

FACILITATOR TERMS AND CONDITIONS

PLEASE PRINT OR TYPE

ACI Specialty Benefits partners with a nationwide network of facilitators to deliver training, critical incident response services, conflict mediation and other client event services as needed. When contacted by an ACI employee to conduct an event as a representative of ACI Specialty Benefits, Facilitator agrees to the following terms and conditions.

1. Facilitator will be provided with the client's contact information (name, phone number and email address). Contact the client directly to discuss the logistics around the scheduled event (i.e. where to go, whom to ask for upon arrival) at least five business days prior to the event date. The client may also want to discuss particular information about the group. The client contact will be given Facilitator's name and phone number as well, in the event s/he needs to contact the Facilitator. It is expected that return calls be made promptly (within 24 hours).
2. If unable to maintain the commitment for unforeseen reasons, ACI requests a notice of **three business days** to allow sufficient time to find a replacement.
3. Facilitator will be paid for the agreed-upon presentation time. **Unauthorized services or billing will not be reimbursed. Any time beyond the agreed upon time in the confirmation notice requires signed authorization by the client on the Confirmation Letter.** Mileage will be reimbursed at current federal rates.
4. At no time prior to or after the event will Facilitator initiate any sort of communication (i.e. written, in-person, telephonic, electronic or otherwise) with any employee(s) of the client company, aside from the onsite contact for the event.
5. **Facilitator agrees at all times during the term of engagement not to compete with ACI Specialty Benefits without prior written consent of ACI.**
6. Reimbursement may be released 60 days after ACI receives the *Service Invoice*. **THE FACILITATOR IS NEVER TO BILL THE CLIENT FOR SERVICES OR CONTACT THE CLIENT COMPANY TO COLLECT PAYMENT. ALL PAYMENTS ARE MADE THROUGH ACI.**
7. Facilitator is expected to appear in professional business-appropriate attire. Acceptable clothing includes: sport coat (optional), dress shirt and slacks for men; blouses and sweaters (with appropriate necklines) with skirts (no higher than just above the knee) or slacks. If facilitating an exercise-based training, acceptable clothing includes professional workout attire.

Independent Contractor Signature:	Date: / /
Independent Contractor Name:	
ACI Representative Signature:	Date: / /
ACI Representative Name:	