



## Procedures For Obtaining An Equity Agency Franchise

1. Complete and notarize the enclosed application.
2. Submit to the appropriate Equity Regional Office Agency Department:
  - Five letters of recommendation from Equity Members in good standing.
  - A letter or resume giving the professional background in the Entertainment Industry for each Agent listed on the application.
  - A Statement of Ownership (plus a copy of your corporate seal & copy of your State's incorporation or partnership papers).
  - A copy of your State (or City's) license.
  - Copies of SAG-AFTRA franchise.
  - Proof of existing "client" bank accounts.
3. Equity Staff will post your application notice on the Equity Audition Center Bulletin Boards.
4. An Equity Representative will meet with you at your office to verify your commercial space (Copies of Rule Books will be given to the agent during the office visit.)

Equity must approve in writing if you share office space with another organization. Equity has determined that the sharing of space with: personal management companies, photographers, publicists, non-franchised agents, dramatic schools, casting directors, producers, and acting or modeling coaches is a conflict of interest.

5. The Chair of the Agency Committee will review your application and make a recommendation to the appropriate Regional Board. The Chair may call an Agency Committee Meeting and request that you appear before the Committee to answer any question arising from your application or Staff questions.
6. When the Regional Board approves your application, Staff will mail a formal agency document to you office.

11/17/14



## Application For Agent's Franchise

The undersigned (hereinafter "Applicant") hereby apply to Actors' Equity Association (hereinafter "Equity"), for an Agent's Franchise, for and on behalf of \_\_\_\_\_ as Applicant.

1. Applicant proposes to conduct the agency business at the following offices, having the following address or addresses:

Applicant agrees to notify Equity promptly of any change in the above address or addresses.

2. Applicant has read the Equity Agency Regulations (Rule A and Interim), together which are hereinafter referred to as the 'Regulations'. These Regulations are incorporated herein by reference as though set forth at length, and Applicant agrees to be bound thereby and conform thereto. Applicant has examined the form of Agent's Franchise and is familiar therewith.

3. Applicant agrees that all statements, agreements and representation made in this application are made for the express benefit of Equity and of its members, both present and future. This application and any Franchise issued pursuant hereto shall constitute a contract between Applicant and Equity.

4. All statements attached hereto are made a part hereof. Applicant has attached hereto a statement setting forth a summary of the business experience of each of the undersigned.

5. Except to the extent permitted by the Regulations, no person, firm or corporation who is engaged in the production of live presentations in the legitimate theatre industry has an interest in Applicant's business, either directly or indirectly, whether as an owner or otherwise, and no person, firm or corporation who is engaged in the production of the legitimate theatre industry has any right to share in the profits of Applicant's business, directly or indirectly, or holds any indebtedness from Applicant to such person. Applicant is not engaged in the production of live presentations in the legitimate theatre industry. (If Applicant has any interest whatever in the production of live presentations in the legitimate theatre industry, or if anyone engaged in the production of such presentation has any interest whatever in Applicant, attach detailed statement thereof.)

6. Applicant has never been convicted of a crime involving embezzlement, theft, fraud, forgery, or dishonest conduct. (If the foregoing is incorrect, Applicant shall strike it and attach to this Application a statement giving all of the details with reference to any such conviction.)

7. Each person, firm or corporation, and all of them, agree to be bound jointly and severally hereunder. Each person who is now or may hereafter be an owner of Applicant (as that term is used in the Regulations) shall be jointly and severally liable on all contracts between Applicant and any member of Equity where any obligation under any such contract was incurred to the member while such person was an owner of Applicant.

8. Each person executing this Application states that he has no existing contracts to act as agent with members of Equity, or, if such person has any contracts, then such person states that he now holds, or is applying as an individual, for an Agent's Franchise from Equity.

9. Applicant agrees to conform to the Regulations and does hereby consent to the modifications of all existing agency contracts with reference to the legitimate theatre industry between Applicant and present or future members of Equity in the manner and to the extent set forth in the Regulations.

10. This Application shall be of no effect unless Equity issues a franchise pursuant hereto.

11. Notice to the party in whose name the franchise is issued shall be notice to all parties who join herein.

12. Applicant attaches hereto a statement setting forth a full description of the legal and factual organization of Applicant. Named in said statement are the owners of interests in Applicant and the percentage interest of each, and the nature of such ownership, whether stock, partnership, profit sharing or otherwise. If Applicant is a corporation, such statement also contains the names of the officers, directors and stockholders of Applicant. Such statement also contains the names of all employees who are actively engaged in the conduct of the agency as franchised sub-agents in the Equity field or who are applying for Franchises as such sub-agents. Applicant agrees that Equity will be notified promptly in writing by Applicant of any change in the identity of the persons who are owners, officers, directors, partners or managers of Applicant.

13. Applicant agrees that any person who has been denied an agent's or sub-agent's franchise by Equity, or whose agent's or sub-agent's franchise has been revoked, or any person whose agent's or sub-agent's franchise has been suspended, is still under suspension, may succeed to ownership in Applicant only if Applicant surrenders the franchise granted hereunder. In the event any person succeeds to ownership in Applicant and fails to file a new application and secure the consent of Equity, the franchise granted hereunder may be terminated by Equity. If Equity claims that any person who is not qualified has become an owner (as for instance when the transfer is involuntary by operation of law, and the new owner is not qualified or refuses to file a new application to secure the consent of Equity), then Equity may submit the matter to arbitration and the arbitrator may order the new owner to comply with the Regulations, if compliance is possible or, if such new owner does not do so and does not divest himself of ownership within the time and upon the terms and conditions specified in the award, said arbitrator may cancel and revoke the franchise granted hereunder.

14. Attached is a schedule listing all actors with whom Applicant has existing contracts to act as agent for such actors in the legitimate theatre industry. At the request of Equity, Applicant agrees to furnish Equity with a complete copy of each such existing contracts in the form in which it was signed. Regarding said contracts which were heretofore signed by Applicant with such actor under a Personal Representative's Permit heretofore duly issued by Equity to Applicant, and which contracts shall be modified as provided in paragraph 9 above, the name or names of the persons in Applicant's employ and the city specified in the attached schedule shall be deemed inserted in said contracts.

15. Applicant has never been disciplined by Equity in connection with any franchises heretofore held by him nor have such franchises ever been suspended or revoked by Equity. The Applicant's franchise, if any, from the following organizations has never been suspended: SAG-AFTRA, American Guild of Variety Artists, American Guild of Musical Artists. (If any of the foregoing sentences of this paragraph are incorrect, Applicant shall strike the incorrect sentences and attached to this application a statement giving the details as to such stricken sentences. Equity shall be furnished with further details by the Applicant, if it requests the same.)

Dated: \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Applicant

The undersigned owners of Applicant join in the foregoing:

\_\_\_\_\_

\_\_\_\_\_

Sworn before me \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



## Procedures for Obtaining an Equity Subagent's Franchise

1. Applicant is required to familiarize himself/herself with the current Equity Agency Regulations, Contracts, and Commission Schedule and have a working knowledge of Equity Employment Contracts and Rule Books.
2. Complete the attached Franchise application. (Both the signatures of the Applicant and Agent/Owner(s) must be notarized.)
3. Include with the application for Equity's files a professional resume and/or a brief letter describing your employment history and educational background in the entertainment industry. (Please include your previous employment with a Franchised Equity Agency.)
4. Pursuant to Equity's Agency Regulations: "A Subagent is a person who is employed by a Franchised Agent to render Agency services..." A Subagent must be an employee of an agency. We will not accept a Subagent franchise for an Independent Contractor.
5. All Equity Members who apply for A Subagent franchise must go on "withdrawal" with the Equity Membership Department.
6. The Agent/Owner is required to inform Actors' Equity Association when the Subagent leases the Agency's employ.

Rev 11/17/2014



# Application For Sub-Agent's Franchise

The undersigned (hereinafter "Applicant") hereby applies for a Franchise as a Sub-Agent for the Agent named below, as hereinafter set forth. Applicant states and represents that the following are true and correct:

1. Applicant proposes to act as Sub-Agent for \_\_\_\_\_, an Agent holding an Agent's Franchise from Actors' Equity Association (hereinafter "Equity").
2. Applicant has read the Equity Agency Regulations (Rule A and Interim) together hereinafter referred to as the 'Regulations'. These regulations are incorporated herein by reference as though set forth in full and Applicant agrees to be bound thereby. Applicant has examined the form of Sub-Agent's Franchise which Equity proposes to issue and is familiar therewith.
3. Applicant agrees that all statements, agreements and representations made in this application are made for the express benefit of Equity and its members, both present and future. Applicant further agrees that this application and Franchise issued pursuant hereto shall constitute a contract between Applicant and Equity.
4. Applicant has attached hereto a statement summarizing his previous business experience.
5. Applicant is not engaged in the production of live presentations in the legitimate theatre industry except as stated on the attached schedule and permitted by Sections VI and VII of the Rule A.
6. Applicant has never been convicted of a crime involving embezzlement, theft, fraud, forgery or dishonest conduct, nor disciplined by Equity, SAG-AFTRA, AGVA or AGMA, in connection with any agency regulations. (If the foregoing is incorrect, Applicant shall strike it and attach to this application a statement giving all the details with reference to any such matter.)

Dated: \_\_\_\_\_, 20 \_\_\_\_\_. Sworn before me \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary Public

The undersigned Franchised Agent or applicant for an Agent's Franchise joins in the foregoing application as of the above date and certifies that the applicant for a Sub-Agent's Franchise is a bona fide employee of the undersigned.

Dated: \_\_\_\_\_, 20 \_\_\_\_\_. Sworn before me \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Agent/Owner

\_\_\_\_\_  
Notary Public