



Event Contract for 2023

1) **All In House Screen Printing**, Embroidery or other services require payment in full to begin the scope of work.

- Payment in full is required prior to any pick up, delivery or shipping services and shipping will be charged accordingly.

All Live Screen Printing contracts require a 50% deposit of invoice to secure and reserve calendar dates. - In the event that we have not received 50% deposit or payment in full (whichever has been agreed upon), that calendar date remains open to other bookings.

- We do not accept net terms.

- Once a contract is signed and a 50% deposit is received to reserve your date(s), we require the remainder of the balance at the completion of the event. If full payment is not received within 10 days from completion of the event, a 10% penalty will be applied to the remaining amount, and charged weekly until paid in full.

2) A credit or debit card processing fee of 3.9% will be added to all invoices paid with a credit/debit card. An ACH payment to the account may be made to avoid processing fees (information located within the invoice). Checks may also be used as payment. We must receive a check within 14 business days of your event.

3) If the invoice has not been paid to reserve your event date(s), we reserve the right to change the estimate. This will be based on current market fluctuations for airfare, accommodations & shipping of equipment and goods.

4) By paying the invoice contract, you are agreeing to the terms and conditions stated within. If for any reason there is a discrepancy on date(s), times or products this will need to be adjusted no less than 10 business days prior to your event.

5) Upon signing and accepting this contract and paying the invoice (deposit or full), there will be no availability to make changes without extra fees included.

- If you make any changes, within 7 business days of signing the event date(s), you will be charged up to 25% more than the original agreed upon price. This includes making changes on: product count, colors of product, sizing, asking for additional products or designs.

6) Once mock ups, digital images, or physical samples are agreed upon, no changes will be possible on-site of activations. This includes live screen printing, heat press vinyl, press checks, post production, and in-house screen printing.

7) There is a minimum of 3 hours of our services for all local events (Denver/San Diego) and a minimum of 6 hours of service for all events that are out of our home markets (listed above).



8) If you ordered an overage in materials for your event(s), we do not accept returns on these items as they've been purchased by you or your client. We are not responsible for blank items that don't get printed in the time frame that we've been hired for.

- We strive to print 55-60 pieces per hour, per press. In the rare occasion that we do not complete printing all items invoiced (during the time frames contracted), we will complete the remainder in-house at a later date. There will be extra costs incurred for completion and delivery.
- In the event that we are contracted for an event and circumstances beyond our control occur, we are not liable to complete the event or to complete printing all items. For example: weather delays, power issues or outages, or other drastic circumstances outside of our direct control.
- In the event that something happens outside of our control, new arrangements can be made to complete printing purchased items. A separate invoice will be sent for an agreed upon price, which must be paid prior to printing.

9) We have a NO refund policy. If for any reason you or your client have paid the full amount of the invoice or 50% deposit and cancel prior to the event, a refund will NOT be issued. This is due to, The Silk Screen Machine Inc., having to arrange and book airfare, accommodations, shipping printable items and equipment prior to the event.

- In the event of a cancellation (due to Covid, weather or any other cause(s) outside of our control) your event will not be refunded. Instead, you will receive a credit for a future booking scheduled within 6 months of your original date(s). If unable to reschedule the event within that time frame, no refund will be offered.

10) Any service outside of what is stated in the invoice contract, will be renegotiated and charged accordingly.

For example:

- If we are booked to screen print t-shirts for your event, and upon arrival are requested to also print on tote bags or bandanas that you've supplied.
- If we are asked to handle money or be a POS for items sold.
- If we are asked to print anything other than pre-approved mock ups.
- Once engaged in the event, we reserve the right to renegotiate the terms or disengage if any changes take place that were not agreed upon before the event.

11) In the live screen printing scenario, we are not liable for any spoilage of $\leq 4\%$, due to live printing environments and speed of printing.

12) We do not accept or pay holding fees on any goods.

Please be aware that the address that you provide us for shipping of materials and equipment is only covered from our point of shipment.

13) Our teams and staff wear "The Silk Screen Machine" branded shirts. Please let us know if your client or event requires us to be non-branded. If confirmed that it is a non-branded event, our team will wear plain, black t-shirts.



14) For all live screen printing, a site map must be provided. This should include: load-in/load-out times, specific instructions and restrictions. This must be received within 1 week prior to the date of your event. If load-in/load-out times (or dates) exceed the contracted time frames within the invoice, you will be charged \$350 per hour/per press for the time on-site.

15) Customer Supplied Materials: We require a sample for all customer supplied garments, textiles and materials to perform a test-print and to ensure that we have the proper printing methods for a successful finished product.

16) Upon entering into this contract, you are fully accepting the terms and conditions stated herein. This includes that you've accepted and agreed to dates, locations, times of services and all line items within that invoice.

17) Our invoice acts as a work order. Once paid you are agreeing to these terms and conditions within. We provide services based on the event times and locations stated in the invoice. Any additional last minute changes or additional times outside of what is stated will be charged a non negotiable \$350 per hour. These items will be added to the invoice post event.

*** Please review your invoice thoroughly for accuracy. If any changes need to be made please contact staff@thesilkscreenmachine.com immediately to make adjustments.

Please have an authorized representative date and sign the following.

Client	The Silk Screen Machine Inc.
Date: _____	Date: _____
By:	By
Print: _____	Print: _____
Sign: _____	Sign: _____