

CONTRACT RIDER

PURCHASER is to provide the following:

1. An open, continuous space, either indoor or outdoor (indoor preferred), large enough to accommodate 10 tables with additional space for activities (think along the lines of having ten 8' x 8' spaces – one for each station plus the start and finish line
2. One designated parking spot to accommodate a full-size vehicle
3. 2 students to assist in both load in & load out of equipment. Students will need to have a dolly cart and should meet the artist at their designated parking space at Artist Arrival Time. After the show, the 2 students will assist in packing up & assist in load out by bringing all equipment back to the car with the dolly cart
4. 4-5 volunteers to assist at race stations. Arrive ONE hour before the start of the event to be trained
5. Ten (6ft or 8ft) rectangular tables with black covering/skirting (cotton or satin, no plastic) for each station and start/finish
6. One 60" round table
7. 20 chairs
8. 6 bottles of non-carbonated water.
9. Tables and chairs are to be set up BEFORE the vendor arrives.
10. 1 40-50" television or monitor with HDMI connection
11. Internet access and electricity.
12. A small sound system and microphone with the ability to play background music and/or make announcements
13. If event is outdoor and wind is present, please provide 10 sand bags to keep signs and materials from being blown over
14. **IF** PURCHASER has contracted any optional Add-On Stations to the program, the PURCHASER agrees to provide the following in addition to above contract requests:
 - a. 1 additional table per add-on station added to the program.
 - b. 6 additional chairs for Wellness Kits add-on station (if applicable).
 - c. 6 additional chairs for Inspiration Grid add-on station (if applicable).
15. **IF** PURCHASER has contracted the optional Keynote and/or Workshop(s) to the program, The PURCHASER agrees to provide the following in addition to contract requests 1-10:
 - a. Theater style, classroom style, **OR** round table style room (no Theater Style for Workshops)
 - b. Round tables for the appropriate number of participants (optional for Keynote & **NOT** optional for Workshops)
 - c. Audio Input or Bluetooth connectivity to work with MacBook Pro
 - d. Sound system with microphone (wireless microphone is preferred)
 - e. Projector/Screen for PowerPoint

Acceptance. We acknowledge and confirm that we have read and approved the terms and conditions set forth in this rider as deemed by our signature below.

Signature of Purchaser

Date: ____/____/____

Agent | The College Agency / (651) 222-9669 • Artist | Kristin McNamara / email: emeraldessencellc@gmail.com / (763) 244-7634

OPTIONAL Contract Provisions:

PURCHASER to provide during event (Optional Recommendations):

1. **Local Mental Health Resources** - PURCHASER to add a table to fit the local resource contents (if more than half of a 6' or 8' rectangle table is needed, if not, resource contents can be added to the finish line table)
2. **Locally Licensed Mental Health Professional** (Community and/or campus counselor, therapist, psychiatric nurse, psychiatrist, etc.) - This is recommended for participants to have an in-person local resource and/or if any participant has a mental health crisis during the event (triggers, panic attacks, etc.). Licensed professional to be available at the Finish Line Station or table added for the "local mental health resources" throughout the event. **The main host, Kristin McNamara, is a psychiatric nurse if a mental health professional is not available.**