



BAY AREA MODELS GUILD

**2340 Powell St. #254
Emeryville, CA 94608
510 393-4382**

www.bayareamodelsguild.org

CLIENT GUIDELINES as of February 2021,

The Guild has been connecting Artists & Models since 1946! All new clients are required to fill out a client application and have that application approved before booking a model. A Guild client is expected to follow BAMG booking protocol. By signing the application you are in agreement with the terms and rules of the BAMG, including but not limited to these guidelines and published updates. All required fees & model payments must be paid promptly or future bookings will be affected.

1) **CANCELLATIONS:** At least one week (seven calendar days) notice is required to cancel a booking or the full model's fee will be charged. Exceptions are rare and on a case-by-case basis. Our cancellation policy holds firm during natural disasters such as earthquakes, fires, pandemics as well as power outages. We advise that your group hold a fund for such cancellation events.

2) **SCHEDULING BOOKINGS:** To book a model contact the Guild's Booking Coordinator, Denise, at Denise.BAMGBookings@yahoo.com or (510) 393-4382 during her office/call in hours. Please call or check the website for current office/call in hours. Messages may be left at anytime but most calls are returned during bookings hours. Most complex bookings (such as a series of dates or special requests) are recommended to be sent by e-mail. There is a three-hour minimum for each booking, except photo & video [see Item 14) below]. Client booking requests must be received with at least one week (seven calendar days) notice to book a model. A three week notice is usually required for special requests (i.e. specific model, body type, multiple-session bookings, body casting, photo or video sessions, or "out-of-town" bookings). No guarantees for late requests. Clients with excessive late requests may be charged a \$15 late booking fee, payable immediately to the BAMG at the address above. Please note there are no office/call in hours on the following holidays: Martin Luther King Day, César Chávez Day, May Day, Memorial Day, July 4th, Labor Day, Thanksgiving Weekend (that Thursday thru Sunday) & during the holiday season Dec. 15th thru Jan. 1st.

3) **BOOKING PROCEDURE:** Your emailed model request will be acknowledged by a reply. After your models are booked, you will receive your list of models. IF you have not received either an acknowledgment of request within 35 hours, or if you have not received your list of models before your session, resend your email to check with, and alert booking. Your email may not have been received and could be lost in cyberspace. Check your confirmation emails for any errors such as time, dates, or location.

4) **BOOKING MODELS DIRECTLY:** The Guild exists to screen clients and enforce industry standards for member models who are independent contractors. Circumventing the Booking Coordinator is strongly discouraged. If a client does book a Guild model directly, it is the responsibility of the client to report the booking promptly to the Booking Coordinator, including rescheduling a booking for any reason, extending repeat or on-going bookings & special arrangements. If a double booking occurs as a result of not reporting a booking, the client is responsible for paying both models. (In case of a Guild booking error, the Guild will pay for the 2nd model.)

5) **DISCRIMINATION/HARASSMENT:** BAMG has a no-tolerance policy for discrimination of any sort, and we encourage our clients to uphold the same standards. The BAMG stands by and supports our Black, Trans, Queer, senior, and other marginalized models. We regularly review client booking patterns, and encourage our clients to book models of diverse backgrounds. BAMG has a no-tolerance policy for harassment of any sort, whether based on race, ethnicity, gender identity, sexual preference, age, or body type. Inappropriate behavior or language during a session is harassment and BAMG supports the model's right to terminate the booking and leave with full pay if such behavior occurs. Harassment and discrimination are documented and reviewed by the Board of Directors and may result in relationship termination.

6) **LATE MODEL:** If a model has not arrived after 5 minutes of the scheduled start time, please call the office and leave a message. Please leave the name of your expected model. The office, if available, will locate your model and give you an ETA. A model who is ten or fewer minutes late can make up the time from breaks or at the end of the session. If a model arrives more than ten minutes late a proportionate amount may be deducted from their pay. If a model has not arrived after twenty minutes, this qualifies as a no-show [see Item 7) below], a substitute model may be requested right then if the Booking Coordinator is available.

7) **NO-SHOWS:** If a no-show is reported promptly by calling the office the Booking Coordinator, if available, may be able to send an immediate replacement. If a replacement model is sent, clients will only be responsible for a prorated cost covering the replacement model's posing time. If you booked a Guild model independently [see Item 3) above], the Guild is not responsible for replacing that model in case of a no-show.

8) **PAYMENT POLICY:** If models are not paid directly after a session, then mailed payments must be received within 45 days or a \$15 late fee for each month or portion of a month payment is late may be assessed payable to the model. The Guild reserves the right to deduct outstanding fees from Client credits.

8) **STRIKE POLICY:** Guild models reporting to Guild bookings will not cross picket lines. Clients are responsible for notifying the Guild in a timely manner of any scheduled bookings that may be adversely affected by a strike. Failure to do so will result in the Client still owing the full model fees to the model for arriving at such scheduled bookings.

9) **REST PERIODS & POSING:** Guild models pose in 20 minute sets and break for 5 minutes in between each set. Only with the model's agreement and understanding will poses longer than 20 min. or repeated for subsequent 20 min. sets be required of the model. Poses longer than 20 min. must also have proportionately longer breaks. Models are not expected to take poses that are painful, unusually difficult, harmful, indiscriminate or exploitative. Poses that are physically challenging should be discussed with the Booking Coordinator when booking so that an appropriate model is booked.

10) **PRIVACY:** Models are never to be touched without their permission. Only the normally expected instructor, students &/or artists may be allowed in the room while the model is posing. The client is responsible for providing privacy, including closing the doors, covering the windows, turning off surveillance cameras, etc. Cell phones & cameras must be put away and must not be used while model is posing. If privacy is inadequate, the models will pose clothed or not at all.

11) **PADDING:** The client must provide appropriate padding (pillows, high-density foam or carpeting with sufficient padding) covering the model's stand or posing area, or should otherwise be available for the model to use as needed. Padding is essential for many types of poses.

12) HEATING: The client must provide enough heat to satisfy the model, or the model will pose clothed. Room thermostats should be turned up one hour before the session begins. The model may decide where portable heaters are placed. Depending on your studio/classroom one portable heater may not be sufficient.

13) CLEANLINESS & SAFETY: Models will not pose anywhere they consider unsafe or unclean. Modeling stand and changing areas must be kept clean (free of dust, wet paint, tacks, staples, etc.). This includes drapes, pillows and padding provided by the client. A clean area off the model stand must be provided for the model's clothing, costumes and props. Any model stand on wheels must have a functioning braking device. The model's stand is for the exclusive use of the model, even during breaks.

14) HEALTH HAZARDS: The client must provide adequate ventilation and guard against charcoal/pastel dust and fumes from turpentine, turpenoid, fixatives or aerosols in the work area. The model may also ask that smoking be prohibited if there is inadequate ventilation. If fumes are present and ventilation is inadequate, the model may leave the booking with full pay if the problem cannot be resolved at the time of the booking.

16) PHOTOGRAPHY & VIDEO: Not all models are available for photography & video. Guild rates for photos & video are the same (see Current Rate Sheet), whether the model is nude or clothed or whether the images are released or unreleased. Photographs & videos must not be taken without prior arrangement with the Guild and permission of the model. Models rely on clients & instructors to help prevent unauthorized photography & video. The photographer of unauthorized photos & video may be liable for further action.

17) BODY CASTING: Not all models are available for body casting. There is a three-hour minimum for body casting bookings. (See Current Rate Sheet) References & prior casting experience as well as the presence of two assistants are required.

18) RELATIONSHIP TERMINATION: A Client may terminate their relationship with the Guild by notifying the Guild in writing by letter or e-mail. The Guild reserves the right to refuse service to anyone or to terminate a relationship with a client at any time without showing cause.

19) MODEL/CLIENT/GUILD ADMIN RELATIONS: Constructive feedback regarding a model's professionalism is encouraged and treated confidentially if requested. Constructive feedback given directly to a model during a session can prove very helpful. Problems with models or other Guild personnel can be discussed with the Booking Coordinator or either of the current Mediation Coordinators, Mediator contact information is available on the confirmation email for each booking.

THANK YOU FOR YOUR PATRONAGE & YOUR SUPPORT!