



1228 Thames Drive, Rochester Hills, MI 48307 • 248.652.8910

**Dear fellow artist:**

On behalf of Goofy Faces Caricatures, I would like to congratulate you on joining our growing list of entertainment artists throughout North America. As a fellow caricature artist for the past 25 years, I can relate to and appreciate the talent and experience you will contribute to our clients. I look forward to working with you in the future and we hope to book you as often as we can.

Enclosed you will find our artist agreement which we have every artist sign prior to working with us. It is basically a set of standards that we both agree to uphold.

I believe that every artist we hire is unique and brings much more to an event than any typical talent agent can provide. This is where you come in...the following page lists all our requirements for you to work as a Goofy Faces Artist. Please review them and call us if you have any questions. Aside from that, we encourage you to have fun! I know what it's like to be in that chair all night and I still enjoy every job I do. (well almost every job)

So again, welcome aboard! We look forward to hearing from you on how the gig went. We also want to hear about your suggestions and ideas to make the Goofy Faces experience even better. If you have any questions or suggestions, don't hesitate to contact me. In case of emergency, please contact me at (248) 895-8520.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Bauer".

Robert J. Bauer

President

Goofy Faces Caricatures, LC



# Artist Agreement

Please read over the following requirements and sign at the bottom. Return along with your completed W-9 form. Future agreements will not include this document so make a copy for your records.

- 1) Please arrive at least 15 minutes prior to the start time indicated on your approved agreement.
- 2) Contact Goofy Faces immediately if you know you will be late or are unable to make your contracted event.
- 3) Be prepared to draw your first caricature by the starting time indicated on your approved agreement.
- 4) All artists are responsible for their own paper, drawing surface (easel or table), lights and bags for the guest's caricatures.
- 5) Breaks should be brief with no more than one per hour.
- 6) Artists are forbidden to solicit tips & may only accept those offered voluntarily.
- 7) Absolutely no other contact information should be distributed other than those we have supplied you, unless further details are specified on your approved agreement.
- 8) If the client requests overtime, make sure to obtain written approval using an overtime approval form downloadable [www.goofyfaces.com/OT](http://www.goofyfaces.com/OT).
- 9) All artists must notify us via email or phone after their gig before we will release payment. Inform us of any overtime and be prepared to email us the client's overtime approval if necessary.
- 10) Allow 21 business days for your check to arrive from the moment you notify us of the conclusion of your gig.
- 11) Goofy Faces Caricatures will prepare and send a 1099 form to you annually for tax purposes.
- 12) All approved agreements are non-cancelable. Failure on the part of either party approving each agreement to fulfill same, shall make party failing to do so liable for amount of approved agreement, except that party is not liable in the event of accidents, or accidents to means of transportation, riots, strikes, epidemics, act(s) of God or any other legitimate conditions beyond the control of the performer or Goofy Faces.
- 13) You are an independent contractor and assume all responsibility for all taxes (including federal withholding, social security, state, etc.), shall also assume all responsibility for public liability and workmen's compensation insurance and accident or injury to themselves and/or the general contractor's equipment. As an independent contractor, you have the right/ability to accept or deny any event that is offered to you. Furthermore, you cannot file or receive unemployment based on the income received by the general contractor.
- 14) You agree that should any repeat or future engagements (within two years of performance date) transpire from or because of this engagement, said engagements will be booked through Goofy Faces, L.C. This applies whether in same or any other location. If this booking is for an entertainment agency, producer, buyer, etc. the same will apply to all bookings for the company, agency or organization within the same time period.
- 15) If the client's event is at an outdoor location, the client is responsible for providing an alternative indoor site in the event of inclement weather. You will arrive at the event site regardless of weather conditions (unless other arrangements have been made). You will not set up your equipment if they deem that the weather conditions are unsafe for the client, their guests or the public in general. If weather conditions are deemed acceptable by you to perform, you will operate their equipment for the remaining contracted time. Under no circumstances will you have to operate longer than their scheduled time (i.e.; to "make up for lost time" due to the inclement weather). The Artist will remain at the event site for the duration of their scheduled time, unless they are released by the Client; any and all lost time due to an early release by the Client is nonrefundable.
- 16) All parties stipulate and agree that jurisdiction shall be in the Courts for the County of Oakland, State of Michigan, and any issues arising hereunder shall be subject to Michigan law.

**By signing this agreement below, I acknowledge that I have read the preceding requirements & I agree to their terms.**

Artist Name (please print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ (for tax purposes)

Artist Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.