

SUB-VENDOR WORK ORDER

This Work Order is made by and between TEG Staffing, Inc. d/b/a Eastridge Workforce Solutions, Convention Division (hereinafter referred to as "EWS") and Acrobat Outsourcing (hereinafter referred to as "Back-Up Service"), and supplements and is made part of the Back-Up Service Agreement ("Agreement") entered into between the parties on August 11, 2017, whereby Back-Up Service provides temporary employees ("Associates") to EWS's client(s), (each, "Client"). If any of the terms of this Work Order conflict with the Agreement, this Work Order shall control. EWS agrees to utilize the services of Back-Up Service for the following two events:

Dallas Summer Institute being held at the Hyatt Regency located in Dallas, TX between June 19-22, 2018

San Antonio Summer Institute being held at the Henry B Gonzalez Convention Center located in San Antonio, TX between June 9-12, 2018

(hereinafter referred to as "Events"). The services provided by Back-Up Service may begin as early as June 18, 2018 and July 8, 2018, respectively. EWS agrees to utilize Back-Up Service's services based on the rate schedule and other cost considerations noted below:

Position	Regular Rate	Overtime Rate	Double-Time Rate (if applicable)
Staging / Event Teardown Support	19.08	28.62	n/a
Materials Distributor			
Directional			
Customer Service			
Sales Support / Staging			
Supervisor	22.26	33.39	n/a

*Please note that, unless otherwise noted, all bill rates are per Associate per hour and in United States Dollars.

MINIMUM WORK HOURS

Back-Up Service has a **4-hour** minimum once an Associate reports to his/her assignment.

PAYMENT SCHEDULE FOR ASSOCIATES

Back-Up Service's Associates are to be paid on a weekly basis. Back-Up Service acknowledges and agrees that EWS's workweek runs Monday thru Sunday. Accordingly, Back-Up Service agrees that its workweek for Back-Up Service's Associates should follow the same. Overtime worked by Back-Up Service's Associates should be calculated in accordance with the Monday thru Sunday workweek.

OVERTIME AND DOUBLE-TIME (IF APPLICABLE)

Back-Up Service shall pay overtime (and double-time, if applicable) to Associates in accordance with applicable local, state and federal laws as determined by the Event location. Back-Up Service will bill EWS at the applicable billing rate (i.e., one and one-half (1.5) or two (2) times the normal bill rate, if applicable). Back-Up Service does not charge for any Holiday pay or late night pay except as may be required by applicable law.

MEAL/BREAK PERIOD REQUIREMENTS

Back-Up Service shall ensure that all non-exempt Associates receive all off-duty meal and rest periods to which they are lawfully entitled in accordance with applicable law. All non-exempt Associates are expected to take their fully allotted time for off-duty meal and rest periods and may not perform any work during these periods.

ADDITIONAL COSTS (IF APPLICABLE)

Back-Up Service shall notify EWS in writing if there are any additional costs associated with Back-Up Service's Associates providing services at the Event.

UNDERSTOOD & AGREED:

**TEG Staffing, Inc. d/b/a Eastridge Workforce
Recruitment**

Acrobat Outsourcing

Name
(Print): _____

Name
(Print): _____

Title: _____

Title: _____



Name _____
(Signature): _____
Date: _____

Name _____
(Signature): _____
Date: _____

CONTACT US:

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www.eastridge.com/Convention