

*This document is updated June 20<sup>th</sup> 2019 and is valid from this date and deletes all previous.*

### **Procedures, terms and conditions**

#### **About BASIC CPH:**

BASIC CPH works as your agent in the model/actor industry. We are the link between client and model. When you are admitted to our agency, we are able to offer your work in relation to incoming clients with potential jobs.

#### **Model profile:**

It is a condition that your profile is updated the best way possible all the time. You are therefore asked to always brief the agency about bigger changes of hair, body art and body form together with height, clothing- and shoe size. We recommend updating the profile every third month when it comes to kids. Write the info in an email to one of the bookers and they will make sure to update it in the database.

Approximately two times a month BASIC CPH offers the possibility to book a photo session for an update of your portfolio in our studio at Nannasgade 28, 2200 KBH N. The price is 300.- DKK and provides you with a fresh set of professional pictures, which is edited and added to your portfolio online as well as send to you directly on email for private use. Write to one of the bookers to get a session booked.

If you are able to take some professional pictures yourself, you can send it to one of the bookers at the agency in the highest resolution possible via [www.wetransfer.com](http://www.wetransfer.com). They will go through the material and add the approved pictures to your profile as soon as possible.

BASIC CPH reserves the right to choose, use and set up all job and test images of you in connection with any marketing that has been sent or taken in collaboration with you indefinitely.

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#### **Booking procedure:**

BASIC CPH will inform you either by telephone or email when jobs of your interest occur. You will then receive information regarding: job description, date, time, location + extra info like wardrobe and make-up etc. If any transportation expenses exist, the booker will negotiate on behalf of you, but it has to be done *before* the job.

After the job has been successfully performed, you have to report your exact working hours to BASIC CPH (*either by email or telephone*). Please be kind to contact the same booker who booked you to the job.

**REMEMBER:** the working hours are from the time of arrival until the job is finished, and it is important to **ALWAYS** report it no longer than 2 days after the job has ended. If you do not meet this deadline, we cannot guarantee the entire payment from the customer.

**General information:**

Please bring the following things to a job unless you have been informed otherwise beforehand:

- A nice and clean set of clothes (jeans, t-shirts, long-sleeved shirts), neutral underwear and nylon stockings (*women*).
- Hair brush, comb and wax
- Make-up (*women*): *Please put on a light basic make-up and bring extra and wear transparent nail polish or none at all.*

Important information to MEN: When the clothing brief states “business” please bring dark suit, tie and at least two clean/ironed shirts and nice shoes.

If you are informed to bring a specific set/category of clothing please bring a couple of options to choose from. If you are not able to meet the clothing request always inform your booker well in advance.

Please arrive 5 - 10 minutes before the job is scheduled. In case of emergency or if you are running late please call BASIC CPH immediately so we can inform the client. You are not allowed to have any discussions or negotiations about the pricing with the client and are there any misunderstandings or questions you need to call the booker immediately, so we can help you the best way possible. In case of illness BASIC CPH reserves the rights to demand a medical certificate from you, because the agency/model may risk high costs due to cancellation.

ATTENTION: A shoot usually involves many people, therefore children needs to be accompanied by only **ONE** parent or guardian.

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**Payment:**

You need to expect at least a two-month period of processing time. You will receive the payment on your bank account along with an email with a receipt attached. It is important to notice that BASIC CPH can only perform the payment if the invoice to the customer is paid. If the customers don't pay neither the agency nor you will get paid. In those very rare cases where it fails, BASIC CPH will potentially take it to the Danish Supreme Court.

BASIC CPH needs your bank account information: name of the bank, registration number and bank account number. Please send it by email to: [Faktura@basiccph.com](mailto:Faktura@basiccph.com). Please notify the bank account cannot be a children's savings account.

**IMPORTANT:** If the model is minor you might want to provide BASIC CPH with a certificate of exemption from withholding tax, otherwise we are obliged to draw 60% of the payment.

\*The purpose of BASIC CPH is to communicate between models and clients for a job to be completed and therefore the agency is not responsible for offering a labor insurance, when the model is out on a job for an employer. As a model you need to make sure that you are covered by your own accident insurance. The agency will gladly advise you before, during and after the completed job, but does not interfere with legal issues in this area afterwards.

\*Remember you can always read about us and how we collect and handle personal data in our privacy policy on the website.

**Rules:**

When you become a model represented by BASIC CPH, you accept the terms and conditions of only being represented by **one** model agency (*in this case by BASIC CPH*). This will avoid a lot of miscommunication and confusions regarding booking, payment, rights etc.

If you are approached by a client, you are asked to refer to the agency. Just ask for the name and number of the client and inform that BASIC CPH will contact them as soon as you have passed on the information. When you attend castings - please always remember to state BASIC CPH as your mother agency and always write our contact info on the casting sheets instead of your one.

If you have any questions about all the above or anything else which involves your relation to BASIC CPH always feel free to contact us by phone or email. You can find all our contact info on the website.

We are looking forward to working with you and wish you all the best with your time here at BASIC CPH.