



Dear Potential Group Leader,

Thank you for your interest in working with SPORTSERVICE. By requesting this information you have taken the first step in becoming part of the fundraising community here at Soldier Field.

As we develop our operation at Soldier Field we look forward to establishing successful “Group” relationships. In other arenas and stadiums we have come to rely on our Non-Profit Organizations as an integral part of our team.

The decision to work at Soldier Field is not an easy one to make. To earn the kind of money that most groups expect takes a lot of hard work. It is by no means easy. For any organization to be successful it takes a “Group” effort. By this I mean it takes a firm commitment from your members to make this work. It takes planning and it takes time.

This booklet contains all the information needed to begin the Group process. Please note that some of the pages within this package must be returned to Chicago Sportservice: several pages of the group contract, the W-9 Tax form, and the Letter of Intent to Provide Services.

Please read this package carefully. Once you have done this – talk to your group members, then as a group, decide if this is what you want to do. **DON'T MAKE THIS DECISION ALONE!! IT NEVER WORKS WHEN IT IS NOT A COMMUNITY DECISION!!**

We hope you choose to join our Soldier Field family!!

There is lots of money to be made at Soldier Field!! When the Bears win we all win. The bottom line is to provide great customer service and to make money while doing it. When we make money your group makes money. This is a good thing for all of us!!

I look forward to working with you!

Sincerely,

Robin L. Frye
Concession Manager



1410 South Museum Campus Drive • Chicago, IL 60605

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PURPOSE OF BOOKLET:

To acquaint non-profit organizations with the opportunities that are available while working for Sportservice. It should also serve as an introduction for all groups on company policies. This material should help your group decide if you wish to operate a concession stand at Soldier Field for fundraising purposes.

SPORTSERVICE GOALS:

To offer the best possible service and the highest quality products to every guest that it is our privilege to serve.

BACKGROUND:

Sportservice opens a limited number of concession stands each year on a contract basis to non-profit groups. The non-profit groups operate the stands as a means of raising funds for their organizations. Reliable personnel to staff such locations are provided by members of the group. These group volunteers donate their services and receive no personal compensation.

MANAGEMENT PHILOSOPHY ON THE USE OF NON-PROFIT GROUPS:

The contracting out of concession stands to non-profit groups for fundraising purposes is a community service that benefits not only the non-profit organization but Sportservice as well. We take great pride in our affiliations with the non-profit groups and consider them a major part of our Sportservice family. There are certain criteria that we ask be adhered to before we begin to process your organization. In order for us to comply with Internal Revenue regulations as well as our own internal policies the group must agree to the following:

1. The group certifies that it is a non-profit, tax-exempt organization as defined in section 501 of the Internal Revenue code. Non-profit groups must operate for civic, charitable, religious and/or educational purposes.
2. The group certifies that any payments received by the group will be used to support the group's activities. It further certifies that no payments will be made to any individual in return for the service performed at **Soldier Field** for Sportservice.
3. A **Written Proposal of Intent to Provide Services** must be submitted to Sportservice along with a signed **contract**. This proposal for non-profit group services should document the group's purpose and activities.
4. Sportservice has the final authority of accepting a non-profit group that wishes to donate its services at **Soldier Field**.

REQUIREMENTS OF THE GROUP:

The group must supply the required number of personnel to run the assigned concession stand properly. These volunteers must understand that they will be required to work hard and present a positive image befitting a representative of **Soldier Field, the Chicago Bears, and Sportservice**. The volunteers must be willing to wear the designated Sportservice uniform and attend orientation and training, including food handlers and Alcohol Server Training required by Sportservice, and abide by all Sportservice rules and policies. Sportservice will supply other items including uniform shirts. **The non-profit group agrees to sign up for 2 Bears playoff games, 10 Bears games and 4 non-Bears events in the 2006-2007 Calendar year.**

The non-profit organization will completely operate the concession location assigned for the selected period. If the organization does not have enough members to adequately staff the stand, Sportservice will assign employees to the stand and charge the group accordingly.

NOTE: THERE ARE SEVERE PENALTIES FOR NOT MEETING YOUR STAFFING REQUIREMENTS AS WELL AS CANCELING AN EVENT.

If two or more groups agree to operate under the same contract - Sportservice must approve all subgroups. They too, must submit contact names, phone numbers and schedules.

All volunteers handling alcoholic beverages must be 21 years of age or older. The remaining workers must be at least 18 years of age. Proof of age is REQUIRED!!! (Acceptable forms of identification for proof of age are: A Driver's license, a passport, a military identification card, or a state issued identification card.)

TRAINING:

GROUP MEMBERS will be **required** to attend training sessions conducted by Sportservice, **before** the commencement of the contract. **THE PERSON SIGNING THE CONTRACT IS REQUIRED TO ATTEND THIS GROUP TRAINING.** BEFORE your group decides to sign up be sure your members are willing to accept this responsibility. This training time is required to fully learn stand operations, inventory, production schedules, equipment operation, food preparation, the Alcohol Server Policy, cash handling and customer service.

SCHEDULING:

Groups should consider factors such as school dates, tournaments, etc. **before** committing to the specific dates it wishes to work. Once scheduled, the group will be responsible for supplying the number of persons agreed upon, including designated stand leaders. When considering the size of a stand you wish to operate, select a number of volunteers that will allow you to have extra workers on stand-by. Emergencies do arise and occasionally a volunteer is unable to participate. Extra members may also be "sold" to groups with short falls, resulting in extra commission. Stands available for group contracts require between 9 to 36 workers to operate properly. All of our concession locations sell alcohol. **Sportservice makes the final decision on stand assignments to groups.**

REPORT TIMES:

Non-Profit Group Regular Report Times

*Report times are subject to change at management discretion.
Certain locations may have earlier report times to accommodate an earlier gate.
You will be notified of these locations.*

Group Leaders: 4 hours before scheduled event time
Group Workers: 3 ½ hours before scheduled event time

All points of sale must be ready to open when gates open to the public.

Please allow for traffic, parking, picking up your folder, money and uniforms.

The total number of hours worked will depend on the amount of business and the length of the game. On the average, games are 3 to 4 hours in length. Workers will not be released until the stand is clean and has been inspected by a Level Supervisor or another member of Sportservice management. Groups who do not properly clean the stand may be assessed a \$100.00 cleaning charge. This cleaning charge will be deducted from the donation.

WHO DOES THE GROUP WORK FOR?:

The group will work for the Concessions Department of Sportservice. The management positions that directly affect you are the following:

Group Coordinator:	Your everyday contact. Handles all matters concerning the Non-Profit Groups.
Level Supervisor:	The front line manager who works the actual event and is responsible for 4 to 8 concession stands. Level Supervisor gives directions to Stand Manager.
Concession Manager:	Direct Supervisor of Group Coordinator and the Level Supervisors. Responsible for all Concession staffing and the general operation of the Concession Department.

HOW MUCH CAN MY GROUP EARN?:

All non-profit groups are guaranteed a minimum commission as long as the gates actually open for a scheduled event. This minimum varies and is based on the number of people contractually required to work your concession location. Payment of minimums is rare because most stands operate well above the minimum amounts. The true factors that determine the amount of commission per event include:

- Actual fan attendance
- Day of the week of the event
- The visiting team
- Stand location
- Giveaway dates
- How well your stand serves its customers

A group will earn a commission for the event worked. This commission is based on **GROSS SALES MINUS APPLICABLE SALES TAX AND ANY SHORTAGES INCURRED BY THE GROUP, EQUALING OVER ½ OF 1% OF GROSS SALES. Overages will not be paid.** The commissionable percentage varies depending on the terms selected in your contract.

UNIFORMS / DRESS CODE:

The Sportservice uniform consists of a Sportservice shirt, black slacks, a Sportservice hat and a group identification badge for all workers. The Group will be responsible for these uniform items for the duration of the event and **MUST** be returned at the end of each event. Each group will supply their own black pants and black work shoes. **No jeans are allowed!!**

All volunteers must wear the Sportservice uniform and should wear comfortable black shoes. **Only closed-toed shoes that fully cover the foot are allowed.** Jewelry must be kept to a minimum and makeup should be in good taste.

Please limit what you bring into the Stadium. Backpacks, over-sized bags, briefcases, etc. should not be brought into the building. Sportservice, the Chicago Bears and Soldier Field reserve the right to inspect the contents of anything entering the building.

(Items of value should not be brought into the Soldier Field Stadium. Sportservice is NOT responsible for items lost or stolen.)

WHEN WILL MY GROUP RECEIVE PAYMENT?:

All amounts due to a group will be determined by Sportservice on a daily basis and will be paid to the group approximately a week after the end of each weekly Sportservice accounting period. A detailed recap of the events worked by the group will be supplied to be compared to your check, which you will receive separately. Commission checks will be made out to the name of the group and mailed to the address on the group contract. If the group contact person or address changes, please notify Sportservice in writing.

HOW DO WE SIGN UP?:

After reading this booklet, a non-profit organization that is willing to work hard in return for good profits should contact Sportsservice at 312-235-7023. Ask for the **Group Coordinator**.

You will be given information on the concession locations that are available and we will work together to match your organization to a concession location. **Please note - concession locations are assigned on a first come first serve basis. A completed, signed contract reserves a concession location. NOT A PHONE CALL!!**

We will agree on:

- A concession location
- A number of workers needed for that location
- Event dates
- The applicable commission percentage

Once we reach a verbal agreement, your group representative will complete the contract with the agreed upon information, sign it and return it to the Sportsservice office along with the W-9 form and the Letter of Intent either by fax at 312-235-7032 or by mail at:

Sportsservice
Soldier Field
1410 South Museum Campus Drive
Chicago, IL 60605
ATTN.: Group Coordinator

If your contract is accepted you will receive a copy of that contract with our acceptance signature.

If you have any further questions, please feel free to contact our Non-Profit Group Coordinator or Concessions Manager at 312-235-7023.



IMPORTANT INSTRUCTIONS

Before you proceed with the completion of any documents, you must contact the Group Coordinator at 312-235-7023.

1. Please complete the following:

- a. Non-Profit Organization Agreement (page 7)
- b. Acceptance of Terms (page 15)
- c. Letter of Intent (page 16)
- d. W-9 Tax Form (page 17)

2. Forward ALL FO THE ABOVE FORMS to Sportservice either by:

FAX:
(312) 235-7032

or **MAIL:**
Chicago Sportservice
Soldier Field
1410 South Museum Campus Drive
Chicago, IL 60605
ATTN: Group Coordinator

If your contract is accepted you will receive a copy of that contract with our acceptance signature. If you have any further questions, please feel free to contact our Group Coordinator or Concessions Manager at (312) 235-7023.

2006/2007

NON-PROFIT ORGANIZATION AGREEMENT

UNIT NAME: CHICAGO SPORTSERVICE, LLC

UNIT MANAGER: PAUL POTTER

LOCATION: SOLDIER FIELD

Sportservice Office, 1410 South Museum Campus Drive, Chicago, IL 60605

Hereinafter referred to as "Sportservice"

Group Name: _____

Group Contact Person: _____

Contact Person's Phone Numbers: Home: _____ Work: _____

Cell: _____ Fax: _____

Email: _____

Alternate Group Contact Person: _____

Contact Person's Phone Numbers: Home: _____ Work: _____

Cell: _____ Fax: _____

Email: _____

Second Alternate Group Contact Person: _____

Contact Person's Phone Numbers: Home: _____ Work: _____

Cell: _____ Fax: _____

Email: _____

Group's Federal I.D. Number: _____ (9-digit number, NO letters)

Group is contracted for operation of a concession stand(s) for events within Soldier Field (the "Facility") beginning on _____, 2006 and ending on _____, 2007.

Report Times:

Group Leaders: 4 hours before scheduled event time

Group Workers: 3 ½ hours before scheduled event time

All points of sale must be ready to open when gates open to the public.

Access to the premises is permitted only to Group members specifically working in the Group's assigned locations. Group members may only gain access by using the designated employee entrance. Once the gates open to the public, group members will no longer be able to enter the building. Unauthorized free admission for ticketed events will be deemed "theft of services" and your organization may be penalized.

OUR ORGANIZATION IS REQUESTING TO BE CONSIDERED FOR THE FOLLOWING STAND SIZE:

8-14 Trained Group Members _____

15-21 Trained Group Members _____

THE GROUP REPRESENTS THAT IT IS A TAX EXEMPT, CHARITABLE OR NOT-FOR-PROFIT ENTITY AS DEFINED UNDER SECTION 501 OF THE INTERNAL REVENUE CODE AND THAT THE MEMBERS WHO WILL BE PERFORMING SERVICES FOR THE GROUP HEREUNDER ARE VOLUNTEERING THEIR TIME WITHOUT COMPENSATION OR INDIVIDUAL BENEFIT.

1. The Group commits to work home football games and/or non-football events at the Facility. The number of group members needed for each stand varies. The Group should be prepared with extra members to work in case of last minute cancellations.
2. The Group must fax or email the names of the members assigned to work each event at least 48 hours before said event.
3. For services rendered by the Group and its members, Sportservice will make a donation to the Group computed on the minimum basis of 10% of net food sales and 8% of net alcoholic beverage sales. "Net Sales" are sales generated by the Group at each stand operated by the Group at the facility, less any applicable sales taxes. Shortages are the sole responsibility of the Group. All cash and/or inventory shortages will be deducted from the donation payable to the Group. If the Group provides less than the minimum number of workers required for the stand, the Group is subjected to a \$25.00 charge for the first offense, and a \$50.00 charge for the second offense. (Note: This is a per person charge. For example, if the Group is required to bring 16 trained Group members and only 14 trained Group members show up, a first offense charge would be \$50.00.) In the event that the Group does not have the minimum staffing needed, Sportservice may supplement stands with other staff, and the group will be charged \$60.00 per Sportservice employee that was added to the stand; in addition to the \$25.00 per person charge. Subsequent offenses could lead to suspension or termination of the Group.
4. If a group cannot staff an event that they have contractually committed to staff, the group will incur the cost for Sportservice to staff the stand. That charge will be deducted from the commission check.
5. In addition to the commissions based on net sales of food and alcoholic beverages, Sportservice shall pay the Group the following seasonal bonus **per each event worked under this Agreement** at the end of the event season provided that the Group has satisfied all of the following conditions:
 - a. All contracted events are worked, throughout the 2006/2007 season of the Facility, unless otherwise approved, in writing, by Sportservice.
 - b. The contracted number of Group members worked all contracted events, reported on time in proper uniform with the required identification cards.
 - c. The Group members have followed all rules and regulations imposed under Illinois law and Sportservice.

- d. All Group members serving alcohol attended Alcohol Awareness Training with Sportservice and abided by the 2006/2007 Alcohol policies.

Seasonal Bonus rates are as follows:

- a. Groups of 8 to 14 Group members: \$25 per event worked.
 - b. Groups of 15 to 21 Group members: \$50 per event worked.
6. Referral Bonus- Groups that refer other Non-Profit Organizations will be paid \$300.00 for each group referred. Payment of a Referral Bonus will be made at the end of the 2006/2007 season and is expressly conditioned upon both groups (the referring group and the group that is referred) satisfying the following preconditions:
 - a. All contracted events are worked, throughout the 2006/2007 season of the Facility, unless otherwise approved, in writing, by Sportservice.
 - b. The contracted number of Group members worked all contracted events, reported on time in proper uniform with the required identification cards.
 - c. The Group members have followed all rules and regulations imposed under Illinois law and Sportservice.
 - d. All Group members serving alcohol attended Alcohol Awareness Training with Sportservice and abided by the 2006/2007 Alcohol policies.
 7. All food and beverage products to be sold by the Group and all paper products used in their sale shall be provided by Sportservice at no cost to the Group. However, the Group may sell only products supplied by Sportservice. The Group is specifically prohibited from bringing into its stand any food and beverage products or any paper or plastic products or cups of any kind or nature. Only Sportservice has the authority to change any item, portions, control technique or price charged for an item. All cash and/or inventory shortages will be deducted from the donation payable to the Group. The Group is responsible for shortages in excess of the donation. An inventory will be conducted at the beginning and the conclusion of each event by a representative of the Group and verified by Sportservice. Nothing contained in this Agreement confers any exclusive rights to the Group for either products or location(s).

8. The Group may permit each of its Group members to consume an event day meal and soft drink during an event. Sportservice will determine what meals are available for consumption by Group members. This meal must be signed for on the Employee Meal Sheet. Soft drinks may be consumed from courtesy cups, provided at each stand. **No credit will be given to groups for consumption of non-approved products and unapproved credits will be deducted from commissions.** All meals must be consumed at the stand/portable: NO GROUP MEMBER MAY TAKE FOOD HOME AFTER AN EVENT.
9. The Group may not display any advertisement or paraphernalia that advertises its organization, other than the approved sign provided by Sportservice.
10. Group members are strictly prohibited from soliciting tips. If a customer voluntarily offers a tip, Group members may accept it. However, Group members shall not display any tip cups. Sportservice reserves the right to confiscate tip cups displayed by the Group.
11. Sportservice will supply an operating change bank to the Group for each event. The operating change bank and the money in the change bank must be returned to Sportservice at the end of each event. Group's designee must sign out all cash banks from the Sportservice Cash Room on the "Bank Sign Out/In Sheet". Group Designee must verify change bank prior to leaving the cash room.
12. Sportservice reserves the right to conduct random "spot audits" of Group's inventory, cash, cash receipts, and cash register readings at any time.
13. Credit will be allowed only on spoiled merchandise approved by Sportservice management. Spoilage over 0.5% of sales per event shall be considered excessive spoilage and shall be charged accordingly. After each event, the Group is to count spoilage and bring ALL spoilage to the Commissary to verify spoilage count. The cost of the excessive spoilage will be deducted from the donation payable to the Group.
14. Sportservice will pay all Group checks, on a regular basis (usually no later than 30 days after the completion of each event), either directly to a designated Group member and signed for by such designated Group member or mailed to a specific address specified by Group. All checks will be made payable to the Group name, not to an individual. The Group will also receive a summary of its sales statements along with its checks. The Group has 10 days after the receipt of its donation check(s) and sales statements to bring any discrepancies in the donation to the attention of Sportservice.

General Work Rules:

15. The Group will ensure that:

- a. All Group members working in the concession stands must be at least 18 years old. Under no circumstances will anyone below the age of 18 be permitted to work in a concession stand in any capacity. **Any Group member who is handling, dispensing and/or selling alcoholic beverages, including those handling cash from receipt of such sales, must be at least 21 years old.**

Any deviation from the foregoing will result in immediate termination of the entire Group, forfeiture of all donations otherwise payable hereunder and possible criminal penalties that might be assessed by the State of Illinois, county and/or city enforcement, State of Illinois Liquor Control Commission, Mayor's License Commission and Local Liquor Control Commission or police departments.

- b. All Group members must bring proof of age to each event. Only valid state driver's licenses or identification cards issued by the Illinois Driver Services Department or another state's equivalent thereof to non-drivers shall be accepted as proof of age. If a Group member fails to bring such identification he or she will not be permitted to work and that Group will not receive credit for him or her in computing payments hereunder.
- c. All Group members will abide by the Sportservice work rules and 2006/2007 Alcohol policies, a copy of which will be distributed at the Sportservice training session and will be made available to all Group members.
- d. **NO GROUP MEMBER IS PERMITTED TO CONSUME ANY ALCOHOLIC BEVERAGES BEFORE, DURING OR AFTER ANY EVENT WORKED AT SOLDIER FIELD.**
- e. 100% of all Group members of 21 years of age or older that will be using a cash register and or the handling of alcoholic beverages must complete the Sportservice training program which will include Alcoholic Beverage, food preparation and handling training. 50% of all Group members under the age of 21 and those members who will not be using a cash register and/or the handling of alcoholic beverages must complete the Sportservice training program which will include food preparation and handling training. Sportservice will issue an ID card to each Group member who has completed the training program to evidence his/her attendance. Each Group member must wear or carry the ID Card at each event for inspection by or presentment to Sportservice.

- f. SMG (Sports Management Group), the building managers require all occupants of the building to display a building issued ID at all times. I.D. is to be clipped on to the right collar of uniform shirt or uniform jacket. Group leaders will be issued badges to be distributed to their members. All badges must be returned to Sportservice at the conclusion of each event.
- g. All Group members will comply with all laws and regulations relating to the handling and service of food and alcoholic beverages, including but not limited to the following:

CHICAGO SPORTSERVICE ALCOHOL POLICY

- Alcohol will not be served prior to 10:00 am on Sunday
- Service of all alcoholic beverages will **STOP** at the end of the 3rd quarter or at the discretion of Soldier Field Management.
- A maximum of 2 (two) alcoholic beverages may be served to any customer of legal age at one time.
- All customers that are not 30 years of age or older will be required to produce proper identification.
- Any patron that exhibits clear signs of intoxication will not be served alcohol.

At the time of sale of alcohol, all Group members shall:

- (i) Ask the customer for either a valid United States Driver's License with photo, (expired driver's license, college ID's, and other forms of ID may not be accepted);
 - (ii) Proper Identification: Valid US Driver's License with photo, Valid US State ID with photo, Valid Military ID with photo, or Passport with photo.
- (ii) Inspect the driver's license or identification card presented by the customer;
- (iii) Compare the description on the driver's license or identification card with the appearance of the customer for physical features such as height, weight, hair and eye color.

- h. In the event of any violation of any of the foregoing subsections, the Group will be terminated immediately and will forfeit all donations otherwise payable hereunder. The Group shall reimburse Sportservice for any fines, penalties or costs assessed to Sportservice for any such violation.**

16. All Group members shall follow specific operational directives given by the Sportservice unit manager and all Sportservice designated supervisors.

17. The Group shall take reasonable care in the use of the premises, equipment, products, and any other items furnished by Sportservice. Failure to do so will result in a charge to the Group. Group members may not:

- Disassemble or attempt to repair any equipment
- Change CO₂ tanks
- Move full beer kegs

Sportservice will provide personnel for the above activities. The Group agrees to carefully monitor its operations and activities and use its best efforts to prevent negligence, by action or omission, by any of its members in the conduct of the Group's operations hereunder.

18. Sportservice will provide Group with a standardized uniform shirt for all events and the individual Group members must wear their own black pants. Uniform shirt worn tucked into pants. It is the Group leader's responsibility to ensure that all members wear such a uniform. Black pants are to be worn by all Group members. **Any Group member reporting to work not in black pants will rent a pair of black pants for \$15.00. This is a non-refundable charge and will be deducted from the Group's commission.** All uniforms must be returned to Sportservice laundry room at the conclusion of each event. Failure to return any issued uniforms will also result in a \$25.00 (per occurrence) charge, which will be deducted from the donation payable to the Group. All Group members are asked to wear a white shirt under the uniform (if they desire to wear a shirt under the uniform). No t-shirts or sweatshirts (with or without logos or hoods), athletic wear, shorts, tank tops, black or blue jeans, Capri pants, or cargo pants will be allowed. Open-toed shoes are strictly prohibited.

19. Any Group member reporting for duty out of proper uniform will not be allowed to perform concession activities and will not be considered in the count of the minimum number of workers supplied by the Group.

20. Groups will be permitted to provide their own hats subject to the following conditions:

- a. Hats meet the approval of Sportservice management.
- b. All group members must wear the identical hats. Any member not wearing the "Group" hat **MUST** wear the Sportservice hat at a charge of \$5.00 per hat. For Groups not providing hats Sportservice will provide enough hats to each Group to staff their stands. For example, if the stand needs 12 people to operate, the group will receive 12 hats.

21. The Group is required to clean its stand/area at the conclusion of each event. If the Group does not properly clean its area, a \$100.00 cleaning charge will be charged to the Group and such charge will be deducted from the donation otherwise payable to the Group.

22. The Group acknowledges that the Group and all Group members are considered agents of Sportservice by virtue of this agreement and shall not be considered employees of Sportservice. However, Group members will not receive compensation from Sportservice for their donation of services to the Group. In addition, Sportservice shall not be required to pay any wages, or extend any benefits to the Group members. Sportservice shall be responsible for directing the conduct of Group members as their conduct relates to the Liquor Control Act of 1934 of the State of Illinois and the rules and regulations of the Liquor Control Act of 1934.
23. Sportservice reserves the right to terminate or suspend any Group member who (in sole judgment of Sportservice) does not represent the best interests of Sportservice and its clients with respect to the successful, responsible and satisfactory operation of concession activities at Soldier Field.
24. Sportservice is an equal opportunity company and does not discriminate and will not permit discrimination against any groups or individuals on the basis of race, color, relation, creed, age, sex, disability, national origin or ancestry or any other classification protected by law. Sportservice reserves the right to terminate this agreement in the event that the Group in any way violates this equal opportunity policy, as applied to operation of the facilities and/or service of customers.
25. The Group hereby agrees to indemnify and hold Sportservice harmless from and against:
 - a. Any claim made by any Group member arising from or relating in any way to the provision by this member of any services contemplated by this Agreement;
 - b. Any claim or demand made by any governmental agency with respect to amounts which it is alleged should have been: (i) paid to any Group member in respect of services provided pursuant to this Agreement; (ii) withheld and remitted from any amount paid by Sportservice hereunder; or (iii) remitted with respect to any plan or fund relating to the compensation of injured workers.
 - c. Any claim or demand made by any third party arising from or relating in any way to the services provided by the Group members pursuant to this Agreement.
26. The Group shall be responsible for providing appropriate insurance coverage for itself and its members. Any liability insurance policy obtained by the Group shall name Sportservice as an additional insured party. Sportservice will not be responsible for any injuries that occur on the premises.
27. This agreement is terminable at any time by either party in its sole discretion, by delivering written notice of its election to terminate.

27. All Group members will adhere to and follow the DNC SPORTSERVICE WORK RULES AND REGULATIONS & the ORIENTATION MANUAL handbooks.

Acceptance of Terms:

I hereby acknowledge that I have read the foregoing agreement, that I understand the complete terms of this agreement and that my signature constitutes the Group's agreement to be bound by the terms of this agreement, and that I have authority to so sign on behalf of the Group and to so bind the Group to the agreement.

Group Name: _____
Accepted and agreed to by: _____
Title/Date: _____

Designate Group address where donation checks are to be sent:
(Checks will be made out to the Group name listed below and not to an individual's name.)

CHECK PAYABLE TO: _____
Mail to: _____
Name: _____
Address: _____
City: _____
State, Zip: _____

CHICAGO SPORTSERVICE, LLC

Accepted and agreed to by: _____
Title/Date: _____

LETTER OF INTENT TO PROVIDE SERVICES

**(Please provide us with some background information on your organization
and some insight on why you are looking to raise money.)**

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

OR

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.