

Leashes by Liz Sales Representative (referred to herein as Rep) Responsibilities

Position: This is a sales representative position. The Rep will complete sales for LBL. Sales include but are not limited to:

- Sales to general public via retail fairs, festivals, shows etc.
- Rep will exclusively represent LBL pet products and not any other products.

General Information

- Represent LBL at fairs, festivals, shows (hereby referred to as shows) by selling product to general public in booth space.
- Shows may include extended stays out of state, for example Del Mar County Fair, Minnesota State Fair, Albuquerque Balloon Fiesta, etc.
 - In the event that travel is necessary, trips will be negotiated with living arrangements, per diems and travel arrangements on a show to show basis.
- This is a 1099 position and Rep is responsible for reporting all taxes.

Pay Scale:

- Position is commission position:
- Retail Booths
 - **Commission payments will be sent via Direct deposit when the inventory and sales have been reconciled and confirmation of cash deposits has been made.**
 - Direct deposits take 48 hours to process.

Booth Management:

- Rep will be provided with show schedule as LBL is notified by promoters.
 - **This could mean as little as a weeks' notice.**
- This includes; set up, tear down, sales during and the possible management of sales associates during an event.
- Product management
- Initial display inventory will be taken when Rep first receives display
- Accurate inventory count of merchandise and sales totals will be given within 24 hours of an events end
- Rep will be given a deposit card.
 - Rep will deposit any and all cash the day after show for weekend shows.
 - Deposit schedules for extended shows will be determined on a show to show basis.
- Credit card and cash deposits will be reconciled with the inventory reports.
- Rep is responsible for any discrepancies between dollar total and inventory.
- Rep will be responsible for keeping an inventory of LBL booth product and will be responsible for any loss, theft or damage. This includes booth product, display supplies, canopy, etc.
- Rep will be given all event paperwork as it is given to LBL. Rep is responsible for reading any and all paperwork given, making sure that LBL has all pertinent information especially in regards to insurance, sales tax, etc.

General Code of Conduct:

- Rep will agree to a background check and complete a nondisclosure agreement
- Rep understands that whether they are representing LBL to a wholesale client or in sales booth, or at any other LBL related event they are a representation of LBL and will act accordingly and will not commit any actions that are deemed inappropriate. These include but are not limited to: inappropriate appearance, language, treatment of customers, discussions in booth, disrespectful behavior towards promoters, volunteers, staff or owners, personal use of cell phone, poor sales performance, and general behavior that is inappropriate in a professional setting. Any and all of these behaviors can be deemed as reasons for immediate dismissal.
- Rep understands that any and all behavior can affect the future of LBL with any given event.
- While representing LBL rep will be in appropriate attire and appearance.

- LBL will provide Rep with 3 company shirts.
- Customer service will be friendly, helpful and courteous
- Booth will be kept clean, organized and safe.
- Rep will honor show commitments once scheduled
 - Notice of cancellation of working relationship needs to be given a minimum of 6 weeks in advanced to allow for re-staffing of schedule
 - If rep fails to give proper notice, rep is responsible for repayment of lost show fees and any other associated travel costs

Rep acknowledges that LBL is not responsible for any loss, injury or harm that occurs when selling LBL products and will not hold LBL responsible for any such occurrences. Rep also acknowledges that LBL does not guarantee the performance of any given event or product.

- No drugs or alcohol will be consumed while representing LBL or operating LBL property
- Rep will be responsible for reimbursement of show fee if there is a failure to appear.

Upon termination of working relationship:

All account information will be returned by Rep to LBL

All LBL product, sales materials, property will be returned.

Final payment will be given at time of all property and account information turned in.

- LBL retains the right to cease agreement with Rep if at any time they feel that Rep is not meeting expectations or for any failure to meet the code of conduct guidelines.

The parties below understand their responsibilities and commitments laid out in the document and agree to perform them to their highest abilities.

Sales Representative Printed Name	Sales Representative Signature	Date
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Co-Owner Leashes by Liz, LLC Printed Name	Co-Owner Leashes by Liz, LLC Signature	Date
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Co-Owner Leashes by Liz, LLC Printed Name	Co-Owner Leashes by Liz, LLC Signature	Date
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