to the personnel who receive them and do not reduce amounts owed to the Agency. The Client may not represent an Agency charge as a gratuity unless the Agency expressly identifies it that way in writing.
- 8. Relationship and Personnel.** Agency personnel are not employees of the Client. The Client will direct event objectives through the Agency or the Agency's person in charge and will not independently hire, reassign, discipline, or terminate Agency personnel. Nothing in this Agreement creates a partnership, joint venture, fiduciary relationship, or employment relationship between the Client and the Agency or its personnel.

Event Staffing Agreement Terms and Conditions

Continued

9. Non Solicitation. During the event and for twelve months afterward, the Client will not directly engage or hire personnel first introduced through the Agency for substantially similar event services without the Agency's written consent. This restriction does not apply to a person with whom the Client can document a direct working relationship that existed before the Agency introduction. If enforceability requires a shorter period or narrower scope, the provision will be enforced to the maximum lawful extent.

10. Conduct Safety and Removal. The Agency may remove personnel or suspend services, without liability, if the Agency reasonably believes there is harassment, discrimination, violence, illegal activity, intoxication, unsafe conditions, or material interference with the work. The Client remains responsible for services performed, reserved time, travel, and other nonrecoverable costs. The Agency will reasonably cooperate on a replacement when circumstances permit.

11. Liquor Service. If bartending or alcohol-related services are requested, the Client and venue are responsible for required permits, lawful product acquisition, and conditions within their control. Agency personnel may refuse service to any person when required by law, venue policy, or reasonable safety judgment. The Client will not instruct personnel to violate alcohol laws or serve a visibly intoxicated or underage person.

12. Damage and Personal Property. Each party is responsible for loss or damage caused by its own negligence or willful misconduct. The Agency is not responsible for Client funds, products, equipment, or other property unless the Agency expressly accepts custody in writing. The Client will provide reasonable security and cash-control procedures where personnel handle sales or funds.

13. Indemnification. To the extent permitted by law, each party will defend and indemnify the other from third-party claims, damages, and reasonable costs arising from the indemnifying party's negligence, willful misconduct, or material breach of this Agreement. The Client's obligation includes claims arising from the venue, products, permits, Client instructions, or conditions controlled by the Client, except to the extent caused by the Agency's negligence or willful misconduct.

14. Limitation of Liability. Except for payment obligations, indemnification obligations, confidentiality breaches, or willful misconduct, neither party will be liable to the other for special, incidental, consequential, exemplary, or punitive damages. The Agency's aggregate liability arising from the event will not exceed the fees actually paid to the Agency for that event, to the maximum extent permitted by law.

15. Confidentiality and Publicity. Each party will protect the other's nonpublic business information and use it only for the event. The Client grants no publicity or image rights beyond ordinary event operations. Neither party may use the other's trademarks, name, photographs, or recordings for advertising without written permission, except the Client may identify the Agency internally as a vendor.

16. Disputes Governing Law and Venue. Texas law governs this Agreement, without regard to conflict-of-law principles. Before filing suit, the parties will give written notice of the dispute and allow ten business days for senior representatives to attempt resolution, unless immediate relief is reasonably necessary. Exclusive venue for any lawsuit will lie in the state courts located in Harris County, Texas, or the federal court serving that county, and each party consents to that jurisdiction.

17. Notices Electronic Signatures and Counterparts. Notices under this Agreement must be sent to the physical or email addresses stated in the Agreement, or to a later address provided in writing. Signatures delivered electronically or in counterparts are effective as originals, and all counterparts together form one instrument.

18. Severability Waiver and Assignment. If a provision is unenforceable, it will be narrowed only as necessary and the remainder will continue in effect. A waiver must be in writing and applies only to the specific instance. The Client may not assign this Agreement without the Agency's written consent. The Agency may assign payment rights or use qualified subcontractors while remaining responsible for its contractual obligations.