



116 West 23rd Street 5th Floor, New York, NY 10011

Office: 646.470.0398

Info@mwamodels.com
www.mwamodels.com

CODE OF CONDUCT

1. Arrive at your location approximately 15 minutes prior to your shift and check in with your point of contact, whether it be the manager on location, client or who booked you.
2. Proper attire must be worn. All black cocktail dress and heels or business professional is always best. Any modification(s) to your attire must be approved by MWA.
3. With the exception of water, the consumption of food, beverages, and chewing gum while working is prohibited unless otherwise approved by the client or MWA.
4. When your job is complete, checkout with your point of contact and be sure to collect any recaps, facts, vouchers, or feedback from them before leaving.
5. When booked on an event, please complete our recap form and return it via email to MWA along with photos taken from the event within 24hrs of the jobs completion.
6. Remember that you are representing MWA. Posts on our social media sites are encouraged before and after all bookings.
7. Stay Positive, Professional, Energetic, and Enthusiastic during your booking!
8. Cell phone usage during your booking is limited to the following:
 - a. Taking photos of yourself with customers and the product, etc.
 - b. In the case of an emergency
 - c. To contact your point of contact
9. Please contact MWA with questions or concerns. We will do our best to help!
10. Have your freelance forms fill out in their entirety and returned before you begin any job with MWA. They can all be found here:
<http://www.madeworldwideagency.com/contact-us/forms-for-talent/>

Most importantly, there is a **24 hr. cancelation policy** going into effect as of 05/16/14:

*Any talent/model who cancels or fails to show up at a job booked with MWA without finding an approved replacement by MWA agent or client for the event within 24 hours of your booking will be fined \$50.00 and will be removed from our database. Always notify us in advance to avoid this from happening.



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Our contact information is as follows:

Katherine: Katherine@mwamodels.com 732-690-6993

Office: info@mwamodels.com 646-470-0398

I _____ (print name) have read and agree to these terms.

Date _____, 20____

Signature