



Enclosed please find the contract for your upcoming engagement. The following serves as both the confirmation of and invoice for services provided.

Artist Information

ARTIST: THE SECOND CITY TOURING COMPANY DEPOSIT DUE DATE: 03/14/2014

PERFORMANCE DATE: WED, MARCH 25, 2015 DEPOSIT DUE: \$ 2,250.00 *TDN*

CONTRACT NUMBER: 340299 CONTRACT DUE DATE: 03/14/2014

INSTRUCTIONS

1. Please sign where indicated in the Presenter signature box and initial ALL other pages.
2. Make your deposit check payable to **EastCoast Entertainment, Inc.**
Please see contract for balance payment instructions.
3. Write your **contract number** on your deposit check.
4. Return a copy of the **SIGNED** contract and riders, along with your deposit check to:

EastCoast Entertainment
ATTN: Contract Processing
P.O. Box 73210
North Chesterfield, VA 23235

(Please retain a copy for your records.)

(We will send you a completed contract once it has been signed by the Artist.)

The enclosed contract is a confirmation of the agreement that you have made to engage the performance of the named Artist for the date, time, amount and other terms shown on the contract. Failure to return the executed contract does not cancel your agreement to engage the Artist(s) for the stated performance date(s) for the full amount set forth.

If you have any questions regarding this contract, please don't hesitate to call.

THANK YOU FOR DOING BUSINESS WITH EASTCOAST ENTERTAINMENT, INC.

PLEASE DO NOT STAPLE

Creating Unforgettable Experiences

EastCoastEntertainment.com

855-ECE-4FUN (323-4386)

Asheville, NC | Atlanta, GA | Charleston, SC | Charlotte, NC | Columbia, SC | Greenville, SC
Richmond, VA | Virginia Beach, VA | Washington, DC | Raleigh, NC | Philadelphia, PA

Do Not Staple

P.O. Box 73210
North Chesterfield
VA 23235



Contract Number:

340299

Office: RIC

Agent: LFM-LEE MOORE

This contract ("Contract") for the personal services of entertainers on the engagement described below, made on FEBRUARY 27, 2014 between the undersigned Purchaser of Entertainment (herein called "Presenter") and THE SECOND CITY TOURING COMPANY (herein called "Artist(s)" which term is to include the named individual, the named individual's group, the named group as well as the named group's individual members); and for talent booking services and contracts between Artist(s), the Artist(s)' leader, manager, or representative (the "Artist(s)' Representative"), and EastCoast Entertainment, Inc. ("ECE" or "EastCoast"). The Artist(s) are engaged jointly and severally (as a group and individually) on the terms and conditions set forth herein. The Artist(s)' Representative represents that the Artist(s) has/have agreed to be bound by the terms and conditions set forth herein. The Artist(s) as an individual, as a group or as an individual member of the group may enforce this Contract. The Artist(s) individually and together agree to be bound by the terms of this Contract and to render services under the undersigned Artists(s)' Representative. The rider(s) that follow are hereby incorporated into this Contract. The Performance Location, Date & Time of Performance below are collectively referred to as the "Services."

Performance Location

VAN DUZER THEATRE, THEATRE ARTS BUILDING

1 HARPST STREET

ARCATA, CALIFORNIA

Date & Time of Performance

WED. MARCH 25, 2015

8PM

Type: CONCERT

Payment Terms

Gross Price Agreed Upon: \$ 7,250.00

Includes total monies that Presenter will pay for Services

DEPOSIT DUE: \$ 2,250.00

DEPOSIT TO: EastCoast Entertainment, Inc. on MARCH 14, 2014

BALANCE DUE: \$ 5,000.00

BALANCE TO: END OF ENGAGEMENT VIA UNIVERSITY CHECK

CHECK, CASH OR MONEY ORDER PAYABLE TO THE

Other Terms and Conditions

PRESENTER AGREES TO MAKE 10 COMPLIMENTARY TICKETS AVAILABLE TO ARTIST.

ALL PAYMENTS BY UNIVERSITY CHECK

THE UNUSED PORTION MAY BE PUT ON SALE DAY OF PERFORMANCE.

Presenter agrees that the terms of the attached artist rider are incorporated into this agreement

Artist agrees not to perform publicly within 60 miles of Humboldt County prior to or 60 days after this date.

UNIVERSITY CANNOT PAY DEPOSITS

Presenter agrees to provide 8 single rooms and 1 hot meal for 8 day of show.

Artist to perform 2-45 min acts with 1-15 min intermission. Show title: SECOND CITY HITS HOME!

Red Lion in Eureka

or The Hotel Arcata - run

IN-HOUSE SOUND, LIGHTS & PRODUCTION

Further terms and conditions appear on the following page(s) and are incorporated into this Contract by reference - VERY IMPORTANT - READ!

Presenter

HUMBOLDT STATE UNIVERSITY

Title: _____ (Date) _____

Person signing above has authority to sign on behalf of the person and/or organization named below. If not, individual agrees to be personally liable.

(ROY FURSHPAN)

DIRECTOR
CENTER ARTS
HUMBOLDT STATE
1 HARPST STREET
ARCATA, CA 95521

Artist(s)

THE SECOND CITY TOURING COMPANY

Title: Producer (Date) 9/28/14

Person signing above is signing on his/her own behalf Artist(s) and Artist(s) Representative are jointly and severally liable. See further terms in Paragraph 1.

HUMBOLDT STATE UNIVERSITY
ROY FURSHPAN
707-826-3828 ROY
707-826-5980 FAX
roy.furshpan@humboldt.edu

UNIVERSITY RIDER IS MADE AN INTEGRAL PART OF THIS AGREEMENT

Presenter to sign and return all copies of Contract - FAXED AND EMAILED COPIES OF THIS DOCUMENT (AND E-SIGNATURES) ARE BINDING 340299

Creating Unforgettable Experiences

CATERING MUST STAY WITHIN THE BUDGETED AMOUNT

EastCoastEntertainment.com

855-ECE-4FUN (323-4386)

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Richmond, VA | Virginia Beach, VA | Washington, DC | Raleigh, NC | Philadelphia, PA

Do Not Staple

P.O. Box 73210
North Chesterfield
VA 23235



Contact Number

340299

Office: RIC

Agent: LFM-LEE MOORE

1. The Presenter and the person signing for the Presenter are individually and jointly liable for the Gross Price. The Artist(s) and the Artist(s) Representative are individually and jointly liable for performance under the terms of this Agreement. If the Artist(s), or the Artist(s) Representative, are an Association, Company, Corporation, Partnership or any entity other than an individual, the person signing for the Artist(s) agrees to be personally, jointly and severally liable for the terms of this Contract.
2. The Presenter shall at all times have reasonable supervision, direction, and control over the services of Artist(s) on this engagement. If any Artist(s) have not been chosen upon signing of this Contract, the Artist(s) Representative, as agent for the Presenter and under his instructions, hire such persons and any replacements as are required. The essential identity of the Artist(s) as a unit shall not be altered by minor changes in personnel or in the name of the entertainment unit.
3. The Artist(s) and/or its undersigned Artist(s) Representative (individually and on behalf of the Artist(s)), agrees that the Deposit is to be paid to EastCoast. This deposit is due and payable on the Deposit date specified above. The Artist agrees that EastCoast may retain its previously agreed upon fee ("EastCoast Fee") out of the Deposit. The Presenter is liable for payment of the Deposit to EastCoast and any unpaid amount of Deposit not paid within five (5) days of the due date is subject to a late charge of 1.5 percent per month until paid, plus reasonable attorney's fees as well as any other collection fees and costs incurred for collection. In the event the Deposit is paid to the Artist, failure of Artist(s) to pay the EastCoast Fee when due gives EastCoast an immediate cause of action against the Artist(s) for the amount of the EastCoast Fee, plus reasonable attorney's fees, court costs, interest at the rate of 1.5 percent per month from the due date until paid, as well as any other collection fees and costs incurred.
4. If before the date of any scheduled performance it is found that the Presenter has not performed fully to its obligation under any other Contract with any other party for another engagement or that the financial credit of Presenter has been impaired, the Artist(s) may cancel this Contract. In the event that the Presenter does not perform fully all of its obligations herein, the Artist(s) shall have the option to perform or refuse to perform hereunder, and in either event the Presenter or the person signing for the Presenter, jointly and severally, shall be liable to the Artist(s) for the Gross Price set forth herein, plus reasonable attorney's fees, court costs, and interest at the rate of 1.5 percent per month from the due date until paid, as well as any other collection fees and costs incurred. The Artist(s) are hired as a unit and any changes to the unit which significantly affect the Artist(s)' ability to meet the Presenter's reasonable expectations shall constitute Artist(s)' default and forfeiture of any payment under the terms of this Agreement ("Artist(s) Default"). In the event of Artist(s) Default, the Presenter shall allow EastCoast to provide a reasonable substitute Artist(s) for the Services under the same terms and conditions of this Contract ("Substituted Services") and Presenter shall be liable to pay for the Substituted Services under the terms and conditions of this Contract.
5. Artist(s) Representative shall enforce disciplinary measures for just cause, and carry out instructions as to selections and manner of performance. On behalf of the Presenter, the Artist(s) Representative will distribute the amount received from the Presenter to the Artist(s), or in place thereof, provide a separate memorandum to the Presenter at or before the commencement of the Services indicating the proper disbursement to each individual Artist(s).
6. Neither the Presenter nor the Artist(s) shall have the right to cancel its obligations under the Contract except as otherwise provided in this Contract, or unless otherwise agreed to in a writing signed by the Presenter, Artist(s), and EastCoast. In the situation where there is an event which is unforeseeable, unavoidable and external such that it makes execution of the obligations under this Contract impossible, illegal, or extremely inadvisable, the following shall apply. An event ("Event") which is unforeseeable, unavoidable and external must be in the nature of an act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods), war, hostilities, rebellion, revolution, civil war, riot, acts of terrorism, curtailment or interruption of transportation facilities, or proven serious illness of the Artist(s). If such an Event occurs, the Presenter, Artist(s), or EastCoast may initiate cancellation of this Contract pursuant to this paragraph by providing written notice within reasonable time to each of the Presenter, Artist(s), and EastCoast, as applicable. If cancellation is initiated under this paragraph, and the Presenter, Artist(s) and EastCoast all agree that this paragraph applies, then the Deposit, and if paid, the Balance shall be refunded to Presenter except that where the Artist(s) was ready, willing and able to perform, and the Performance is canceled or impossible, Presenter shall reimburse Artist(s) for Artist(s)' out-of-pocket travel expenses incurred in attending at the location of the performance.
7. Notwithstanding the provision of paragraph 6, for outdoor shows, unless Presenter has an alternative indoor location acceptable to the Artist(s), Presenter assumes all weather-related risk and shall pay Artist(s) the full amount of the Gross Price in the event the Performance is cancelled due to inclement weather. The only time an outdoor event may be cancelled pursuant to paragraph 6 herein is if the weather related risk would cause a similar indoor event to be cancelled.
8. Once signed by both parties, this Contract constitutes the sole, complete and binding Contract between the Artist(s) and the Presenter. EastCoast acts only as agent or consultant and assumes no personal responsibility or liability as between the Presenter and Artist(s).
9. The Presenter is responsible for filing IRS Form 1099, if applicable, on all payments made to the Artist(s) under this Contract, regardless of whether such payments are made to EastCoast, or to the Artist(s) directly.
10. The Presenter shall be responsible for any and all additional costs or expenses (other than the payment of federal or state income taxes which may be owed by Artist(s) or EastCoast) associated with or related to this Contract or for the performance of obligations under this Contract, including but not limited to (i) taxes, fees or other assessments imposed by any governmental or regulatory authority, (other than the payment of federal or state income taxes which may be owed by Artist(s) or EastCoast), (ii) fees, assessments or other charges or requirements (venue-mandated rigging, audio-visual costs, electrical costs, and/or additional costs caused by union-value Contracts) imposed by the performance venue, (iii) insurance requirements and related premiums required by the performance venue, and (iv) fees, assessments or other charges or requirements associated with the performance of copyrighted works.
11. The Presenter shall be responsible for any damage which occurs to the Artist(s)' equipment during the engagement if said damage is caused by either the Presenter or any persons attending the engagement either as a guest or member. Representatives of EastCoast are assured free and unrestricted access to the location of the Contract performance during said performance.
12. In consideration of the services rendered by EastCoast, in securing this booking and other good and valuable consideration, receipt of which is acknowledged by the Artist(s) and the Artist(s) Representative, the Artist(s) and the Artist(s) Representative, jointly, individually and severally, agree to book all bookings from the above Presenter for a period starting on the date stated in the introductory paragraph of this Contract and ending twenty four (24) months after the performance date set out above, through EastCoast ("Future Bookings"). It is further agreed that the Artist(s) or Artist(s) Representative will pay a placement fee equal to 20% of the gross price agreed upon, for Future Bookings and will refer all inquiries for Future Bookings for the Presenter to EastCoast. It is further agreed that any Future Bookings booking secured for the Artist(s) or Artist(s) Representative, whether by oral or written Contract from said Presenter for which EastCoast books the Artist(s), the Artist(s) will give EastCoast the exclusive right to represent Artist(s) in that account or for that Presenter for a period of twenty-four (24) months from the performance date set out above. EastCoast shall be entitled to an injunction to enforce its rights hereunder and to restrain any of the aforementioned unauthorized acts regarding competing with EastCoast.
13. Additionally, it is further agreed that neither the Artist(s), or the Artist(s) Representative, will not either individually, jointly, or severally, nor through another agent or manager attempt to book other Artists or entertainment of any type to said Presenter for a period of twenty-four months after the performance date of this Contract. If said Artist(s), or the Artist(s) Representative breaches this Contract, they shall be jointly and severally liable for liquidated damages equal to 20% of the gross amount paid to any Artist(s), or entertainment of any kind, which is booked or performed for a Presenter in breach of the covenants contained in this Contract plus reasonable attorney's fees, court cost and legal interest related to the collection thereof.
14. Artist(s) are engaged by Presenter as an independent Contractor with respect to the Services herein.
15. Artist(s) understands and agrees that they are liable to Presenter for Artist(s)' own acts of willful misconduct or gross negligence.
16. This Contract is executed and delivered in the Commonwealth of Virginia and shall be construed and enforced in accordance with the laws of such state without regard to the choice of law provisions therein. The parties consent to venue in either the Federal Court, Eastern District of Virginia, Richmond Division, or the Circuit Court in the County of Chesterfield and each party consents to personal jurisdiction in Virginia for the purposes of any action.
17. The parties may execute this Contract in any number of counterparts. Any counterpart or composite of counterparts executed by one or more parties shall be admissible in any formal proceeding as legal proof of the executing parties' Contract and intent to be legally bound. Any party may execute and deliver a counterpart of this Contract to another party via Electronic Signature which includes (i) a telephonic facsimile, (ii) an electronically scanned signature inserted in the electronic copy of the Contract, or (iii) an email or other written electronic communication clearly evidencing acceptance and intent to be legally bound. The transmitting party's Electronic Signature shall have the same force and effect as an original physical signature on a physical counterpart delivered to the other party.
18. Each signatory to this Contract warrants and represents that he or she is authorized to sign on behalf of and to bind the party or parties on whose behalf he or she signs, and that he/she is not a minor and has legal capacity to contract.
19. No finding that any provision herein is invalid or unenforceable for any reason shall affect the validity or enforceability of the remaining provisions herein.
20. Any waiver by EastCoast of any term or provision of this Contract benefiting EastCoast shall not be considered as a waiver of any subsequent breach or breaches of any term or provision by said Artist(s), the Artist(s) Representative or the Presenter. A waiver by any party of any breach or default hereunder shall not constitute a waiver of any subsequent breach or default.

Presenters Initials

Creating Unforgettable Experiences

EastCoastEntertainment.com

855-ECE-4FUN (323-4386)

Asheville, NC

Atlanta, GA

Charleston, SC

Charlotte, NC

Columbia, SC

Greenville, SC

Richmond, VA

Virginia Beach, VA

Washington, DC

Raleigh, NC

Philadelphia, PA



SIGN & RETURN

CONTRACT RIDER

For _____
(date)

This rider regarding **The Second City** (hereafter referred to as Artist) is herein made a part of the attached contract.

- Please read carefully prior to signing contract or rider.
- Presenter agrees to provide the following items and/or services in the manner specified.
- Please distribute a copy of this rider to all staff involved in said technical set up.

REHEARSAL

The performance space must be technically prepared and available exclusively to Artist for a technical check and dress rehearsal for a length of two hours, beginning at least three hours prior to the time of the contracted performance.

All technical set-up must be completed before Artist arrives on site. Sufficient personnel shall be present to assist in the technical check and, if needed, make adjustments. Said personnel must remain present on the premises until the technical rehearsal has been completed.

HOSPITALITY

Dressing Rooms: In addition to the backstage area Presenter shall provide a greenroom and two (2) safe, clean, lockable dressing rooms with bathroom facilities. Presenter agrees to be solely responsible for the security of all items in the dressing room area and shall keep all unauthorized personnel from entering the area. Dressing rooms need to be in immediate vicinity of the stage. **If dressing rooms are not lockable, Presenter must provide a staff member to secure the room(s) whenever Artists are not in them.**

An iron and/or steamer shall be available to the Artists in the dressing room area.

Refreshments: Upon Artist arrival Presenter shall have available in quantity sufficient for eight (8):

- Minimum 24 bottles of water
- Assorted soft drinks (Sprite, Coke, Diet Coke, etc)
- Assorted juices (i.e.: orange, cranberry, apple, etc)
- Fresh fruit, vegetables
- Fresh coffee with creamer, sweetener, sugar

Presenter to provide a hot meal for eight including vegetarian choice (when requested). Advance this detail with Company Manager.

Lodging: If applicable, Presenter to provide lodging to include 8 single rooms in a clean, nonsmoking, safe, first-class hotel (NOT motel), ideally within walking distance or a 15-minute drive from the venue. If housing must be remote, please contact Artist Company Manager to determine best location in order to facilitate routing. Per union restrictions, housing shall have doors leading to an inside hallway, rather than directly to the outdoors, unless housing is in a condominium or resort. Advance details with Artist Company Manager. (Hotels that rate 3 stars or better on Hotels.com, TripAdvisor.com, or with triple-AAA are preferred.)

— Hotel Arcata or the Red Lion in Eureka —

TICKETS

Presenter agrees to make ten (10) complimentary tickets available per show to Artist or its Agency. The unused portion may be placed on sale the day of performance.

Presenter agrees to give out no more than 2% of the house in complimentary tickets without prior written consent from Artist or Agency.

Presenter will not change ticket prices without prior consent of Agency

MISCELLANEOUS

Travel: If providing travelling accommodations, contact Company Manager to confirm details.

Percentage dates: If applicable, Presenter agrees to have on hand at the end of engagement ticket manifest, unsold tickets and receipts for expenses for verification by Artist representative. In percentage situations when seating is more than 500 per night or over run of show, Presenter will supply to representative a detailed list of expenses, copies of receipts for expenses, and a copy of the ticket manifest within one week of the completion of engagement.

Presenter agrees to contact Agency regarding any difficulties in meeting contract or rider requirements.

TECH

Stage

A stage of at least eighteen feet (18') in width, by sixteen feet (16') in depth by two feet (2') high. Steps/stairs stage right & stage left are required to enter and exit stage from backstage left and right. Steps/stairs should also be provided from the stage to the house.

Piano

A piano, downstage left, tuned to A-440 pitch and miced. If the piano is raised for transport, an adjustable bench should be provided. Piano may be moved slightly during rehearsal. May substitute with an 88-key weighted keyboard with a sustain pedal.

Sound

A professional quality sound amplification system that is adequate for a theatrical performance for the size of your space. Sound equipment should be prepared and available before rehearsals commence.

a. Entire stage should be amplified. We request floor microphones that do not impede the audience view. **Microphones on straight stands are not acceptable.** We recommend hypercardoid floor mounted microphones (example: Crown PCC160) OR pressure zone microphones (example: Shure MX393/O Microflex Boundary Microphone). If available, hanging microphones will work well.

Only if the location is a hotel/large ballroom or arena type space do we recommend using six wireless lavaliere body microphones (example: Sennheiser EW112-G@ -or- Shure PGX14/93) OR over-the-ear mics (example: Countryman Isomax E6) to avoid inadequate sound coverage.

b. Two microphones on straight stands placed backstage left and right with enough cable to move the stands downstage center plus an additional six feet. When possible, wireless handheld microphones are preferred (example: Shure SLX24/SM58).

c. A single microphone to amplify the piano.

d. A Direct Input-Box by the piano for sound equipment to be patched directly into the house system. (Example: ipod - operated by the piano player)

e. A standard power strip by the piano. (Additionally, a small table is required for the Musical Director's equipment)

f. A monitor must be provided on stage left and stage right to enable actors to hear each other during the performance. Another monitor must be provided onstage for the Music Director located downstage left and preferably on a separate mix.

g. In the event that the venue does not have an adequate house speaker system that can provide loud and clear amplification, alternate speakers must be provided in order to ensure that the entire audience is capable of hearing the performance well.

Lighting

Unless the Presenter is in an IATSE house, the Artist's Stage Manager will run the light board for the duration of the show. All lighting should be focused as downstage as possible. Six (6) submasters should be programmed exactly as follows and prepared and available before rehearsals commence:

- A full neutral, or no color front wash of the entire stage (white or light amber R03 or R33)
- A full blue wash of the entire stage - moderate to low density (R81 for example)
- A full red wash of the entire stage - moderate to low density (R26 for example)
- A stage right area* - neutral or non color
- A stage center area* - neutral or non color
- A stage left area* - neutral or non color
- When available; a stage left, center, and stage right, sharply focused, no color tight front special.

**The areas should be front light - down light may be used to supplement the areas. Down or back light for the no color areas and wash is not acceptable. The instruments used for the three areas can be cross-patched to supplement the full neutral wash, if instrument inventory is low. The system must allow at least the following:*

- a. The ability to illuminate the entire stage*
- b. The ability to darken the house (seating area) to full black*
- c. The ability to produce slow fades and rapid blackouts*

In venues that utilize lighting trees, trusses, or rigging systems; in order to provide adequate coverage these systems must shoot from no more than a 45 degree angle.

Booth: House lights, stage lights, and sound should all be controlled from one location, by Artist Stage Manager on site. If this is not possible adequate personnel and communications must be provided (i.e.: clear-com). This location must have a direct sight line to the stage as well as the ability to hear the sound mix. We require a god-mic located by the lighting console for our stage manager to communicate with the cast during the technical rehearsal.

Crossover: Actors must be able to quickly cross from stage left to stage right without being seen by the audience. The width of the crossover should be at least five feet (5') and run the length of the stage. Ample running light must be provided through out the backstage crossover, and wing area.

Wing Area: Facilities that do not have a standard theatrical setting are required to provide curtains offstage left and right in order for the actors to enter and exit the stage without being visible to the audience. Wing areas should be large enough for six actors to make costume changes and store props.

Backstage: The backstage area should provide the following: two six foot (6') tables for prop storage (placed in the wings with adequate lighting), one coat rack with hangers, two full length mirrors, (placed backstage right and backstage left) and adequate running lights for the actors to move safely backstage during blackouts. Any obstacles and potential dangers should be removed from the backstage and wing areas prior to our technical rehearsal. Any cable runs should be carpeted over and taped down.

Chairs: Six (6) identical, lightweight chairs without arms in good condition, preferably Bentwood or some other lightweight construction, for use on-stage. Folding chairs are not acceptable. These chairs should be placed onstage at time of set rehearsal.

Presenter _____

Date _____

For contract information, please contact:
ECE Touring
(t) 800-277-6874 (f) 804-353-3407
<http://www.ecetouring.com/>

For technical assistance, interviews, travel and accommodations
contact:
Joe Ruffner, Associate Producer, The Second City
(t) 312 664 4032 jruffner@secondcity.com www.secondcity.com

The Second City

1516 North Wells Street
Chicago, IL 60614
tel 312 664 4032
tel 312 664 9937
www.secondcity.com

Promotional Material
Program Material
Travel, Hotel & Hospitality
Scheduling a Talent Interview

Kimberly Miller
kmiller@secondcity.com
312.662.4548

Technical & Production
Day of Show Logistics

Joseph Ruffner, Producer
jruffner@secondcity.com
312.664.4032

Exclusive Agency

ECE Touring, a division of East Coast Entertainment
Kris Kaminski, Senior Agent
kkaminski@eastcoastentertainment.com
800.277.6874
804.353.3407 FAX

The Second City

TOURING COMPANY

PERFORMANCE INFORMATION SHEET

Please complete and return with the signed contract

CLIENT INFORMATION

Company _____

Contact _____

Address _____

Phone _____

City/State/Zip _____

Fax _____

Email _____

Website _____

VENUE INFORMATION (Note: It is the Presenter's responsibility to provide the Technical Requirements outlined in our Contract Rider. Please give a copy of this rider to your Audio/Visual contact as soon as possible (ESPECIALLY FOR HOTELS) to ensure you get a timely estimate and are not surprised by hidden costs.)

Venue Name _____

A/V Contact _____

Address _____

Phone _____

City/State/Zip _____

Fax _____

Email _____

PLEASE GIVE DIRECTIONS TO THE VENUE FROM MAJOR HIGHWAYS AND ENCLOSE A MAP OF THE AREA:

PERFORMANCE INFORMATION:

Day of Show Contact _____ Phone _____

Date(s) of Performance(s) _____

Show Time(s) _____

Time of set-up _____ Doors Open at _____

(We need exclusive access to the venue for a length of 2 hours immediately preceding the time doors are opened for seating. This time period is for a technical check and rehearsal, during which we will need access to the appropriate technical personnel.)

Please provide an itinerary of events for the evening:

General make-up and orientation of the audience:

FOR PERFORMANCES OUTSIDE THE CHICAGOLAND AREA:

If lodging is a required part of the Contract, please list:

1. The name, address, phone number and contact for the hotel.
2. Confirmation numbers.
3. Directions from major highways & a map.

Is there anything else we should know?

**The Second City
Second City Theatricals
1616 N. Wells Street
Chicago, IL 60614**

The Second City[®]

ON TOUR

Selling The Second City: Helpful Hints When Promoting Our Show

Over the last fifty years, The Second City has learned valuable lessons regarding the most effective ways to promote our performances. Following are a few suggestions that may be of help.

Please note Second City must approve any and all advertising

Posters, Flyers & Programs

The Second City will provide you with templates that you can use to create posters, flyers and advertisements and include show information for your venue. We encourage you to print posters and flyers to provide to your local businesses (coffee shops, bookstores, restaurants, bars, etc) to post in their lobby or windows. Second City will also provide you with a template for the program, head shots & bios 3-4 weeks prior to date of show.

Press Release

You will be provided with a template for a basic press release which includes a description of the show and Second City. We recommend that you send the press release 4 to 6 weeks in advance of the performance date. Then again, 14 to 7 days prior to the show.

Radio & Print Interviews

The Second City cast, directors and producers are always available to do phone interviews as far in advance of the performance date as you wish. You can also be provided with audio clips of Second City scenes to air with the interview as well as Second City merchandise that can be used for radio giveaways. Simply call your Second City producer to arrange for these items. We highly recommend taking advantage of this type of advance publicity.

Get Social

Start promoting us on your Facebook and Twitter feed at least a month prior to the performance. Between www.SecondCity.com and The Second City Network, you've got tons of material to link and use on your social media sites as well as your website to promote the show. Simply pick the videos that you think will work best and copy and paste the link to your site. ****Please note these videos can only be used on your company's website, Facebook & twitter feed. These cannot be used for paid commercial advertising.**

Here's where you can find video to use for your website and social media outlets:

Second City Media Corner - <http://www.secondcity.com/media/>

Includes archival scenes and interviews with famous Second City alumni about their experiences at Second City.

The Second City Network - <http://www.secondcitynetwork.com/>

Includes funny and irreverent videos created by Second City alumni.

Commercials

The Second City can provide you with a generic TV and radio spot in :15 & :30 lengths if you'd like to run commercials on cable or network television.

Photos

The Second City has one of the most impressive photographic libraries around. Local newspapers are usually very interested in running pictures of the current company as well as some of our more famous alumni. Your Second City Producer can provide you with photos upon request.

Group Sales

Contact groups that might be interested in buying a block of tickets – discounts can help – such as student associations and clubs, social clubs, alumni associations, corporate groups, etc.

Second City Trivia

Second City can provide you with a Trivia Slide Show. This slide show can either be posted to your website or you can use it as a pre-show slide show.

Feel free to contact your Second City Producer at [REDACTED] They're always happy to provide any additional materials, ideas or support to make your event a success!

**CENTERARTS/UNIVERSITY CENTER/HUMBOLDT STATE UNIVERSITY/A.S.
PERFORMANCE RIDER**

THIS AGREEMENT is hereby made a part of the attached contract.

1. INDEMNIFICATIONS. Artist(s) and Artist's Representatives shall hold harmless, indemnify, and defend the State of California, the Trustees of the California State University, Humboldt State University, CenterArts, University Center, HSU Associated Students, and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expenses, costs of every nature, and causes or actions arising out of or in connection with the Artist's use or occupancy of the premises, provided that such claims, demands, losses, liabilities, costs or expenses are due or are claimed to be due to the willful or negligent acts or omissions of Artist or Artist's personnel.

2. EXCLUSIVE PERFORMANCE(S). Artist(s) will not accept any other engagement for a performance of any kind prior to, or 90 days following the performance(s) hereinabove described within a radius of 150 miles from the location(s) of the performance(s) hereinabove described, or of any portion or portions thereof, without express written permission of CenterArts. In the event of any such unauthorized performance or announcement, the performance(s) described hereinabove, or any portion or portions thereof, may be cancelled by CenterArts, and such cancellations shall be without prejudice to CenterArts' other rights and remedies hereunder.

3. AGENT'S WARRANTY. ARTIST warrants that AGENT has full and current legal authority to act on behalf of Artist.

4. COMPLIMENTARY TICKETS. CenterArts shall be the only party authorized to issue complimentary tickets to the performance(s) described hereinabove. A maximum of 10 complimentary tickets shall be given to Artist. All complimentary tickets shall be appropriately distinguished and shall not be counted in determining gross receipts.

5. NON-PERFORMANCE NOT A DEFAULT. Neither Artist nor CenterArts shall be liable for failure to appear, present, or perform if such failure is caused by, or due to, acts or regulations of public or University authorities, labor difficulties, civil tumult, strike, epidemic, interruption or delay of transportation service, interruptions of electrical power, other acts of God, or any cause beyond the control of Artist and CenterArts.

6. ANTICIPATORY BREACH. In the event that, after the execution of this Agreement, Artist's agent, or Artist's Designated Representative indicates or states that Artist is unwilling or will be unable to appear or present the performance(s) hereinabove defined, and such failure is not excusable under Paragraph 5 hereinabove; or in the event that Artist or any member of Artist's traveling component deemed by CenterArts in its sole discretion to be material to the performance(s) hereinabove defined, or to any portion or portions thereof, or any authorized agent of Artist takes any voluntary affirmative action which, in CenterArts' sole discretion, renders substantial performance of Artist's contractual duties hereunder impossible, CenterArts may cancel the performance(s) hereinabove defined, or any portion or portions thereof, and in addition, Artist shall be responsible for payment of any and all costs, expenses, damages (including CenterArts' actual expenses incurred in preparation for the performance(s) hereunder) and claims from such cancellation. Any breach or anticipatory breach of this Agreement by Artist shall be deemed a material breach.

7. MERCHANDISING PERCENTAGE. CenterArts takes 20% of gross merchandising receipts for this engagement.

8. UNIVERSITY POLICY PROHIBITS ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ON CAMPUS.

9. Total catering budget shall not exceed the amount budgeted and accepted by the performer's representative in the original offer.

10. ORAL REPRESENTATION AND AMENDMENTS. No representation, warranty, condition, or agreement of any kind or nature whatsoever shall be binding upon the parties hereto unless incorporated into attached Contract and this RIDER. CenterArts recognizes Artist's contract/rider only as modified by this rider AND TECHNICAL SPECIFICATIONS OUTLINED IN THE ATTACHED VAN DUZER TECHNICAL INFORMATION PACKET. This rider is made an integral part of all agreements.

11. CenterArts/University Center will not pay for hotel, any services (including but not limited to ground transportation, the cost of backline equipment), or any equipment not listed as available in the Van Duzer Theater technical specifications packet, regardless of whether or not they are listed as requirements in the Artist's rider, unless these requirements are specifically written into the payment section of the contract face for this engagement, as well as the deal memo for this engagement, if a deal memo has been issued.

Rooms stipulated in signature page + agreed to

12. CenterArts/University Center will withhold appropriate California State Franchise Tax in accordance with the laws of the State of California, as directed by the California State Franchise Tax Board. Such withholding tax, if required, shall be deducted from the artist's guarantee.

Second City is incorporated in the state of CA. Form 540 attached.

13. AGREEMENT CONSTRUED. This Agreement shall be construed and endorsed according to the laws of the State of California. Waiver of any default shall not constitute waiver of any subsequent or other default. All rights of the parties hereto shall insure to the benefit of their successors and assigns, and all obligations of any of the parties hereto shall bind his, her, or its heirs, executors, personal representatives, successors and assigns. A fully executed contract for this engagement shall be deemed an acceptance of the terms in this rider, regardless of whether or not this rider has been countersigned by the artist or an authorized representative of the artist.

14. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year hereinabove mentioned in the attached contract.

For Artist

Tax ID/Social Security #

For CenterArts

For University Center

Updated: April, 2009