2020 Service Contract for Facilitation of INFINITE RECHARGE, Off-Season Event

Event Requirements and Terms

1. **Event Contract, Procedure and Commitment**
    a. Requirements
        i. This contract must be completed and signed by the event coordinator and AndyMark Inc. must receive the deposit in order to reserve an off-season event.
        ii. This contract must be completed, with deposit paid, prior to the event.
        iii. An adult (18+) at the organization hosting the event, must sign this contract, and will be referred to as the event coordinator. This person must be reachable via phone week of the event and in person during the course of setup and competition days for the event.
    b. Requests start with an event coordinator using an AndyMark Inc. provided Google Form located on the AndyMark Inc. off-season webpage, www.andymark.com/offseason
    c. AndyMark Inc. will review information submitted and supply a contract draft to the event coordinator.
    d. Once the signed contract and deposit are received, barring no issues with or changes to the contract AndyMark Inc. will sign the contract and return to the event coordinator confirming AndyMark Inc. commitment to the event.
    e. The purpose of this document is to clearly outline the event requirements and terms. After AndyMark Inc. has been contacted for reservation this contract will be filled out by AndyMark Inc. personnel, then sent to the event Coordinator for final acceptance. Before AndyMark Inc. confirms service to be performed at this event, this contract needs to be signed by the event Coordinator.
    f. Breach of any listed requirements below is grounds for refusal to support future events.
2. **Payment Terms**
    a. Requirements
        i. A non-refundable deposit must be received to reserve an event. This deposit will be applied to the total cost of the event. An event is not officially reserved until this deposit has been received by AndyMark Inc.
        ii. The deposit amount is $500.00 or 10% of the event cost, whichever is higher.
        iii. The deposit amount for an FTA only service will be $200.00.
        iv. Events must be paid in full by the Wednesday following the last day of the event.
    b. AndyMark Inc. is not responsible for and will not reimburse payment for the venue, robot arena, field elements, flooring, or robots damaged due to gameplay.
    c. If payment is not received by the Wednesday after the event, the price of the event increases by 10%.
    d. If payment is not received within 30 days after the event, the price of the event increases by 20%.
3. **Setup and Teardown Personnel**
    a. Requirements
        i. Setup starts no later than 10AM on the day prior to the event. The 2020 field requires about 10 hours of setup with an experienced crew.
        ii. At least 12 setup volunteers are needed, 14-20 is recommended.

1. Due to safety concerns, 10 setup volunteers are required to assemble the truss. Volunteers for lifting the Truss can be students or adults so long as they can lift 75 pounds from the ground to their chest and hold for one minute.
2. If this number of volunteers is not met, the truss will not be lifted from the 5' level to the 10' level. As a result setup will remain incomplete until the event provides the correct number of volunteers.

iii. AndyMark Inc. is not responsible for delays in game play or public schedule due to a lack of setup volunteers such as in cases of 3.ii.1.

iv. 10 able bodied volunteers, including at least two adults, are required for unloading and packing the AndyMark Inc. truck. These volunteers should be capable of heavy lifting/pushing as road cases weigh in excess of 700 pounds. This crew will follow the direction of AndyMark Inc. staff.

b. FTA's have the final authority on setup and teardown.

c. For the duration of setting up and tearing down of INFINITE RECHARGE. AndyMark Inc. will provide at least 1 person to lead the setup/teardown unless the event has sourced their own FTA.

4. Field Electronics & IT

a. Requirements

i. A trained FTA (*FIRST* Technical Advisor) is required by *FIRST* to be present for any event using the Field Electronics. This individual, if not sourced via AndyMark Inc. must be present from the beginning of setup to the completion of teardown.

ii. Two, 110-120V AC 15 Amp power drops or equivalent, three preferred, on the side of the field at approximately mid-field. This power source should be separate from pit power or other devices.

iii. Event is responsible for providing extension cords and/or power connections to the fields' scoring table.

b. The Field Electronics includes all components needed for:

i. 2020 Automatic Scoring

ii. Robot Connection

iii. Tournament Management

iv. Referee Tablets

c. The field should be placed in an area where there are limited Wi-Fi access points and no rogue detection equipment that could shut down robot operation. Local IT administrator contacts for troubleshooting is helpful. Check with facility staff about disabling nearby access points.

d. If nearby wireless networks are not disabled robot connectivity may be affected.

e. AndyMark is not responsible for setting up the event to sync with FIRST's website, The Blue Alliance, or other scorekeeping services.

i. https://frc-events.firstinspires.org/services/OffSeasonEvent

ii. https://www.thebluealliance.com/add-data

f. AndyMark Inc. will provide no audio or visual equipment. This includes projectors or audience display screens.

5. FTA Leadership

a. Requirements

i. A trained FTA is required for leading the setup, technical operation, and tear down of the INFINITE RECHARGE field. FTAs are available from AndyMark Inc. at a price of $600 per event per FTA.

ii. If a non AndyMark Inc. FTA is sourced, the event coordinator must provide the contact information for this FTA. This person must be certified by FIRST HQ for the current season of gameplay. AndyMark Inc. must approve the FTA selected by the event.

6. Event Leadership and Key Roles

a. Requirements
   i. The event coordinator is responsible for leading the event operation and ensuring key roles and volunteers are filled. This individual must be reachable via phone the day prior to setup through the end of event teardown.
   ii. These volunteer roles are a minimum amount required in order to conduct an off-season FRC event.
      1. Head Referee - In charge of referee crew
      2. Referees x 4 minimum (5 is suggested)
      3. Scorekeeper - Manages FMS software (This is NOT the same as an official scorer or referee)
      4. Field Supervisor - Leads field repair and reset crew
      5. Field Reset x 8 minimum (12 is suggested)
      6. Lead Queuer - Aids team timely arrival to field for matches
      7. Queuing Staff x 2 minimum (3-4 is suggested)
b. These volunteer roles are strongly suggested to be in place in order to operate a successful event.
   i. Master of Ceremonies
   ii. Announcer
   iii. Volunteer Coordinator
   iv. DJ
   v. Facility Coordinator
c. The FTA supplied by AndyMark Inc. will not perform any roles outside of FTA.

7. Logistics

a. A minimum of 24 teams for events requesting a full competition field.
b. Any game rule changes for the event should be sent to AndyMark Inc. as early as possible for review. At the latest we will discuss rule changes 2 weeks prior to the event.
   i. AndyMark Inc. will attempt to accommodate game rule changes but may not be able to facilitate all requests.
   ii. AndyMark Inc. has no control over the INFINITE RECHARGE scoring software.
   iii. AndyMark Inc. may respond with these rule changes with a “no”.
c. The FTA should be provided with the following by the time of setup:
   i. Team List
   ii. Public Event Schedule
d. Due to volunteer resources and timing of your event AndyMark Inc. may not be able to accommodate all requests for specific;
   i. Matches Per Team
   ii. Match Cycle Times

8. Contract Breach

a. If terms of this contract are not fulfilled, AndyMark Inc. reserves the right to apply these measures:
   i. Apply additional charges for event facilitation and management for spending more time to expedite the operation of the event or transporting additional personnel to the event. This charge may be up to $3,000.

        1. Examples include: failing to source items including but not limited to carpet, game pieces, field perimeter after electing not to have AndyMark Inc. bring them.
    ii. Deny future facilitation of events.

9. **Force Majeure**
    a. It is understood that cancellations by companies 14 days prior to the event will forfeit the initial deposit. Cancellations inside the 14 day cancellation policy will forfeit entire monies collected and may be subject to loss of ability to hold off season events with AndyMark Inc. in the future.
    b. AndyMark Inc. rules and regulations apply to this Agreement.
    c. This Agreement is contingent upon the ability of AndyMark Inc. to perform the same and is subject to strikes, labor disputes, accidents, pandemics, epidemics or quarantine, acts of God or other causes beyond its control, and if any such event shall occur, AndyMark Inc. shall not be liable beyond the amount paid by event coordinator for the event reserved. AndyMark Inc. reserves the right to substitute similar or comparable accommodations for any product or game pieces whose substitution shall be deemed by the event coordinator as full performance under this agreement.
    d. In the event that this Agreement is signed in the name of a corporation, partnership, association, club or society, the person signing this Agreement represents to AndyMark Inc. that he or she has full authority to sign such contract.
    e. event coordinator agrees to pay any and all attorney's fees and court costs sustained or incurred by AndyMark Inc. in collecting any amounts which are owed to AndyMark Inc. pursuant to this Agreement.
    f. In the event of breach of this agreement by event coordinator, AndyMark Inc. reserves the right to cancel this agreement without notice and without liability. The amount deposited by the event coordinator shall be retained by AndyMark Inc. as liquidated damages, but the retainage shall not preclude AndyMark Inc. from recovering any additional damages sustained as reason for any breach of the Agreement including attorney's fees and costs.

Services & Total Cost

Primary Field Components

- ❏ $500 - Field Perimeter
  - Includes gaffers tape, cable ties, and tools needed for assembly
  - This does NOT include gaffers tape for queuing or other event uses
- ❏ $300 - Field Electronics
- ❏ $250 - Used Playing Field Carpet
  - Two individual rolls with a total size of ~30'x79'

Game Specific Components

- ❏ $600 - All INFINITE RECHARGE Field Components Needed for Event
  - This does not include spare or practice field components.

Game Pieces

- ❏ $0 - My event will provide a full field set of Power Cells (72)
- ❏ $680 - My event would like to purchase a full field set of Power Cells (72)
- ❏ Additional Power Cells - _____ Boxes of 24 x $229 = $_____
  - A full field set of game pieces is 72. If you only need some new Power Cells or you wish to have additional, we offer them in 24 ball increments.
- Used game pieces will not be available for use or purchase.

***FIRST* Technical Adviser (One is required for any event using Field Electronics)**

- ❏ $0 - Event Sourced FTA
  - Their name is _____
  - Their Email is _____
- ❏ $600 - AndyMark Inc.Provided Primary FTA
  - The assigned Primary AndyMark Inc. FTA is _____
- ❏ $600 - AndyMark Inc. Provided Secondary FTA
  - The assigned Secondary AndyMark Inc. FTA is _____

Logistics

- ❏ Mileage - _____ miles x $2.50 = $_____
  - AndyMark Inc. will transport the field at a rate of $2.50 per mile. The distance will be calculated on a round trip from 1900 E North St, Kokomo, IN 46901 to your venue and back.
- ❏ Additional Days - _____ days x $350 = $_____
  - Off season events are considered to be one setup day and one competition day. Any additional setup and or competition days requiring AndyMark Inc. staff to be present will cost $350 per day.

FTA Services Deposit

If your event already has a full INFINITE RECHARGE field and needs FTA services only, a $200 deposit will be required with the contract.

Full Field Services Deposit

For events using more than just FTA services $500 or 10% of the total cost, whichever is greater.

Total Cost:	$0000.00
Deposit:	_____ (due upon signing)
Final Cost:	$0000.00 (Prior To Event to Wednesday After Event)
	$0000.00 (Wednesday After Event to 30 Days After Event +10%)
	$0000.00 (Beyond 30 Days After Event and Later +20%)

Event Details, Submission, and Signature

Event Name:	
Event Setup Date and Start Time:	
Event Start and End Dates:	
Event Address:	
Event Coordinator Name:	
Event Coordinator Email:	
Event Coordinator Phone:	

Signing this signifies you agree with the terms and services chosen laid out above. To officially reserve an event, AndyMark Inc. requires this contract signed by the event coordinator, and receipt of the non-refundable deposit. Upon receipt of the contract from AndyMark Inc., event coordinator is responsible for reviewing.

Scan and send the completed contract to offseason@andymark.com with your signature or fax to 765-868-4795, and send the deposit. With a deposit received and barring no issues with or changes to the contract, AndyMark Inc. will sign the contract and return to the event coordinator confirming AndyMark Inc. commitment to the event.

If you are uncertain about services needed or have questions about contract terms, please contact AndyMark Inc.

event coordinator

_____ _____

Printed Name Date

_____ _____

Signed Name Email Address

AndyMark Inc. Representative

_____ _____

Printed Name Date

_____ _____

Signed Name Email Address