



GSA Greater Southwest Region

Michael Patton
Pothos, Inc.
2260 El Cajon Blvd, Suite 474
San Diego, CA 92104

August 28, 2008

Dear GSA Contract Partner:

Congratulations on receiving your GSA Multiple Award Schedule Contract. A copy of your awarded pricing/commercial catalog and/or price list, as accepted by the Government, along with a copy of your contract, number **GS-07F-0524U** effective September 1, 2008 for Multiple Award Schedule 541, entitled Advertising and Integrated Marketing Solutions awarded under solicitation 7FCB-H2-07-0541-B, is enclosed.

The following clauses in your contract require your immediate attention:

- I-FSS-600 - Contract Price Lists. This clause provides instructions for preparing your paper and electronic Federal Supply Schedule catalog price lists, as well as instructions for printing paper price lists and distributing paper price lists.
- 552.238-71 – Submission and Distribution of Authorized FSS Schedule Price Lists. In accordance with this clause, you are required to submit your electronic catalog data for inclusion in GSA Advantage! This data, at a minimum, must contain a text file that reflects the information shown on your award document, SF 1449, beginning on page 1B (or the page following the award signature page) through point 26. For instructions on submitting your data, log on to our Vendor Support Center (VSC) web site at <http://vsc.gsa.gov> to download the latest version of the Schedule Input Program (SIP). If you prefer to use Electronic Data Interchange (EDI), the latest sample for the 832, Transaction Set, can be found at the same web site. You must submit your electronic catalog file to GSA within 6 months from the date of this contract award. Once submitted, your electronic catalog will appear on our on-line shopping service (<http://www.gsaadvantage.gov/>). Enclosed is an instructional package entitled "Vendor Start-Up Kit" for preparation and transmission of your electronic file for inclusion in GSA Advantage! Reference clause I-FSS -599 – Electronic Commerce, for additional information.

Note: Failure to submit your electronic catalog data within 6 months from date of contract award may result in cancellation of your contract.

- 552.238-74 – Industrial Funding Fee (IFF) and Sales Reporting. This clause provides instructions for reporting sales electronically to the FSS 72A web site. You must contact the VSC immediately to register your contract information. This may be done via telephone by calling toll free 877-495-4849, or electronically on the 72A website (<http://72a.fss.gsa.gov>). Also, this clause provides instructions for remitting a fee based on your sales reports, as required by your contract. We have enclosed a flyer of guidelines to assist you in submitting your payments.

Please note that this is the proper address for submitting your IFF payment:

General Services Administration
Industrial Funding Fee (IFF)/SIFT
P. O. Box 979017
St. Louis, MO 63197-9017

Did you know that you can pay your IFF online? GSA is pleased to provide you with the option of paying online via electronic check (direct debit) or credit card. It's fast, it's easy, and it's secure. The new system eliminates the expense and administrative burden of processing paper checks, delays that are inherent in sending checks through the mail, and the need for post payment research.

The 72A website has a link to a user's guide, which gives detailed instructions.

Your contract is subject to the Equal Opportunity Clause 52.222-26. The Equal Opportunity Clause requires that the enclosed Equal Employment Opportunity (EEO) poster be displayed in a conspicuous place available to employees and applicants for employment. Subcontractors must similarly display the EEO poster. Prime contractors and subcontractors are required to file the Equal Employment Opportunity EEO-1 Survey in accordance with the instructions found at <http://www.eeoc.gov/eeo1survey/>.

Most modifications to your contract may be submitted electronically after first obtaining a digital certificate. Two certificates per DUNS number are available to you at no cost. A digital certificate overview, as well as the link to bypass the payment information, can be accessed at <http://eoffer.gsa.gov>. If additional certificates are needed beyond the 2 free ones, access http://www.digsigtrust.com/federal/aces_public_1.html or <http://www.aces.orc.com> or www.wellsfargo.com/biz/wellsecure. We look forward to developing a business partnership and a mutually satisfying relationship with you. Excellence in acquisition is a priority for GSA, and we provide several training and marketing tools to assure the proper use of GSA contracts. We strongly encourage you to review and consider these tools when doing business with your government customers.

Unless submitting via eMod, which is the preferred method of submittal, modification requests must be submitted by an authorized contract representative to the Central Modification Processing Center (CMPC) by one of three (3) ways listed below:

Email: gsacmodrequest@gsa.gov

or

Fax: 817-574-2513

or

Mail:

Central Modification Processing Center (CMPC) -7QSA
General Services Administration
819 Taylor Street, Room 7A37
Fort Worth, TX 76102

Also, a completed cover page checklist must accompany the modification request. All modification requests with no accompanying checklist will be returned without consideration. A copy of this checklist is enclosed for your convenience.

Training -- GSA recognizes the need for quality training and offers the GSA Center for Acquisition Excellence (the Center) fsstraining.gsa.gov, free of charge for customers, contractors, and the general public. We encourage you to make a difference and help your customers understand how to properly use and understand the GSA Schedules program by directing them to this free training website or include the following statement in your Contract Price List and publications: Free training on the GSA Schedules program at fsstraining.gsa.gov.

A Contractor Orientation webcast has been developed, containing critical information on contract requirements and contractor responsibilities. This is an accessible and beneficial tool to help contractors comply with contract terms and conditions, while generating business and fulfilling customers' needs. The presentation can be accessed at any time by simply clicking on the link provided below. The link is also available through our Vendor Support Center website -- <http://vsc.gsa.gov>.

<http://www.vodium.com/goto/gsa/ncos.asp>

Marketing -- GSA occasionally host or participates in industry supply and service expositions or other marketing activities that may be of interest to you. To receive notifications about these opportunities, please provide your company's corporate marketing point of contact to the GSA Contracting Officer and to the FSS Office of Marketing, Communications Division (FMC), 2200 Crystal Drive, Crystal Plaza 4, Room 200, Arlington, Virginia 22202-4502, within 15 days from the date of this letter.

The Federal Procurement Data System (FPDS-NG) at <https://www.fpds.gov>, is the Government's central repository of statistical information on federal contracting. The FPDS database is a searchable system that can provide customer-focused sales reports to aid in your marketing efforts. The FPDS reports identify customer information, such as the procuring agency, a description of what was purchased, from which contractors, for how much, when and where.

Please visit www.gsa.gov/market2feds for help in marketing your products to the Federal Government.

Logo -- You may use the "GSA Schedule Contract Star Mark" and other authorized logos to identify your Schedule contract to the Federal community. The design is flexible, allowing you space to insert your Contract Number. Guidelines for the proper use of the GSA logo and Schedule Contract Star Mark are provided at gsa.gov/logo. Use of these designs does not eliminate the requirements that a contractor comply with the provisions of the General Services Administration Acquisition Manual (GSAM), Clause 552.203-71, Restriction on Advertising. It is appropriate to use the designs in an advertisement directed to federal government contract users, provided that the advertisement does not state or imply that the product or service is endorsed or preferred by the government.

GSA Schedules -- We invite you to visit the GSA Schedules web site at gsa.gov/schedules for up to date information on the GSA Schedules program. Your firm will be listed as a GSA contractor under the "Schedules e-Library." You may search this site by contractor Name, Contract Number, GWAC Number, or keywords.

If you should have any questions, please do not hesitate to contact me on 817-574-2338. Again, we look forward to working with you.

Sincerely,

Marlyin Hawkins
Contracting Officer

11 Enclosures

1. Commercial Catalog and/or Price List
2. Contract
3. Industrial Funding Fee Payment Misidentification
4. EEO "The Law"
5. WH Publication 1088, Federal Minimum Wage
6. WHD Publication 1313, Employee Rights on Government Contracts
7. GSA Contract Checklist
8. GSA Advantage Start-Up Kit
9. GSA SmartPay Brochure
10. Notice to Employees
11. Modification checklist

Pothos, Inc.
Contract Number GS-07F-0524U

Pothos, Inc.'s offer dated 01/25/08 and Final Proposal Revision dated May 9, 2008, submitted in response to standing Solicitation No 7FCB-H2-07-0541-B, for Multiple Award Schedule 541, entitled Advertising & Integrated Marketing Services (AIMS) is hereby accepted by the Government for Special Item Numbers 541-4D Conference Events and Tradeshow Planning Services and 541-2000 Other Direct Costs, for the contract period **September 1, 2008-August 31, 2013**.

A Subcontracting plan was not required for contract award.

The "Pothos Inc. Commercial Pricelist", dated January 1, 2008, is approved to be used as the basis of award. Price List has been annotated to reflect Special Item Number (SIN) applicability for each item.

Most Favored Customer: Award is based upon discounts granted to Pothos' Most Favored Customer (MFC) identified as Commercial Customers.

The award is predicated upon the above-listed most favored customer; therefore, it is that customer upon which the Price Reduction Clause, 552-238-75, will be activated. The Economic Price Adjustment Clause 552-216-70, applies to all items awarded herein.

The following price/discount relationship is hereby accepted for this award: Pothos Inc.'s Most Favored Customers are Commercial Customers. The price/discount relationship between the Government and the MFC will never be less favorable to the Government than at the time of award, that is: For the life of the contract, the Government's basic discount will never be less than 10% and will always be at least 5% greater than the 5% basic discount granted to the MFC.

The Industrial Funding Fee and Sales Reporting (IFF) is a separate collection mechanism and any increase or decrease in the fee does not change the price relationship. The contractor shall add the prevailing IFF to the net GSA price (price after negotiated markups and/or discounts are deducted). The current IFF rate stands at .75%.

The contract will be administered by the address shown in Block 9 of Page 1, except for administration of the Industrial Funding Fee and Contractor Report of Sales Program, which is delegated to:

General Services Administration, FAS
Contract Management Division (4QV0CEA)
Peach Tree Summit Bldg.
401 West Peachtree Street, Suite 2600
Atlanta, GA 30365-2550


This award consummates the contract, which consists of the following documents:

- (a) The Government's solicitation,
- (b) Pothos, Inc. offer
- (c) This award/contract.

Pages 1B through 1D of this award reflect terms and conditions accepted at the time of award. As required in Clause I-FSS-600, Contract Price Lists, the information listed on pages 1B through 1D must also appear on the Cover Page Notices required by the clause.

Contracting Officer, United States of America

Mary Beth Hudson



Signature

08-28-08
Date Signed

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: 7FCB-H2-07-541-B Advertising and Integrated Marketing Solutions

CONTRACT NUMBER: GS-07F- 0524U

CONTRACT PERIOD: September 01, 2008 – August 31, 2013

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

CONTRACTOR: Pothos, Inc.
2260 El Cajon Blvd, Ste 474
San Diego, CA 92104
Phone number: (619) 546-0621
Fax number: (413) 723-7838
E-Mail: Michael@pothos.us

CONTRACTOR'S ADMINISTRATION SOURCE: Michael Patton
2260 El Cajon Blvd, Ste 474
San Diego, CA 92104-1192
Phone number: (619) 546-0621
Fax number: (413) 723-7838
E-Mail: Michael@pothos.us

BUSINESS SIZE: Service Disabled Veteran Owned Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
Contract Number	
541-4D	Conference, Events and Tradeshow Planning Services (Small Business Set-Aside)
541-2000	Other Direct Costs

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<u>SIN</u>	<u>MODEL</u>	<u>PRICE</u>
541-4D	Contractor to Insert	

1c. HOURLY RATES: Contractor to Insert

2. **MAXIMUM ORDER*:** \$1,000,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** \$100

4. **GEOGRAPHIC COVERAGE:** Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. **POINT(S) OF PRODUCTION:** San Diego, CA

6. **DISCOUNT FROM LIST PRICES:** 10% from the accepted pricelist. For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded in to GSA Advantage), the contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%.

7. **QUANTITY DISCOUNT(S):**

Orders equal to or greater than \$1,000,000 - +1%
Orders equal to or greater than \$2,000,000 - +2%
Orders equal to or greater than \$3,000,000 - +3%
Orders equal to or greater than \$4,000,000 - +4%
Orders equal to or greater than \$5,000,000 - +5%
Orders equal to or greater than \$6,000,000 - +6%
Orders equal to or greater than \$7,000,000 - +7%
Orders equal to or greater than \$8,000,000 - +8%
Orders equal to or greater than \$9,000,000 - +9%
Orders equal to or greater than \$10,000,000 - +10%

8. **PROMPT PAYMENT TERMS:** Net 30 Days

9.a **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**

9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** As specified on agency task order and mutually agreed.

11b. **EXPEDITED DELIVERY:** As specified on agency task order and mutually agreed.

11c. **OVERNIGHT AND 2-DAY DELIVERY:** As specified on agency task order and mutually agreed.

11d. **URGENT REQUIRMENTS:** As specified on agency task order and mutually agreed.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:** Pothos, Inc.
2260 El Cajon Blvd, Suite 474
San Diego, CA 92104
Phone: 619-546-0621
Fax 413-723-7838
E-Mail: Michael@pothos.us

Pothos.

Contract Number GS-07F-0524U

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. **PAYMENT ADDRESS:** Same as contractor

15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. **EXPORT PACKING CHARGES:** Not applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level)

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 11-792-9963

26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registration valid until June 12, 2009.



Industrial Funding Fee (IFF) Payment Misidentification!!

Your Industrial Funding Fee Check Should Look Like This!

CONTRACTOR 12345 MAIN STREET ANYTOWN, USA 04234		INDUSTRIAL FUNDING FEE CHECK	CHECK NO. 11238
GENERAL SERVICES ADMINISTRATION		DATE	\$428.39
Four Hundred Twenty-Eight and 39/100		DOLLARS	
CONTRACT GS-00F-0000A REPORT PERIOD: OCT-DEC 98 IFF AMOUNT: \$428.39		SIGNATURE	
		PROPER IDENTIFICATION	

If it does not look like this, you may be one of GSA's valuable contractors who is not in compliance with Industrial Funding Fee (IFF) Contract Clause 552.238-74. The clause requires IFF checks to be identified with the proper information on the check, check stub, or other remittance material, as follows:

1. Your Contract Number(s)
2. The Report Period(s)
3. The IFF Amount(s)

- ❖ Proper identification of IFF payments assures credit to the proper IFF contract account.
- ❖ The IFF amount equals the amount of the payment when it is for only one report period and one contract number.
- ❖ If a payment is submitted for more than one contract and/or for multiple report periods, the portion of the payment to be allocated to each report period and each contract number must be identified.

For example: An IFF check for \$10,000 submitted for three contracts, all for the report period October – December 2000, should be annotated in the following format:

Contract GS-00F-0000A, Report Period Oct-Dec, Amount	\$ 5,120
Contract GS-00F-1111A, Report Period Oct-Dec, Amount	\$ 3,380
Contract GS-00F-2222A, Report Period Oct-Dec, Amount	\$ 1,500
	<u>\$10,000</u>

Send IFF payments to: **General Services Administration**
Industrial Funding Fee (IFF)/SIFT
P.O. Box 979017
St Louis, MO 63197-9017

- ❖ IFF Payments can be made using Electronic Funds Transfer (EFT). Call GSA Finance at 816-926-5377 or 1-800-676-3690 (Option 8) for more information.
- ❖ Direct any questions regarding identification or submission of the IFF to your Administrative Contracting Officer (ACO).

Equal Employment Opportunity is **THE LAW**

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the

primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$5.85 PER HOUR

BEGINNING JULY 24, 2007

\$6.55 PER HOUR

BEGINNING JULY 24, 2008

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY

At least $1\frac{1}{2}$ times your regular rate of pay for all hours worked over 40 in a workweek.

YOUTH EMPLOYMENT

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at www.youthrules.dol.gov.

TIP CREDIT

Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

1-866-4-USWAGE

(1-866-487-9243)

TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1088 (Revised June 2007)