

## **Supplier Terms and Conditions**

### **May 2007**

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#### **1. Creation of the Contract**

All suppliers accept the following conditions upon acceptance of contract to supply to Reece Productions Limited.

It is the intention of this contract to promote: a safe and healthy environment for all persons and contractors on-site, and; a professional, enjoyable event for the Client.

#### **2. Health & Safety and Insurance**

The Supplier will be liable for damage, accident or injury from his/her fault.

Suppliers must carry a minimum of £2millions Public and Products Liability, a copy of which policy must be sent to Reece Productions Limited.

It is the Suppliers responsibility to ensure all equipment is clean, functional and has any relevant certificates, and test information (electrical PAT, rigging load certificates, etc.) available for inspection by Reece Productions Limited or any other persons in an official capacity.

Risk assessments should be carried out in advance and made available to Reece Productions Limited. The Supplier will ensure that all work undertaken by the Supplier or its personnel conforms to any laws and HSE guidelines, local or government.

It is essential that suppliers liaise with Reece Productions Limited on-site production manager to ensure any issues or risks are quickly resolved and managed.

#### **3. Personnel**

All personnel are expected to dress in a presentable fashion, please do not wear branded clothing, other than any supplied by Reece Productions Limited. Suppliers will be informed of any special dress code for an event in advance.

Personnel may not consume alcohol during contracted times, nor must they be under the influence of drugs at any time. Suppliers accept that they may be asked to not smoke in sight of the Clients.

It is the reasonable expectation of Reece Productions Limited that all personnel behave in a polite and dignified manor at all times.

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#### **4. Location and Event Schedules**

It is the Suppliers responsibility to ensure they have all the information they need to locate the event. Reece Productions Limited will, as far as is reasonably possible, advise of any specific access requirements or restrictions. The Supplier must advise Reece Productions Limited in advance of any likely transport or travel costs, failing to do so may result in Reece Productions Limited not paying any such costs.

Reece Productions Limited will endeavour to provide the Supplier with accurate times for the event, however, often changes are made on the day, and the Supplier is expected to have some flexibility to accommodate such changes. If any such changes in timetable are likely to incur a cost to Reece Productions Limited the Supplier must inform Reece Productions Limited as soon as possible.

#### **5. Payment**

Payment terms are 30days net of receipt of invoice.

All self-employed Suppliers are requested to include their tax reference/schedule D number on their invoice. All Suppliers are responsible for handling their own Inland Revenue Taxes and NI Contributions. The Supplier will also indemnify Reece Productions Limited against any taxes due on earnings through Reece Productions Limited should a claim arise.

#### **6. Production Management Role**

Reece Productions Limited will advise all suppliers who the on-site Production Manager will be, and they will over-see all operations on-site. The Production Manger will have absolute jurisdiction on personnel entering and leaving site, with right to refuse any person or persons he/she feels are extraneous or un-fit to work.

The Production Manger should be informed of any problems or issues on-site immediately, especially in the instance of Health and Safety or any decision that may have financial implications to Reece Productions Limited.

#### **7. General**

Suppliers may not distribute their own promotional material in any way.

In the interests of security, Supplies must submit an accurate list of personnel to be on site, and any one leaving site must inform the Production Manger immediately.

The failure on any occasion by either Reece Productions Limited or the Supplier to exercise or enforce any right conferred by these conditions shall not operate as a waiver of the right for future occasions.

English Law shall govern the formation, construction, and performance of all contracts in all respects. The parties agree to submit to the exclusive jurisdiction of the English courts.

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