

# Los Rios Community College District

PURCHASE ORDER NO 0001121288

Purchasing: (916)568-3071  
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 \* FAX (916) 286-3636  
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

**Supplier:** 0000029979  
METRO MEDIA PRODUCTIONS INC  
1215 STRIKER AVE STE 120  
SACRAMENTO CA 95834

**Phone:** (916) 924-8431  
**Fax:** (916) 924-8433

email:

Date	Revision	Page
05/09/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1036102 BUTLERK HANEYB	04ADMN101 STUSVC	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
United States

**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
1919 Spanos Court  
Sacramento CA 95825-3981  
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1 REC-2858	VIDEO - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1.00 LOT	6,835.00	6,835.00	04/28/2022
2- 1 REC	RECORDING - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1.00 LOT	400.00	400.00	04/28/2022
3- 1 REC	STREAMING - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1.00 LOT	415.00	415.00	04/28/2022
4- 1 REC	AUDIO - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1.00 LOT	5,200.00	5,200.00	04/28/2022
5- 1 REC	POWER - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1.00 LOT	1,135.00	1,135.00	04/28/2022
6- 1 LABOR	CREW LABOR - SEE BREAKDOWN IN QUOTE	1.00 LOT	6,440.00	6,440.00	04/28/2022
7- 1 FEE	DELIVERY & PICK UP	1.00 LOT	500.00	500.00	04/28/2022
8- 1 DISC	EQUIPMENT RENTAL DISCOUNT	1.00 EA	-1,408.00	-1,408.00	04/28/2022

PER PO TERMS AND CONDITIONS ITEM #19 CONTRACTOR IS TO PROVIDE PROOF OF INSURANCE CERTIFICATES LISTING LRCCD AS ADDITIONALLY INSURED. HOLDER IS LRCCD, 1919 SPANOS CT., SACRAMENTO, CA 95825. EMAIL TO LRCCDPURCHASE@LOSRIOS.EDU. NO HARD COPY IS REQUIRED.

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

AUTHORIZED SIGNATURE ON PO TOTAL PAGE

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Los Rios Community College District

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METRO MEDIA PRODUCTIONS INC  
1215 STRIKER AVE STE 120  
SACRAMENTO CA 95834

**Phone:** (916) 924-8431  
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email:

<b>Date</b>	<b>Revision</b>	<b>Page</b>
05/09/2022		2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1036102 BUTLERK HANEYB	04ADMN101 STUSVC	

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
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**Bill To:** LRCCD  
Invoice to: acctg-ops@losrios.edu  
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Sacramento CA 95825-3981  
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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RENTAL ORDER # FLC661000001

FOR COMMENCEMENT - 05.18.22

<b>Sub Total Amount</b>	19,517.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	19,517.00

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5601	12	FL.VS.OFFC	64900	00000	384B	19,517.00	2022

0001036102CHAVEZA28-APR-2022

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.  
If you have any questions, please contact the Purchasing Office at email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**

*Kim Carrillo*

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# LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of person arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability, if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage. LRCCD insurance requirements can be viewed on the following website [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing).
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTOR's who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/ or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

# Requisition

**Supplier:** METRO MEDIA PRODUCTIONS INC 0000029979  
930 STRIKER AVE STE D  
SACRAMENTO CA 95834  
United States

**Phone:** (916) 924-8431 **Fax:** (916) 924-8433  
**email:**

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001036102	Date: 04/19/2022
Page 1	
Requisition Name: METRO MEDIA PRODUCTION INC.	
Requester: Kellie Butler	Bldg#: STUSVC
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: KRAVCHUA 19-APR-2022	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	VIDEO - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1	LOT	6,835.00	6,835.00	
2-1	RECORDING - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1	LOT	400.00	400.00	
3-1	STREAMING - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1	LOT	415.00	415.00	
4-1	AUDIO - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1	LOT	5,200.00	5,200.00	
5-1	POWER - RENTAL - DEE DETAILED DESCRIPTION IN QUOTE	1	LOT	1,135.00	1,135.00	
6-1	CREW LABOR - SEE BREAKDOWN IN QUOTE	1	LOT	6,440.00	6,440.00	
7-1	DELIVERY & PICK UP	1	LOT	500.00	500.00	
8-1	EQUIPMENT RENTAL DISCOUNT	1	EA	-1,408.00	-1,408.00	

19,517.00 Sub-total  
1,473.81 Est. tax

Total Requisition Amount: 20,990.81

RENTAL ORDER # FLC661000001

FOR COMMENCEMENT - 05.18.22

NOTE: CONTRACT WAS SENT TO CONTRSCTS/LEGAL - CARRIE BRAY ON 04.08.22

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5601	12	FL.VS.OFFC	64900	00000	384B	19,517.00

## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: DIVS / HERRF  
Project Grant: 384B  
Program Director: Kellie Butler  
Program Goal: Emergency Relief Funds To Support Activities During COVID or in Response to COVI

Approval Signature

Approval Signature

Approval Signature

## Rental Order FLC661000001

CUSTOMER INFO / EVENT DETAILS	EVENT SCHEDULER
<b>Event Contact: David Hindi</b>	<b>Production Install: 05/17/22 - Time: 1200</b>
<b>Contact Phone Number:</b>	<b>Production Install Complete: 05/18/22 - Time: 1600</b>
<b>Function: Folsom Lake College Graduation 2022</b>	<b>Production Show Ready: 05/18/22 - Time: 1400</b>
<b>Function Location: Folsom Lake College</b>	<b>Event Start: 05/18/22 - Time: 1800</b>
<b>Organization: Folsom Lake College</b>	<b>Event End &amp; Removal: 05/18/22 - Time: 2000</b>
<b>Address: 10 College Parkway Folsom, CA</b>	<b>Removal &amp; Departure: 05/18/22 - Time: 2200</b>

QTY	Description	Days Charged	Unit	Extended
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### Video Equipment

1	Mobile 9x16 Video Wall	1.00	3,500.00	3,500.00
1	BlackMagic Atem 1 M/E Studio Pro HD Video Switch	1.00	375.00	375.00
1	(SUB) BlackMagic 4k URSA Camera Pkg	1.00	850.00	850.00
3	Sony X400 4k PTZ Robotic Camera	1.00	350.00	1,050.00
4	Manfrotto 540HD 15lb. Camera Tripod	1.00	25.00	100.00
1	Sony RMIP10 Robotic Camera Remote Controller	1.00	125.00	125.00
1	BlackMagic SmartScope 4k Duo 8" Preview Monitor	1.00	100.00	100.00
1	BlackMagic SmartView Duo 8" Preview Monitor	1.00	65.00	65.00
2	Lenovo ThinkPad T490 i7 14" Laptop - Lower 3rds	1.00	125.00	250.00
2	WOMP Fiber Reel	1.00	150.00	300.00
4	WOMP CAT 5 Fiber Converters	1.00	30.00	120.00

### Recording

1	BlackMagic HyperDeck Studio Pro 2 Recorder	1.00	275.00	275.00
1	Client Harddrive	1.00	125.00	125.00

### Streaming

2	ASUS TUF Dash F516P i7 15" Laptop	1.00	125.00	250.00
2	Aja U-TAP HDSDI to USB3 Encoder	1.00	30.00	60.00
2	Focusrite 2x2 USB Audio Interface	1.00	25.00	50.00
1	ASUS RT-AC5300 Tri-Band Wireless Router	1.00	45.00	45.00
1	Netgear GS108 8 Port Ethernet Gigabit Switch	1.00	10.00	10.00

### Audio Equipment

1	Yamaha TF3 24 Ch Digital Mixing Console	1.00	150.00	150.00
1	Yamaha Tio1608-D Stagebox 16in/8out	1.00	75.00	75.00
1	TP-Link N600 4 Port Universal Band Wifi Router	1.00	25.00	25.00
1	iPad Pro 256GB Tablet	1.00	75.00	75.00
16	Meyer Mica Line Array Speaker	1.00	185.00	2,960.00
2	1/2 Ton Fly Motor with 50' Chain	1.00	150.00	300.00
4	EAW JF290 Full Range Speaker - 4 for Stands	1.00	85.00	340.00
4	QSC PLX 3102 Amplifier	1.00	75.00	300.00
2	Meyer UP-Junior Loudspeaker - Front Fills	1.00	75.00	150.00
2	QSC K12 12" Powered Speaker	1.00	75.00	150.00
2	Shure MX412 12" Gooseneck Mic	1.00	25.00	50.00
2	Shure MX418/C 18" Gooseneck Mic - Backups	1.00	0.00	N/C
4	Shure QLXD4 Wireless Mic Pkg (Receiver)	1.00	85.00	340.00
2	Shure QLXD4 Wireless Mic Pkg (Receiver) - Backup	1.00	0.00	N/C
1	Shure UA845 Antenna Distro 470-952MHz	1.00	45.00	45.00
2	Shure SM81 Cardioid Condenser Instrument Mic-Choi	1.00	25.00	50.00

6	Atlas MS20E 33-66" Heavy Duty Mic Stand w/Base	1.00	10.00	60.00
6	Atlas PB21XEB 25-38" Mic Stand Boom	1.00	0.00	N/C
2	Executive Wood Lectern (cherry wood)	1.00	65.00	130.00

Power

1	25kw Generator w/ Distro	1.00	575.00	575.00
1	Show Power Distro Pkg	1.00	125.00	125.00
10	Guard Dog 5 Channel Cable Ramp	1.00	15.00	150.00
2	GuardDog ADA 5 Channel Cable Ramp	1.00	17.50	35.00

Delivery and Shipping

1	Contractor Delivery & Pickup Charges	1.00	250.00	250.00
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Misc Production Equipment

3	10x10 EZ Pop-Tent White	1.00	0.00	N/C
10	Mathews 35lb Black Sandbag	1.00	0.00	N/C
3	Metro Tech Table 6'x30"(Folding)	1.00	0.00	N/C
10	White Plastic Folding Chair	1.00	0.00	N/C
10	CSP Folding Chair Cart	1.00	0.00	N/C

Crew Labor

May 18, 2022

1000 - 2200 Audio Operator	2 @ ST:	8 Hour(s)	75.00/H	1,200.00
	OT:	4 Hour(s)	112.50/H	900.00
1000 - 2200 Video Operator	1 @ ST:	8 Hour(s)	75.00/H	600.00
	OT:	4 Hour(s)	112.50/H	450.00
1000 - 2200 Webcast + Streaming Technici	1 @ ST:	8 Hour(s)	75.00/H	600.00
	OT:	4 Hour(s)	112.50/H	450.00
1000 - 2200 Camera Operator	1 @ ST:	8 Hour(s)	75.00/H	600.00
	OT:	4 Hour(s)	112.50/H	450.00

May 19, 2022

1000 - 2200 Project Manager	1 @ ST:	8 Hour(s)	85.00/H	680.00
	OT:	4 Hour(s)	127.50/H	510.00

Total:

Equipment		13,985.00
Equipment rental discount	(	1,408.00)
Del/Pickup		500.00
Labor		6,440.00

19,517.00  
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\* \* \* \*

## **PRODUCTION AND RENTAL CONFIRMATION:**

Please sign to confirm your order by 04/29/22. After this date, the order is void.

Metro Media Productions will provide the above specified production equipment, labor and services for the purposes of the client's event.

Production budgets are based on the information supplied to Metro Media Productions by the client and are estimated costs to be incurred for labor, goods, and services regarding the production for this special event. Labor rates are based on the production schedule and are understood to be estimated. Labor billed will be the result of the final production schedule incurred by Metro Media Productions technical staff or sub-contracted labor services incurred by Metro Media Productions.

Changes, additional goods or services not specifically included in the initial production document will be added to the final invoice for services. Metro Media Productions retains the right at its sole discretion to substitute production equipment by brand and or model so long as it meets the specified production requirements.

Client shall provide to Metro Media Productions adequate time for event setup and testing for the specified services. Client shall provide and or confirm access to facility space, use of facility power, AV control systems, In-house sound and lighting systems for the purposes of Metro Media Productions fulfilling its obligations under the contract. Client shall provide any and all materials needed from the Client for the production 1 week in advance (including but not limited to art work, graphics, titles, videos, and presentations needed for the production).

Client agrees and acknowledges that all equipment is used under Client's risk and they assume full responsibility for same against all loss, damage, and theft (whether by use, misuse, accident or neglect). Metro Media Productions has the right to examine and test such equipment upon its return to determine any unusual wear and damages whether from use, transport or handling. If repairs or replacements are required, the Client agrees to pay all replacement, material, labor, and shipment charges in addition to the rental rates.

Metro Media Productions requires Client to carry their own General Liability & Equipment Insurance (minimum \$1,000,000 General Liability Limits) and if requested provide a certificate naming Metro Media Productions as Additional Insured/Loss Payee.

Metro Media Productions maintains and services its equipment accordance with manufacture's specification and industry practice. Metro Media Productions does not, however, warrant or guarantee that the equipment or services being provided will be free of defect, malfunction or operator error. If the equipment malfunctions or does not operate properly during the event for any reason whatsoever, the Client agrees to immediately notify a Metro Media Productions representative. Metro Media Productions will attempt to remedy the problem as soon as possible so the event is not interrupted. Client agrees and acknowledges that Metro Media Productions assumes no responsibility or liability for any loss, cost damages or injury to persons or property in connection with the event as a result of inoperable equipment, services or otherwise.

Metro Media Productions will, at its discretion, document its contract fulfillment by taking pre and post photos of the event. In addition, by signing this contract below, you will be granting Metro Media Productions the permission to publish these photos in its promotional, educational and training literature to include Metro Media Productions web page and social media platforms. If you do not want Metro Media Productions to use these photos for these purposes, please notify your Metro Media booking agent.

## **PAYMENT TERMS**

Payment for Services: In exchange for services client shall pay \$19,517.00 on 15 day account.

It is agreed that any failure of payment upon the dates and terms agreed upon gives Metro Media Productions the right to cease all production services and remove equipment and all related productions materials provided or

## PAYMENT TERMS

Payment for Services: In exchange for services client shall pay \$19,517.00 on a 15 day account.

It is agreed that any failure of payment upon the dates and terms agreed upon gives Metro Media Productions the right to cease all production services and remove equipment and all related productions materials provided or contracted by Metro Media Productions from the location site and charge the Client for all labor, handling and all transportation charges in addition to the rental amount.

In exchange for services the client may pay by check, cash, money order or credit card. Credit Card customers are subject to a 3% fee per transaction.

All invoices past due will be charged a \$30.00 account maintenance fee plus 2% monthly finance charge. Failure to pay any finance charges, or if collection of an account requires the services of the courts, collection agency, or attorney, customer agrees to pay all collection fees, attorney fees, and finance charges. A \$50.00 charge is applied on all returned checks.

Cancellation of event and production services less than 48 hours prior to event date will result in a restock charge of 15% for production equipment to include technical labor, sub-contracted equipment and labor for this production date.

By their signature below, the undersigned, client, agree to the attached terms and conditions which are incorporated herein and further agree that the terms herein shall apply, jointly and severally, to the individuals signing below in their personal capacities as well as on behalf of the entities specified. Orders or contracts not signed will result in no production services delivered or promised by Metro Media Productions.

Accepted By:



Apr 27, 2022

Authorized Signature

Date

Carrie Bray

Print Name

\* METRO MEDIA

PO# 000 1121 288

RCVR # 000 110 2858

6/23/22  
Baha

\* All Lines RCVD. ✓

— No Packing List