

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1768601

**Vendor Name:** Steve Solomon LLC

**Check Details:**

**Check Number:** 0342395

**Check Amount:** \$ 5,250.00

**Check Date:** 9/9/2025

**Invoice Details:**

**Invoice Number:** TR26-SOLOMONBAL

**Invoice Date:** 9/8/2025

**PO Number:** NULL

**Voucher Number:** V0899568

**Document Type:** AP Invoice

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**Document Below**

## Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

| Invoice Number | GL Account number(s)<br>e.g. 01-80-00757-5401001 | GL Account Name<br>e.g. Office Supplies | Amount |
|----------------|--|---|--------|
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
| Total          |  |   | \$     |

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

# Check Request Form *(cont.)*

## **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



WELCOME TO OUR VIRTUAL CONTRACT PLATFORM

**TO REVIEW & SIGN THIS AGREEMENT ONLINE,  
PLEASE PROCEED TO THE FOLLOWING PAGES**

*(Once fully-executed, you will receive a PDF copy via email for your records)*

**IF YOU WISH TO DOWNLOAD THIS AGREEMENT AS A  
'PRINTABLE PDF'**

- 1.) SIMPLY SELECT 'DOWNLOAD' IN THE UPPER RIGHT**
- 2.) THE PDF WILL BE SAVED TO YOUR DOWNLOADS FOLDER. YOU ARE WELCOME TO RETURN IT VIA EMAIL TO YOUR AGENT OR VIA REGULAR MAIL**

IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT YOUR  
BICOASTAL AGENT AT ANY TIME



122 Victoria Bay Court – Palm Beach Gardens, FL 33418 - United States of America  
(212) 268-6969 / talent@bicoastalproductions.com / www.bicoastalproductions.com

## **Engagement Agreement**

Agreement made **Monday, March 10, 2025** by and between the following parties: **College of DuPage** (hereinafter referred to as "Purchaser") and **Steve Solomon LLC** (hereinafter referred to as the "Producer") furnishing the services of **'My Mother's Italian, My Father's Jewish...and I'm in Therapy'** (hereinafter referred to as the "Artist").

It is mutually agreed between the parties as follows:

The PURCHASER hereby engages the PRODUCER to furnish the services of ARTIST (as described herein) upon all the terms and conditions herein set forth, including, without limitation, Addendum "A" (Additional Terms and Conditions), the Artist Rider, and any other PRESENTER and/or PRODUCER addenda referenced herein (if any), all of which are attached hereto and fully incorporated herein by reference.

### **DESCRIPTION OF PRIMARY DETAILS AGREED TO BETWEEN THE PARTIES**

#### **KEY CONTACTS:**

SIGNATORY: Ellen Roberts, VP Admin. Affairs  
DAY OF: Diana Martinez- 630-942-3007 / martinezd59@cod.edu  
TECH: Joseph Hopper - 630-942-2913 / hopper@cod.edu  
MARKETING: Janey Sarther -630- 942-4525  
BOOKING AGENT: Amber Hansen - (801) 637-1603 / amber@bicoastalproductions.com  
ARTIST ADVANCE: Abby Koffler - (561) 312-9940 / abbykoffler@gmail.com

#### **ENGAGEMENT VENUE:**

McAninch Arts Center

425 Fawell Blvd, Glen Ellyn, IL, 60137, United States

#### **DATE & SHOW TIME:**

Sunday, September 28, 2025

|                  |                    |        |
|------------------|--------------------|--------|
| House Doors Open | <del>7:00 PM</del> | 2:30PM |
| Performance      | <del>7:30 PM</del> | 3:00PM |

#### **NUMBER & LENGTH OF PERFORMANCES:**

Duration: 1h 30m

INTERMISSION: Yes 15 Minutes

#### **RADIUS CLAUSE:**

Artist shall not perform any publicly advertised performance within 35 miles of venue 60 days prior to or 60 days after the performance date. Miles shall be construed as drivable miles as determined by Google Maps.

**CONTRACT FEE:**

Flat Guarantee of \$ 10,500.00

**PAYMENT SCHEDULE:**

ASAP upon fully executed agreement

|         |                                       |             |
|---------|---------------------------------------|-------------|
| Deposit | Payable on/before: <del>7/28/25</del> | \$ 5,250.00 |
| Balance | Payable on/before: on site            | \$ 5,250.00 |

**Deposits Payable to:** BiCoastal Productions LLC

**Balance Payable to:** Steve Solomon LLC

**NO PUBLIC ANNOUNCEMENT OF THIS ENGAGEMENT BY PURCHASER IS PERMITTED PRIOR TO AGENT'S RECEIPT OF A FULLY EXECUTED COPY OF THIS AGREEMENT.**

Deposits are non-refundable. Cancellation of event by Purchaser from date of offer-acceptance to eighty-nine (89) days of event, payment equal to 50% of the full Guarantee is due. Cancellation of event by Purchaser within sixty (60) days of event, payment equal to 75% of the full Guarantee is due. Cancellation of event within thirty (30) days of performance, payment in full is due. If the deposit is not received by the due date as contained herein then Artist at its sole discretion, reserves the right to require an adjustment in the compensation from the Purchaser to cover additional expenses incurred by the Artist arising from verifiable price increases in the cost of the Artist's air transportation from the time the deposit was due until the time the deposit was received. Low and/or insufficient ticket sales for this engagement shall not be considered grounds for cancellation, rescheduling or adjustment of this agreement.

**PAYMENT METHOD:**

**DEPOSITS:**

College of DuPage check, see MAC Rider #5

*If deposits are made via ACH or ~~Wire Transfer~~, payments shall be made to the following bank account (Written notice that the transfer has been scheduled must be provided to agent within 1 business day):*

**Account Name:** BiCoastal Productions, LLC

**Account Number:** 238909939

**Routing Number:** 021000021

**Bank Name:** JP Morgan Chase Bank

**Bank Address:** 1411 Broadway, New York, NY 10018

*If deposits are made via company check, payments should be mailed to the following address:*

BiCoastal Productions LLC

122 Victoria Bay Court

Palm Beach Gardens, FL 33418

United States of America

**BALANCE:**

~~Cashiers or certified check~~ hand-delivered to Steve Solomon prior to performance

College of DuPage check, see MAC Rider #5

**ADDITIONAL PROVISIONS**

**TRAVEL & ACCOMMODATIONS**

Air: Included in fee

Ground: Purchaser to provide ground transportation to/from airport, hotel & venue

Hotel: Purchaser to provide up to 2 rooms for up to 2 nights (9/27 & 9/28/25)

Hospitality & Meals: Purchaser to provide hospitality per rider

**PRODUCTION:**

Performance Configuration: Solo - One-Person Show

Backline: Purchaser to provide backline/production per rider

Sound & Lights: Purchaser to provide sound and lights per rider

Additional Terms: TBD

**MERCHANDISE POLICY:**

Artist sells 80/20 split, Venue sells 70/30 split

**ARTIST BILLING:**

STEVE SOLOMON'S

My Mother's Italian, My Father's Jewish & I'm In Therapy

**MEET & GREET:**

TBD

**ARTIST COMPS:** Purchaser to provide Artist with ten (10) complimentary tickets.

(any unused tickets will be released back to venue prior to performance)

**ANNOUNCEMENT & ON-SALE INFORMATION:**

ANNOUNCE DATE: After 7/19/25

ON-SALE DATE: After 7/19/25

TICKET LINK: TBD

**TICKET SCALING:**

**Addendum "A" (Additional Terms and Conditions), Artist Rider and any other Producer or Purchaser Addenda referenced herein (if any) are all attached hereto and fully incorporated herein by reference.**

This agreement, dated Monday, March 10, 2025, must be signed by Purchaser and returned to BiCoastal Productions LLC together with any advance deposit (if required), within a 30 (thirty) day period from the date of this agreement in order to be considered valid. Unless prior arrangements for an extension have been made and agreed to in writing, Producer/Artist will not be able to guarantee availability on the event date specified herein, should a signed agreement not be received within the specified period. Commencement of Engagement together with physical delivery of this contract is deemed to be a verification of an oral agreement and acceptance of all terms by the Purchaser. If an executed copy of this Agreement is not received by Artist within thirty (30) days of the issue date, then Artist shall assume that Purchaser is in agreement hereof and shall act in reliance thereon. The person signing this Agreement states that he/she is of at least eighteen (18) years of age, of legal and mental capacity to enter into this Agreement with Artist, and has the authority to bind the contracting entity "Purchaser" to this Agreement.

**THE PARTIES SIGNING BELOW ARE OF PROPER AUTHORITY TO EXECUTE THIS AGREEMENT**

**ACCEPTED & AGREED TO (Purchaser):**

**College of DuPage**

425 Fawell Blvd

Glen Ellyn, IL 60137

Signed by:

x

*Ellen Roberts*

Ellen Roberts

VP of Admin Affairs

**ACCEPTED & AGREED TO (Producer):**

**Steve Solomon LLC**

5630 Kiowa Cir

Boynton Beach, FL 33437

*Abby Koffler*

x

Abby C. Koffler

Artist Manager

6/12/2025

Date

May 29, 2025

Date

## **ADDENDUM A (Additional Terms and Conditions)**

### **1.) RIDER**

The terms and provisions of this Agreement, along with Artist's rider, shall be considered to be part of one and the same contract. Should any terms and/or provisions contained within the Engagement Agreement portion of this agreement conflict with terms and/or provisions contained in Artist's rider, the terms and/or provisions contained within the engagement portion of this Agreement shall prevail. This Agreement, and Artist's rider attached hereto, constitutes the entire understanding between the parties. If any provision of this Agreement is found to be invalid or unenforceable, the other provisions of this Agreement shall remain in full force and effect.

### **2.) SOUND/LIGHTING/STAGING**

In addition to house sound and lighting, Purchaser shall furnish to Artist any additional staging, sound and lighting equipment that the Artist may require, at Purchaser's sole cost.

### **3.) ADVERTISING**

Artist shall receive billing in such order, form, size and prominence as directed by Producer in all advertising and publicity issued by or under the control of the Purchaser, including, but not limited to displays, newspapers, radio and television ads, posters, house boards and social media. Purchaser may only use Artist's name and pre-approved materials, pictures, photographs, image or other identification of artist (collectively, "Artist's Likeness") in connection with Purchaser's advertising and publicizing of the Engagement. The placement, form, content, appearance and all other aspects of Purchaser's use of Artist's Likeness shall at all times be subject to the prior written approval of Producer or Producer's Agent. Purchaser may not advertise the performance prior to full contract execution and receipt of deposit payment(s) due without express approval of Producer or Producer's Agent. Advertising of performance without such approval may result in applicable penalties.

### **4.) TICKET COUNTS**

Purchaser agrees to provide Producer, Artist or BiCoastal Productions, LLC with updated ticket counts upon request. Should the Purchaser use a ticketing service with the capability of providing automated sales reports to the Agent's email address, the Purchaser must enroll counts@bicoastalproductions.com to receive these reports on a weekly basis.

### **5.) TICKET SCALING**

Purchaser will clearly input the specific capacity, gross potential, and ticket price breakdown of the facility where Artist is to perform under this agreement on the face of the contract that this agreement is attached hereto.

### **6.) OPENING ACTS**

Purchaser will not add any additional, co-headlining, or opening acts to this engagement without prior written consent and approval by Producer, Artist, or BiCoastal Productions, LLC.

### **7.) ADMISSION POLICY**

Purchaser agrees that if NO ADMISSION is charged to any part of the audience for the engagement hereunder, this condition must be so stated on the face of the attached contract. If, at the engagement, there is evidence that admission was or is being subsequently charged for Artist's performance, Purchaser agrees that Producer/Artist must receive one hundred percent (100%) of the admission receipts collected.

### **8.) GROSS POTENTIAL**

In the event Producer/Artist is to receive a percentage of the gross receipts for this engagement pursuant to the terms hereof, the term "gross receipts" or "gross box office receipts" or similar phrases, shall mean all box office receipts computed on the basis of the full retail ticket price for all tickets sold and in no event less than the full retail ticket price for all persons entering the performances with no deductions of any kind, less only federal, state or local admissions taxes



and allowable discounts as approved by Producer/Agent in writing. The Purchaser agrees to scale the ticket prices for this engagement to guarantee potential as stated on the face page of this contract.

#### 9.) OUTSIDE USE

Purchaser shall not make or permit others to make any radio or television broadcast, any motion picture, or any sound recordings of Artist's performance hereunder, except with prior written approval from Producer and/or Producer's Agent.

#### 10.) FORCE MAJEURE

If, as the result of a Force Majeure Event (as defined below), Producer or Artist is unable to, or is prevented from, performing the Engagement or any portion thereof or any material obligation under this Agreement, then Producer's and Artist's obligations hereunder will be fully excused, there shall be no claim for damages or expenses by Purchaser, and Purchaser shall bear its own costs and expenses in connection with this Agreement. Notwithstanding the foregoing (i) Purchaser shall be obligated and liable to Producer for such proportionate amount of the payment provided for herein as may be due hereunder for any performance(s) which Producer may have rendered up to the time of the inability to perform by reason of such Force Majeure Event; and (ii) in the event of such non-performance as a result of a Force Majeure Event, if Artist is ready, willing, and able to perform (but for the occurrence of such Force Majeure Event), then Purchaser shall nevertheless pay Producer an amount equal to the full Guarantee plus all other payments and compensation due hereunder. For clarification, in the event of cancellation due to any Force Majeure Event, and whether or not Artist is ready, willing and able to perform, Purchaser shall remain responsible for all transportation, accommodations, expense reimbursements and any other payments or compensation for Producer/Artist and entourage pursuant to the terms of this Agreement.

A "Force Majeure Event" shall mean any one or more of the following acts which makes any performance(s) by Producer or Artist contemplated by this Agreement impossible, infeasible or unsafe, acts of God; act(s) or regulation(s) of any public authority or bureau, civil tumult, epidemic, pandemic, act(s) of the public enemy, act(s) or threats of terrorism; threats; insurrections; riots or other forms of civil disorder in, or around, the Engagement venue or which Producer and/or Artist reasonably believe jeopardizes the safety of Artist, any of Artist's equipment, musicians or other performers, or any of Producer's key personnel; embargoes; labor disputes (including, without limitation, strikes, lockouts, job actions, or boycotts); fires, explosions, floods, shortages of energy or other essential services; failure of technical facilities, failure or delay of transportation; death, disability, illness, injury or other inability to perform of Artist, any of Artist's musicians, other performers, crew, representatives or advisors, any of Artist's family members, any of Producer's key personnel, or any other person personally known to Artist whose death, disability, illness or injury adversely impacts Artist's ability to perform in connection with the Engagement; or other similar or dissimilar causes beyond the control of Artist or Producer which make any performance(s) contemplated by this Agreement impossible, infeasible or unsafe. Notwithstanding anything to the contrary contained herein, if Artist has a good faith belief that a public health issue poses any risk to Artist and/or the public, Artist may cancel and/or reschedule the Performance at Artist's sole discretion and regardless of federal, state and local orders and/or regulations. Upon such cancellation, Artist and Purchaser will work in good faith to reschedule the Performance, and any deposit paid by the Purchaser will be refunded if the Performance is not able to be rescheduled within 18 months.

#### 11.) INCLEMENT WEATHER

~~Notwithstanding anything contained herein, inclement weather shall not be deemed a Force Majeure event and Purchaser shall remain liable for payment to Producer of the full Guarantee plus all other compensation due hereunder if the performance(s) is rendered impossible, infeasible or unsafe by such weather conditions. For clarification, Purchaser shall remain responsible for all other terms and conditions of this Agreement, including, without limitation, accommodations, transportation, and expense reimbursements for Artist and touring party. Should inclement weather render the performance unsafe, at the sole judgment of ARTIST, ARTIST reserves the right to refuse to perform and ARTIST shall be compensated in full as contained herein with no further obligations whatsoever.~~

~~If ARTIST cancels engagement for any reason that does not qualify as a Force Majeure event, the artist shall refund any and all deposits less purchased plane tickets. The ARTIST will make best efforts to reschedule the engagement at original agreed terms and fees. See MAC Rider #10.~~

#### 12.) SEVERABILITY

If any portion of this agreement is in conflict with any applicable Federal or State law in force or hereafter in-acted, such provision shall become inoperative, but all other provisions of this agreement shall remain in force and intact. If, before the date of any scheduled performance, it is found that Purchaser has not performed fully its obligations under any other agreement with any party for another engagement, or that the financial credit of Purchaser has changed, been misrepresented or been impaired. Producer may cancel the Agreement without payment or penalty of any sort. In the event that Purchaser fails or refuses fully to perform any of its obligations hereunder, including but not limited to timely making any of the payments required by this Agreement:

- 1.) Producer in its sole and exclusive discretion, may immediately terminate this Agreement.
- 2.) Producer will have the right to retain any amounts previously paid by PURCHASER.
- 3.) Purchaser will immediately reimburse Producer for any out-of-pocket costs incurred by Producer and/or Artist as a result of Purchaser's breach.

- 4.) Purchaser will remain liable to Producer for the guarantee and any additional compensation due Producer, as set forth in the Agreement.
- 5.) Producer and/or Artist will be entitled to assert all claims and to exercise all rights and remedies available, whether at law or in equity.

#### **13.) INTERPRETATION & DISPUTES**

The agreement shall be interpreted in accordance with the laws of the State of ~~Florida~~ Illinois (see MAC Rider #11). All disputes arising under this Agreement shall be heard in a court of competent jurisdiction located in the County of ~~Palm Beach DuPage~~ and the State of ~~Florida~~ Illinois only. The prevailing party in any such action shall be entitled to receive his, hers, or its reasonable attorney's fees and costs.

#### **14.) MODIFICATION OF AGREEMENT**

No purported modification or amendment of this Agreement shall be of any force or effect unless and until reduced to writing and signed by both Purchaser and by an authorized representative of Producer or BiCoastal Productions, LLC.

#### **15.) AGENT RESPONSIBILITY**

It is expressly agreed that BiCoastal Productions, LLC acts herein as the Agent for Producer/Artist and is not responsible for any act of commission or omission on the part of Producer/Artist or Purchaser. No promises, claims or guarantees have been made other than as contained herein.

#### **16.) NON-LIABILITY OF AGENT**

Purchaser acknowledges that BiCoastal Productions, LLC and all direct and indirect employees and contracts of this company is/are not a party to this Agreement, has made no warranties or representations to Purchaser, and is not legally responsible for the performance or non-performance of the Agreement by the Producer or Artist.

#### **17.) ENTIRE AGREEMENT**

This instrument and addendum and the attached rider constitute the entire agreement of the parties with respect to the subject matter addressed herein. There are no other promises, understandings, agreements, representations, warranties or obligations by and between the parties except for those which are expressly contained in this document or the addendum and rider.

#### **18.) HEALTH & SAFETY**

Purchaser will adhere-to and implement all recommended and necessary safety measures in connection with conducting the Engagement to safeguard the health, safety, and well-being of all: attendees; ~~Producer/Artist and Producer's and Artist's~~ personnel, representatives, and invitees; Purchaser's employees, affiliates, contractors, vendors, representatives, and any other person engaged by or at the direction of Purchaser, generally, and also specifically in connection with COVID-19 including, without limitation, all then current guidance with respect to best safety practices. In addition to ~~Purchaser's~~ both parties other indemnification obligations, ~~Purchaser~~ both parties will indemnify, defend, and hold ~~Company and Artist and Artist's~~ each other and their respective accountants, attorneys, agents, representatives, and their respective contractors, employees, licensees, and designees harmless from and against any and all third party claim, liability, and/or loss arising out of or in connection with the foregoing obligation. If more than one tour date scheduled to take place before and/or after this engagement is canceled, then Purchaser and Producer will make best efforts to reschedule the performance date in good faith. If Purchaser and Company are unable to mutually reschedule the performance, then Purchaser agrees that Company has the right to cancel the performance without liability. Under such circumstances all deposits will be returned and neither party will have any further obligations to the other party.

#### **19.) DEPOSIT RELEASE**

Upon executing this agreement, Purchaser hereby authorizes BiCoastal Productions LLC to release any advance monies paid by Purchaser (including deposits) to BiCoastal Productions LLC in connection with the agreement to Artist at any time prior to the engagement. Such release of funds shall remain without prejudice to any rights under the agreement pertaining to the above-mentioned engagement. Purchaser agrees and acknowledges that upon release of these funds by BiCoastal Productions LLC pursuant to the terms hereof, Purchaser shall not hold BiCoastal Productions LLC responsible for such funds under any circumstances. Notwithstanding the foregoing, in the event that Artist cancels the engagement due to circumstances unrelated to a breach of the agreement terms by Purchaser, inclement weather, force majeure occurrences, or any circumstances listed in Article 12 of Addendum A, Artist agrees to return to Purchaser any monies released pursuant to the terms hereof. Furthermore, both Purchaser and Artist agree to hold BiCoastal Productions LLC harmless from any and all liability from loss, damage, injury or otherwise arising out of or incident to the release of the monies per the terms of this agreement.

**19.) INDEMNIFICATION**

Producer agrees to indemnify, defend and hold harmless Purchaser and its insurers, successors, representatives, attorneys and assigns, from and against any and all expenses, losses, costs, deficiencies, liabilities and damages (including related counsel fees and expenses) arising out of or due to (i) a breach of any of the representations, warranties or covenants of Producer contained in this Agreement (ii) the default in the performance of any of the covenants or agreements made by Producer in this Agreement or (iii) Any third party claim arising out of or in connection with the Performance or this Agreement. Purchaser agrees to indemnify, defend and hold harmless Producer and its insurers, successors, representatives, attorneys and assigns, from and against any and all expenses, losses, costs, deficiencies, liabilities and damages (including related counsel fees and expenses) arising out of or due to (i) a breach of any of the representations, warranties or covenants of Purchaser contained in this Agreement (ii) the default in the performance of any of the covenants or agreements made by Purchaser in this Agreement or (iii) Any third party claim arising out of or in connection with the Performance or this Agreement.

**20.) WITHHOLDINGS DISCLOSURE**

PURCHASER must disclose any taxes (state, local or otherwise), bonds or any other such levies that are applicable to this Agreement by written notice on this document prior to signing herewith. The terms of this Agreement were negotiated based upon the understanding that there are to be no deductions from the full price agreed upon. Therefore failure to disclose will result in consideration being paid to ARTIST by PURCHASER in an amount equal to that which was deducted, or ARTIST will not perform and PURCHASER shall be liable to ARTIST for the full price herein.

**21.) RE-BOOKING**

In the event ARTIST is re-booked into any establishment or event represented, owned or controlled by Purchaser, within eighteen (18) months of the termination of this Agreement, BiCoastal Productions LLC shall be paid a commission at the same rate as is due BiCoastal Productions LLC for this Agreement. Artist and Purchaser agree to be jointly and severally liable for payment of said commissions.

**22.) ADDITIONAL TERMS**

Additional terms and conditions, if attached, are hereby part of this agreement. Receipt of this agreement does not imply or guarantee performance.



## **RIDER**

# **STEVE SOLOMON'S MY MOTHER'S ITALIAN, MY FATHER'S JEWISH & I'M IN THERAPY**

## **Performance Version**

(Updated September 2024)

## **Section One: CONTACTS**

### **EVENT FINANCIAL & PRODUCTION & TECHNICAL ADVANCING**

#### **EVENT FINANCIAL & TECHNICAL ADVANCING**

Abby Koffler: Producer

t: 561-312-9940/ f: 561-883-2624/ e: [abbykoffler@gmail.com](mailto:abbykoffler@gmail.com)

#### **PRODUCTION, MARKETING MATERIALS**

Steve Solomon t: 561-870-3276 e: [steve@stevesolomon.net](mailto:steve@stevesolomon.net)

## Section Two: BUSINESS RIDER

### #1 - ACCOMODATION

- ▶ Purchaser is responsible for 2 double rooms for the artist and manager for the evening of the rehearsal and performance.
- ▶ Please contact Abby Koffler for a specific rooming list.
- ▶ HOTELS: In Northern and Western States, it might be prudent for the buyer to provide accommodations prior to the performance in case of inclement weather.

### # 2 - FINANCIAL

- ▶ Producer's corporation information is as follows: **STEVEN SOLOMON LLC**  
**161 LAKE SHORE DRIVE NEWNAN, GA 30265**
- ▶ **STEVE SOLOMON LLC**: USA Taxpayer identification # **20-5327997**
- ▶ All checks will be made payable to **STEVE SOLOMON LLC** unless other arrangement for payments have been agreed to per your contract with

(AGENT)\_\_\_\_\_

### # 3 - TRANSPORTATION

- ▶ ~~Two round trip tickets will be provided by the buyer from either: Palm Beach International Airport/Fort Lauderdale/Atlanta depending upon artist routing to the venue.~~ Air transportation included in fee, per contract. Ground transportation to be provided by venue.

### #4 - DRESSING ROOMS

- ▶ Total number of rooms required: 1  
Male Cast / Crew – 1
- ▶ Dressing room to be equipped with comfortable seating and comprised of:  
Tables and chairs  
Power outlets and mirrors  
Private toilet
- ▶ In the event that the venue and the supplied accommodation are within close proximity, dressing rooms may not be required.

### #5 - RECORDING

- ▶ No recording, either audio or visual, may be made of Producer's performance by any method whatsoever without prior written consent of Producer.
- ▶ No transmission by radio, television, closed circuit, direct wire, film or any other method whatsoever may be made without prior written consent of Producer.
- ▶ Purchaser is responsible for ensuring that no member of the audience is permitted to enter the Venue in possession of any means of reproducing Producer's performance without prior written consent of Producer.

## **Section Three: TECHNICAL RIDER**

### **#1 - OVERVIEW**

- ▶ Purchaser must supply all production (power, stage, lights, audio equip (CD player) etc. **SHOW TRACKS (EIGHT) WILL BE PROVIDED ON THUMB DRIVE AND/OR CDS (PRESENTER'S PREFERENCE) SIMPLE SCRIPTS WILL ALSO BE PROVIDED TO TECH PERSONEL AND STAGE MANAGEMENT.**
- ▶ Purchaser must advance all technical requirements with the Executive Producer.

### **#2 - FRONT OF HOUSE AUDIO**

### **#3 - MONITOR AUDIO**

- ▶ Usually not required.

### **#4 - RADIO FREQUENCY MICROPHONES, ONE CD PLAYER TIED INTO MAIN AUDIO BOARD.**

- ▶ 2 (TWO) wireless lapel microphones.

### **#5 – OTHER MICROPHONES**

- ▶ NA

### **#6 - MIC CABLING AND STANDS –**

- ▶ NA

### **#7 – COMMUNICATIONS**

- ▶ **Purchaser MUST supply the following, or equivalent:**  
2 Clear-Com sets connected between FOH to LIGHTING and/or stage manager

### **#8 – BACKLINE – PRODUCER SUPPLIES**

- ▶ . Props to be supplied by venue/producer – and are a very important part of the show please come as close to the photographs as possible when selecting the props.  
**(Please see prop rider)**

### **#9 - STAGE AND TOURING SET**

- ▶ Please see **website below** for set layout specifications. (and they are attached as well)
- ▶ Props: See Prop list on web site. (and attachment to this email)

#### **#10 - LIGHTING**

- ▶ There are minimal lighting cues which are outlined in the script.
- ▶ We do not supply any lighting equipment.
- ▶ As per the contract, venue must supply sufficient lighting as per show requirements . **“WINDOW GOBO”** if available.
- ▶ We will require some of the following:
  - Front wash covering width and depth of set
  - Two specials on set (one on backdrop window—one GOBO {window})

#### **#11 - POWER**

- ▶ As venue requires.

#### **#12 - PURCHASER REPRESENTATIVE**

- ▶ Purchaser and/or venue representative should be present at Engagement from first crew call to last show's completion. This person should be competent to deal with all issues relevant to the Engagement and must be authorized to make monetary decisions.

#### **#13 - SCHEDULE**

- ▶ The schedule shall be determined in advance with the Producer and will be dependent on venue and labor conditions.

#### **#14 - VENUE TECHNICAL INFORMATION**

- ▶ Purchaser shall furnish to the Producer all pertinent technical information at least four (4) weeks prior to the engagement.

#### **#15 – COMP TICKETS**

- ▶ Purchaser shall provide Six (6) tickets to the artist free of charge for the performance. Tickets must be on Orchestra Level between rows 3 and 15 if possible.

#### **#16 – LOBBY SIGNING AND MERCHANDISE**

- ▶ Purchaser shall provide 1 - 8x3 ft table (or equivalent) in the lobby for merchandise. Artist will adhere to all percentages required by venue/producer which would have been established at time of contract. During advance management will advise if merchandise will be sold and if a staff person/volunteer is needed to sell.

## **Section Four: CATERING RIDER**

### **#1 - CATERING**

- ▶ The following to be supplied by the Purchaser no later than 2 hours prior to show time. Drinks should be chilled or iced whenever possible, water should be room temperature.
- ▶ At rehearsal: Assorted MILD cheeses and cut fruit and crackers  
Eight 16 oz bottles of still non-carbonated water (room temp)
- ▶ A per diem buyout for private / corporate events can be arranged with the Producer.
- ▶ Hot catered meal for performance and set up for 2 persons is required. If venue prefers, take out menus are fine.

## **Section Five: LABOR RIDER**

### **#1 – LABOR**

- ▶ Our shows require a minimum of 2 persons to: assist in setup, mount our prop banner (where required) strike and load-out set pieces. They need to be available immediately at completion of performance and for approximately 1 hour thereafter.
- ▶ Please have the TD or house technician to be on-site and available from load-in time until completion of sound check, and then 1 hour before performance.

## **Section Six: PRE-PRODUCTION MATERIAL ACCESS**

- ▶ Please go to the website listed below for all pre-production. Please note all tech requirements are addressed on attachments with this email.

**Please do not market or promote this show  
using any other materials found elsewhere  
on the internet or from agency materials. For  
current promo, go to:**

**[stevesolomoncomedy.com/presenter/intherapy](http://stevesolomoncomedy.com/presenter/intherapy)**



## PURCHASER WILL PLEASE COMPLETE THE FOLLOWING:

Person in charge of performance Diana Martinez

Office Phone 630-942-3007 Fax 630-942-3002

Cell \_\_\_\_\_ E-MAIL martinezd59@cod.edu

Production Manager / Technical Coordinator Joe Hopper

Office Phone 630-942-2913 Fax 630-942-3002

Cell 630-484-5012 E-MAIL hopper@cod.edu

Venue Address 425 Fawell Blvd, Glen Ellyn, IL 60137

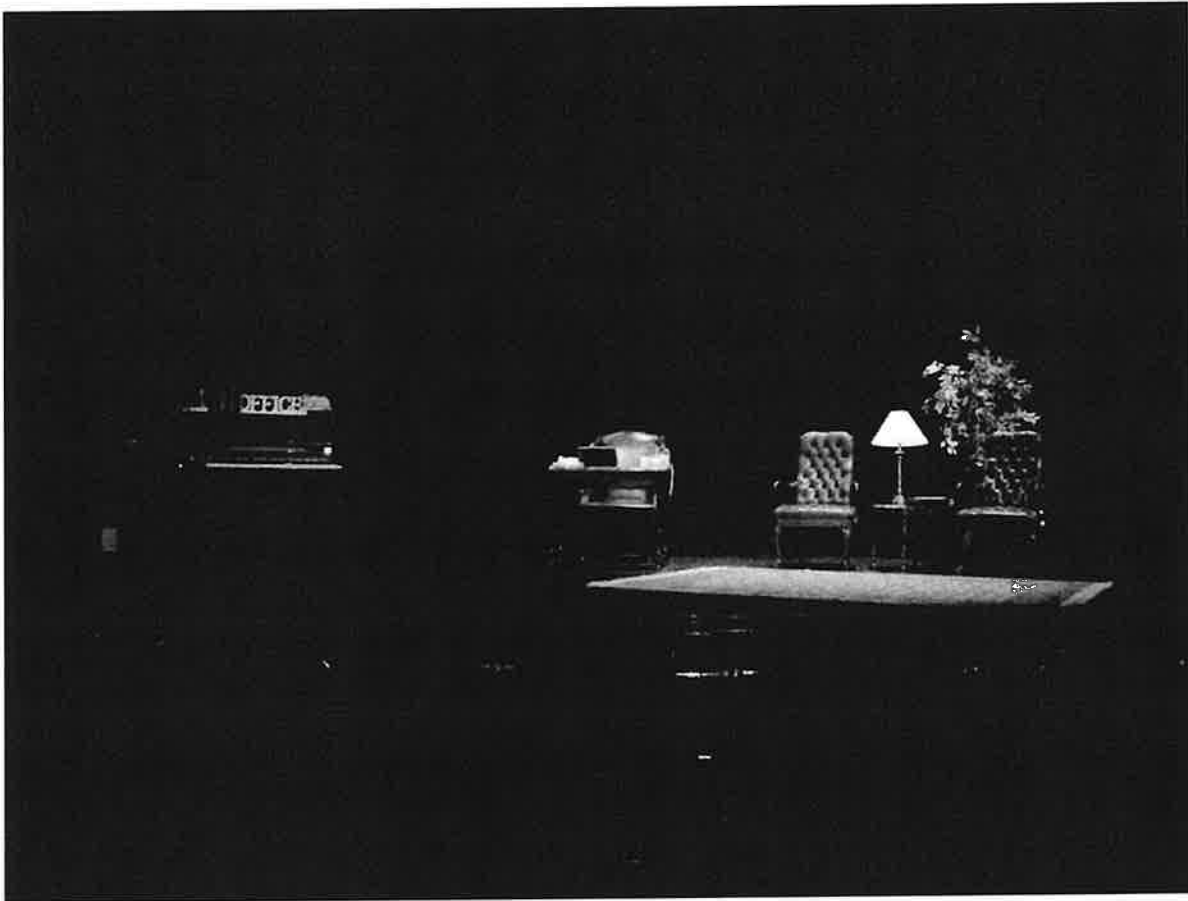
Venue Phone 630-942-4000 Fax 630-942-3002

Backstage Phone 630-942-2913 Production 630-942-2913

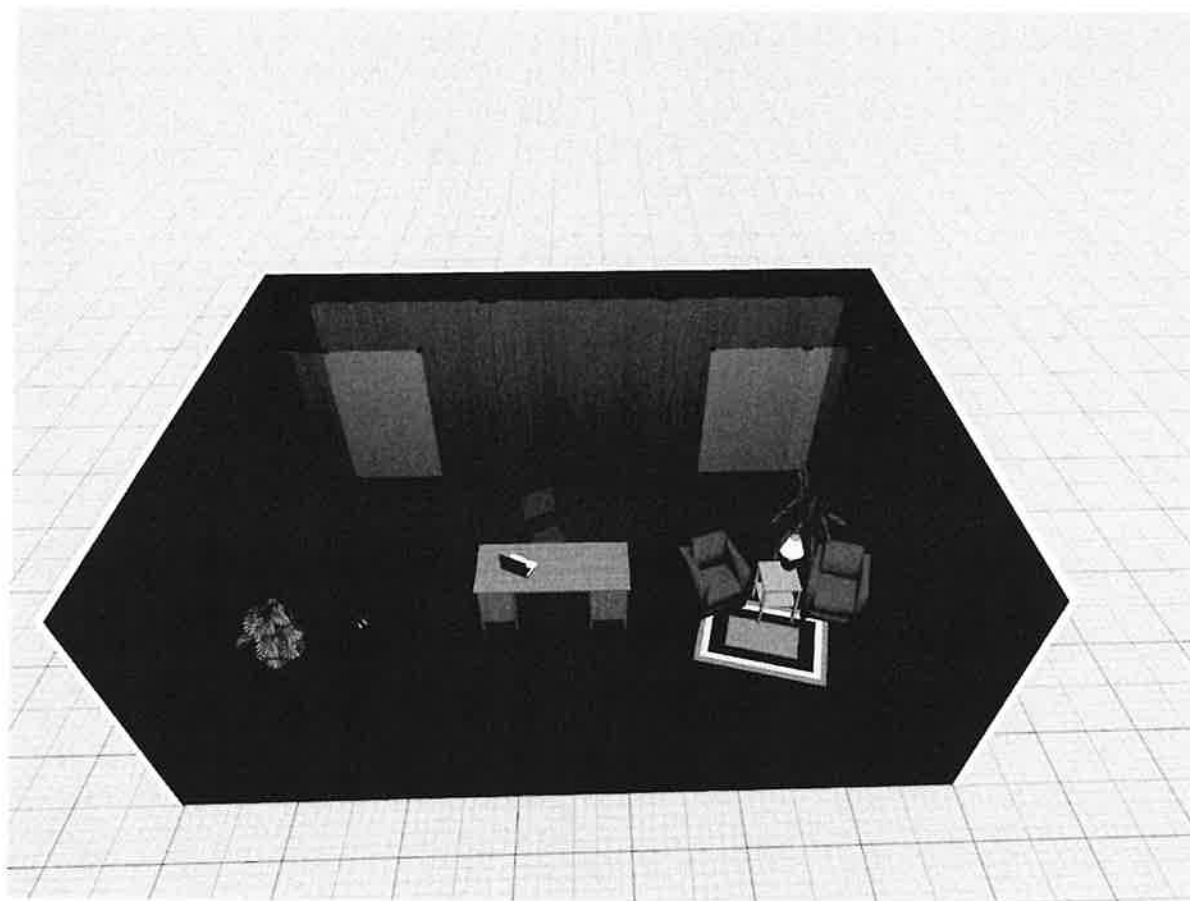
Production Fax 630-942-3002 E-MAIL hopper@cod.edu



## SET PHOTOS AND LAYOUT

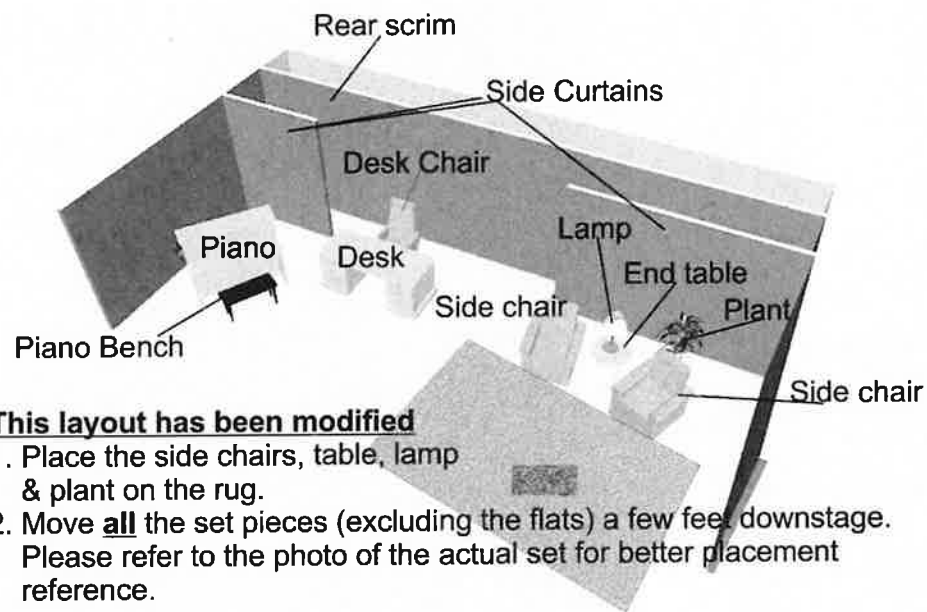
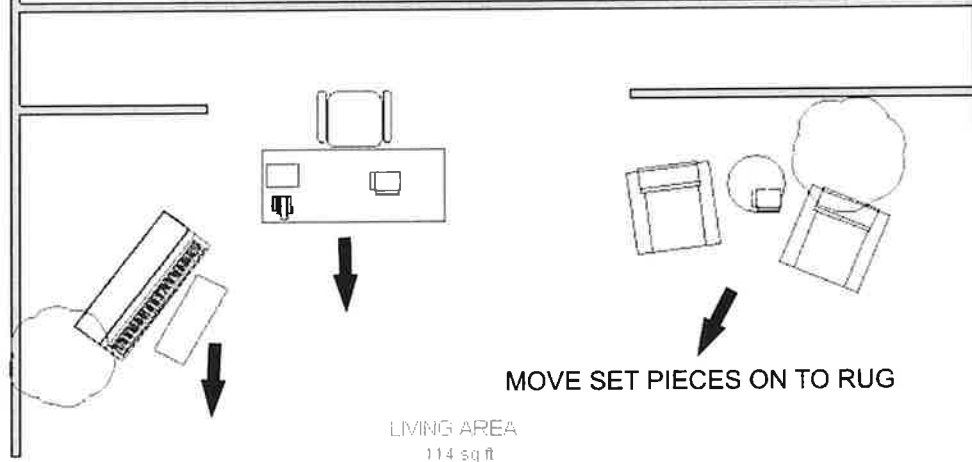






# MY MOTHER'S ITALIAN, MY FATHER'S JEWISH & I'M IN THERAPY

(FOR ADDITIONAL NECESSARY PROPS, SEE RIDER)



## **PROP LIST**

### **Prop and furniture list**

- 1. Office Desk with large chair**
- 2. Assorted typical desk paraphernalia. Must have: phone, keyboard, clipboard, small water pitcher w/ 2 clear glasses**
- 3. Two or three large potted plants or trees**
- 4. Upright piano tuned to A - 440 w/ matching bench**
- 5. Two upholstered chairs**
- 6. One table lamp (practical)**
- 7. Assorted hard cover books to be placed on the desk and piano**
- 8. One very, very large book (the bigger, the better)**
- 9. One end table (to stand between the upholstered chairs)**
- 10.5 X 8 throw rug (or larger) to be placed as shown in attached layout**

**FOR MORE PRODUCTION DETAILS PLEASE GO TO:**

**[WWW.STEVESOLOMONCOMEDY.COM/PRESENTER/INTHERAPY](http://WWW.STEVESOLOMONCOMEDY.COM/PRESENTER/INTHERAPY)**

**PLEASE ONLY USE THE PRODUCTION AND PROMOTIONAL  
MATERIALS AVAILABLE TO YOU ON THE ABOVE SITE. DO NOT USE  
MATERIALS OBTAINED ELSEWHERE.**

This Rider shall form an integral part of this entire agreement as set forth above. By signing it, Purchaser agrees to provide and furnish Artist with all of the foregoing which Artist has deemed essential to the performance. Any breach of the terms and conditions of this rider shall be considered a breach of the entire Agreement.

**ACCEPTED AND AGREED TO:**

**College of DuPage**

**Steve Solomon LLC**

Signed by:

*Ellen Roberts*

49066CF08C3E425

Ellen Roberts  
College of DuPage

6/12/2025

*Abby Koffler*

Abby C. Koffler  
Steve Solomon My Mother's Italian, My Father's Jewish & I'm in  
Therapy!

**McAninch Arts Center at College of DuPage  
CONTRACT / AGREEMENT RIDER**

This Rider, dated **July 1, 2025**, is hereby made a part of the attached contract/agreement between **College of DuPage, McAninch Arts Center** (herein known as PURCHASER) and **Steve Solomon, LLC** (herein known as ARTIST).

**Relationship / Provisions**

1. It is acknowledged that the relationship between the parties is that of independent contractors and in no event will the relationship between the parties hereto be interpreted or construed to be that of employer/employee or of principal/agent.
2. The provisions of the contract and riders that incorporate the Constitution, By-laws, Rules and Regulations of the American Federation of Musicians of the United States and Canada and any local thereof, including but not limited to adjudication of claims, controversy or differences involving services under this contract shall not be binding on the PURCHASER.
3. If someone signs this contract other than the ARTIST, the person signing for the ARTIST expressly warrants that he/she is authorized by the ARTIST to execute this contract for the ARTIST for this engagement at the time and place specified for this contract.
- 4a. This rider when attached to the contract/ agreement and agreed to by both parties becomes a binding addendum to the performance agreement.
- 4b. Contract confidentiality will be honored to fullest extent of the law possible taking into consideration FOIA rights and regulations of government institutions.
- 4c. In the event of a conflict of terms, those stipulations stated in this Rider (Contract Rider of the McAninch Arts Center at the College of DuPage) shall take precedence over and shall prevail over any printed, typed, or handwritten terms located elsewhere in the contract. It is understood that this agreement supersedes any Artist requirement in conflict with College of DuPage Policy.

**Payment**

5. Payment will be in the form of a College of DuPage check or ACH Payment.
6. Signed contracts and all attached riders must be returned to College of DuPage at least three (3) weeks prior to performance date to insure issuance of check by time of performance.
7. Due to the fact that PURCHASER is part of a Community College, deposits to ARTIST shall not exceed 25% of total fee, unless agreed upon in writing by both parties.

**Insurance / Indemnity / Force Majeure / Cancellation**

8. It is understood that ARTIST is self-employed and carries at ARTIST's cost and expense any insurance coverage, such as, Workers' Compensation, medical, property, liability and auto relative to the services being performed. ARTIST will provide PURCHASER with **Certificate of Insurance as soon as possible, naming College of DuPage as Certificate Holder, and including an Endorsement Page**. The Certificate of Insurance must provide evidence of liability coverage for CLIENT in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage, with a \$2,000,000.00 general aggregate. ARTIST cannot perform without this Certificate of Insurance.
9. Neither party shall be liable for any failure or delay in performance of its obligations under this agreement if Performance becomes impossible or impracticable and is not within a party's control due to "Act of God or 'act of government'" – any act or regulation on public spaces, of any public authority or bureau, civil tumult, strike, epidemic, interruption or travel bans, delay of transportation services, war conditions, emergencies, where an order by a government or a government agency in a country or state has prevented performance or invoked capacity restrictions on gatherings and businesses are imposed. The parties acknowledge and agree that the occurrence of Pandemic, including but not limited to COVID19, the H1N1 virus, or swine flu in an area in close proximity to the performance venue in and of itself is not deemed a Force Majeure Occurrence, unless the state or local government, or US Department of Health and Human Services declares an outbreak of the virus in the area in which the performance is scheduled to take place. Any other similar or dissimilar cause beyond the control of either Artist or Purchaser (each a "Force Majeure Occurrence") it is understood and agreed by the parties that there shall be no claim for damages by either party against the other and each party's obligations hereunder shall be deemed waived. Any deposit monies paid to Artist by Purchaser shall be refunded to Purchaser, or both parties will make every effort to reschedule the date within 18 months of the scheduled date. Presenter will serve notice to the agency of the artists, or agent of the artist will serve notice to the presenter "as soon as possible". The Parties also acknowledge that this Force Majeure clause hereby supersedes and replaces in its entirety the Force Majeure clause(s) in any contract or rider for this engagement heretofore all other terms of the existing contract remain in full force and effect.
10. If for any reason, except due to an Act of God, this contract is cancelled by the ARTIST beyond the cancellation clause contained herein, then the ARTIST agrees to refund any and all deposits less purchased plane tickets. The ARTIST will make every effort to reschedule the engagement at original agreed terms and fees.

**Choice of Law and Forum**

11. The laws of the State of Illinois shall govern this agreement. The signatory of PURCHASER, in signing this contract and/or rider(s), warrants that he/she signs as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of the contract and/or rider(s).

**Tech / Hospitality Rider**

12. The ARTIST or ARTIST's representative will provide in writing to the PURCHASER a technical rider mutually agreed upon and attached to this contract/ agreement. It will include all technical requirements (sound, lighting, power, rigging, etc.) Any changes to this rider after signing must be mutually agreed upon and received by PURCHASER at least four (4) weeks prior to the engagement.
13. The PURCHASER must receive notification regarding changes to hospitality rider and travel itinerary and transportation details one (1) week prior to engagement to ensure PURCHASER can meet the ARTIST's needs.
14. The MAXIMUM sound pressure level (SPL) at the FOH mix position shall be 103 dB, C weighted. THIS IS STRICTLY ENFORCED.



### **Ticketing**

15. The PURCHASER will provide ARTIST with ticket receipts and access to the box office only in the event of a negotiated ARTIST/PURCHASER box office receipt split. In the event of an inclusive fee agreement PURCHASER will not provide any of the aforementioned manifests or access but will provide at their discretion box office reports when requested by ARTIST.
16. Ticket policy, prices, fees, discounts, and the issuance of complimentary tickets shall be at the sole discretion of the PURCHASER.
17. The PURCHASER will provide ARTIST with 10 complimentary tickets for public performance in good locations to be determined by the PURCHASER. ARTIST must confirm or claim complimentary tickets one hour and thirty minutes prior to performance time or forfeit tickets back to PURCHASER for sale.

### **License / Permits**

18. ARTIST agrees that all materials (i.e., music, literature, play scripts, poetry, lecture, comedy, etc.) to be performed at the College of DuPage are his/her/their own original work or works for which he/she/they have received written permission from the author to perform.
19. PURCHASER has a license agreement with BMI, ASCAP, GMR, and SESAC. ARTIST agrees to pay any and all other royalties (above and beyond the BMI, ASCAP, GMR, and SESAC blanket coverage of PURCHASER), if required, to be paid on copyrighted material, performance right fees, and/or music rental, if any, to insure that PURCHASER is held free from all such liabilities connected with the performance(s).
20. PURCHASER confirms that it is the sole responsible authority for the venue.
21. ARTIST further agrees to indemnify, defend and hold harmless PURCHASER, its trustees, employees, faculty, students and agents from and against any and all claims, actions, damages, liabilities and expenses in connection with any law suit or other legal action asserting that ARTIST's use of materials in any performance at or sanctioned by the College of DuPage was improper, illegal or violative of any copyright or trademark. This indemnity and hold harmless shall include indemnity against all costs, expenses, and liabilities, including attorney's fees, incurred by PURCHASER in connection with any claim or action hereunder.
22. WORK PERMITS AND VISAS. ARTIST shall provide and pay for all work visas or other permits as required by law or governmental agencies in order for ARTIST to perform the engagement. If ARTIST fails to secure required visas or permits, ARTIST agrees to refund any deposits made by PURCHASER.

### **Tobacco / Alcohol / Drug Clause**

23. College of DuPage is a tobacco-free campus. Use of tobacco and tobacco-related products is prohibited on all College premises.
24. College of DuPage policy prohibits providing alcohol to any ARTIST(s) or ARTIST's staff, and prohibits the possession and consumption of alcohol, narcotics or drugs by ARTIST(s) or ARTIST's staff on campus.
25. If the ARTIST arrives at the performance site noticeably under the influence of intoxicating beverages, narcotics or drugs, the PURCHASER may cancel this contract with no liability on the part of the PURCHASER.

### **Sponsorship**

26. PURCHASER may secure sponsorship for this event. ARTIST sponsorship and recognition of sponsorship is subject to approval by PURCHASER.

### **Merchandising / Concessions**

27. The ARTIST may have the right to sell recordings, photographs, and other souvenir items prior to the performance, during intermission(s), and after the performance upon approval and arrangement of the PURCHASER. Souvenir sales are to be located at a site, within the performance hall, at the discretion of PURCHASER. Souvenir sales cannot interfere with ticket sales, other concession sales, or with the normal (or emergency) traffic patterns of the audience.
- 26a. All book sales must be conducted in partnership with the College of DuPage Bookstore. A representative from the Bookstore will be on site to sell books for the duration of event. ARTIST shall receive no commission for any book sales.

### **Marketing / Public Relations / Programs**

28. ARTIST agrees to furnish PURCHASER with requested marketing and public relations materials upon the execution of contract/ agreement, including but not limited to
- a. High resolution (300 dpi or higher) electronic photos
  - b. Press kit including bio, reviews, photos
  - c. No fewer than two (2) sound files for music samples on the PURCHASER's web-site.
29. Unless otherwise agreed upon, the PURCHASER will provide a program for this event. All materials for program must be received by PURCHASER's Marketing Department five (5) weeks prior to scheduled performance date.
30. If arranged for by PURCHASER, ARTIST agrees to make an appearance at a donor/ sponsor reception immediately following the concert in a reception room located adjacent to backstage area.

### **Performance Radius**

31. Artist will not perform at other venues within 35-mile radius of McAninch Arts Center, 90 days (3 months) prior to and after performance.

**COLLEGE OF DuPAGE  
McAninch Arts Center**


**ARTIST / ARTIST'S REPRESENTATIVE**

By:   
Diana Martinez  
Director, McAninch Arts Center

By:   
Artist  
or Artist Representative

Date: \_\_\_\_\_

Date: May 29, 2025

Signed by:  
By:   
49086CF0B63F425...  
Ellen Roberts, VP Administrative Affairs  
College of DuPage

Date: 6/12/2025

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**McAninch Arts Center  
Contact Information**

|                                     |  |
|-------------------------------------|--|
| Director - Diana Martinez           | 630-942-3007, <a href="mailto:martinezd59@cod.edu">martinezd59@cod.edu</a> |
| Contracts/ Payment – Molly Junokas  | 630-942-2938, <a href="mailto:junokasm@cod.edu">junokasm@cod.edu</a>       |
| Box Office - Julie Elges            | 630-942-3017, <a href="mailto:elgesj@cod.edu">elgesj@cod.edu</a>           |
| Production Advance – Joe Hopper     | 630-942-2913, <a href="mailto:hopper@cod.edu">hopper@cod.edu</a>           |
| Marketing/Edu Coord – Janey Sarther | 630-942-4525, <a href="mailto:sarther@cod.edu">sarther@cod.edu</a>         |
| Fax                                 | 630-942-3002   |
| Ticket Office                       | 630-942-4000   |
| Web Site                            | AtTheMAC.org   |

"Sharbaugh, Linda" <sharbaughl@cod.edu>

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**Check Request - Steve Solomon Balance Payment \$5,250**

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"Sharbaugh, Linda" <sharbaughl@cod.edu>

Mon, Sep 8, 2025 at 03:57 PM UTC

CC:

BCC:

For processing. Thank you!

**Linda Sharbaugh**

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

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**1 attachment**

Steve Solomon Check Request 5250 Balance wdocs lsmj.pdf