



ATM Event Agreement

This agreement for Event ATM Services is made by and between **My ATM Guys, inc.** of Gardiner, NY 12525 and _____ of _____, _____.

(Name of Event Admin / Manager) (City) (State & Zip)

EVENT ADMINISTRATOR / MANAGER

Company Name: _____

Address: _____

Contact Person: _____

Address: _____

Title: _____

City: _____

Phone: _____

State: _____

Email: _____

Zip: _____

This agreement is and in effect from the date signed and then ends at the end of the event listed below.

EVENT INFORMATION

Type of Event: _____

Days of Event: (b) _____

Event Starts: _____

How Many ATMs: (a) _____

Event Ends: _____

Approximate Attendance: _____

● **OPTION 1 – FULL SERVICE**

DESCRIPTION OF SERVICES:

My ATM Guys shall at their cost provide the following:

- a. Temporary Event ATM setup
- b. Programming of ATM
- c. Cash Loading Services (may be outsourced)
- d. "ATM Here" Flags
- e. "ATM" Signs

EVENT ADMINISTRATOR / MANAGER shall provide the following:

- a. Provide power for ATM
- b. Allow My ATM Guys access to ATM for Cash Loading
- c. Report any tampering to My ATM Guys
- d. Keep ATM clean and sanitized within reason
- e. Report any issues to My ATM Guys

PROCESSING & FEES:

The MERCHANT and My ATM Guys agree to the following fees for temporary event services:

\$150 / ATM(a) / DAY(b)

Example A: 3 ATMs for a 5-day event

$$3 \text{ ATMs} \times \$150 = \$450.00$$

$$\$450.00 \times 5 \text{ days} = \$2,250.00$$

Example B: 1 ATM for a 2-day weekend event

$$1 \text{ ATM} \times \$150 = \$150.00$$

$$\$150 \times 2 \text{ days} = \$300$$

$$(a) \frac{\text{Number of ATMs}}{\text{Number of ATMs}} \times \$150.00 = \$ \frac{\text{Number of ATMs}}{\text{Number of ATMs}} \times (b) \frac{\text{Number of Days}}{\text{Number of Days}} = \$ \frac{\text{Fee total}}{\text{Fee total}} (c)$$

MERCHANT agrees to the fee total of \$ _____ (c) for the ATM services to be provided to their event.

● **OPTION 2 – ATMs only – Event provides Cash**

DESCRIPTION OF SERVICES:

My ATM Guys shall at their cost provide the following:

- a. Temporary Event ATM setup
- b. Programing of ATM
- c. Training on loading the ATM
- d. “ATM Here” Flags
- e. “ATM” Signs

EVENT ADMINISTRATOR / MANAGER shall provide the following:

- a. Provide power for ATM
- b. Cash Loading
- c. Fill and Sign ATM application
*Required for all cash loaders
- d. Report any tampering to My ATM Guys
- e. Keep ATM clean and sanitized within reason
- f. Report any issues to My ATM Guys

PROCESSING & FEES:

The ATM ADMIN and My ATM Guys agree to the following fees for temporary event services:

\$100 / ATM(a) / DAY(b)

Example A: 3 ATMs for a 5-day event

$$3 \text{ ATMs} \times \$100 = \$300.00$$

$$\$300.00 \times 5 \text{ days} = \$1,500.00$$

Example B: 1 ATM for a 2-day weekend event

$$1 \text{ ATM} \times \$100 = \$100.00$$

$$\$200.00 \times 2 \text{ days} = \$200.00$$

$$(a) \frac{\text{Number of ATMs}}{\text{Number of ATMs}} \times \$100.00 = \$ \frac{\text{Number of ATMs}}{\text{Number of ATMs}} \times (b) \frac{\text{Number of Days}}{\text{Number of Days}} = \$ \frac{\text{Fee total}}{\text{Fee total}} (c)$$

EVENT ADMIN agrees to the fee total of \$_____ (c) for the ATM to be provided to their event.

Surcharge Income: With option 2, the EVENT ADMIN is able to receive income from the surcharge collected by the ATM. We will split the surcharge total 50/50. For an example, if the surcharge is \$5.00 and it does a total of 300 transactions, the EVENT ADMIN would earn \$750.00.

Surcharge income is considered commissions, these can be paid out via check at the end of the event along with a report of transactions.

EVENT ADMINISTRATOR / MANAGER elects to opt in for:

Option A

Event Fee \$ _____

Option B

Event Fee \$ _____

EVENT ADMINMINISTATOR / MANAGER

SIGNATURE: _____

PRINT: _____

DATE: _____

MY ATM GUYS, INC

SIGNATURE: _____

PRINT: _____

DATE: _____