

***** HOT SHEET *****
**7550281 - 8/2 P&G Brands - Tide,
Gain, Downy & Bounce**

Please note:

Your P&G Brands demo kit materials will be sent to you separately by the client. Please alert your staffing agency should you not receive these materials by end of day 7/29/15.

***** Thank you! *****

Execution Accountability Policy

In an effort to improve our performance and drive our success with Wakefern, the following accountability processes will be implemented immediately:

Please be aware that the amounts listed in your Training Manual under Demo Shopping List, are only **suggested** amounts. If you run out of sample product prior to the end of the demo, and have spent the amount listed, you are authorized to purchase enough additional products to last to the end of your event. Keep in mind the total amount cannot exceed \$100.

Engagement Specialist cannot multitask and co-mingle personal purchases, while in line for demo purchases. All personal purchases must be a separate transaction at the end of the work day.

Execution Date

- All demos **MUST** be executed on the **specific date** assigned. If an emergency situation arises, you are to contact your Supervisor immediately.

*****THIS PROJECT REQUIRES 2 GIFT CARD SWIPES*****
NO EXCEPTIONS

Shoprite Gift Card Purchase Instructions (Policy)

You must swipe 2 times

- 1) **MORNING SWIPE:** 10:00 am - Purchase Ramen Noodles.
- 2) **END OF DAY SWIPE:** 4:00 pm – Purchase Ramen Noodles.

Execution Policy:

- Product Check Pre-Calls must be completed. You must speak with the **Department Manager** 3 days prior to your event to confirm the date of your demonstration and ensure that the product will be on the sales floor.
- If you cannot reach the **Department Manager**, contact the **CGO Coordinator** (computer-generated ordering) OR the **Scanning Coordinator** at the store.
- If the store is low on product or has no product on your precall please contact your supervisor immediately (**not** the Support Line). With enough notice, we can have the product sent to your store in time for your scheduled date.
- Product purchase completion/proper use of gift card (**Monitored Daily**)
- Event Execution Completed on Scheduled/Contracted Day (**Monitored Daily**)
- Event Reporting **MUST** be completed by Midnight on the day of the event (**Monitored Daily**)

Accountability Policy:

In cases where Engagement Specialists have multiple execution issues, the following will occur:

- **First occurrence** – Engagement Specialist will receive a verbal notice from the Supervisor.
- **Second Occurrence** - Engagement Specialist will receive an Associate Counseling Form which will be filed (written documentation of performance issue).
- **Third occurrence** – Will result in a final written warning and may result in termination of employment.

UPDATED 2/9/2015



Atlanta
Baltimore
Battle Creek
Bentonville
Boise
Calgary
Chicago
Cincinnati
Dallas
Denver
Hartford
Houston
Los Angeles
New York
Orlando
Philadelphia
Phoenix
Pleasanton
Portland
Sacramento
Salt Lake City
Seattle

Zero Tolerance - Shoplifting or Theft

Events involving shoplifting or theft of store items in connection with the performance of a product demonstration have caused both our clients and our Company serious concern. Shoplifting is stealing whether it involves a store item unrelated to the product demonstration or excess product from a sampling event, regardless of value. Clients have reaffirmed their intention to take aggressive action against offenders, and we support such action.

This notification is being provided to you as an incumbent engagement specialist to put you on notice of this policy and its importance to you, our clients and our Company. Our policy with respect to shoplifting or theft, whether deliberate or unintentional, while performing an event obtained through our Company, is to fully cooperate with any criminal prosecution of the individual involved, as the law requires.

Additionally, to highlight the importance of this issue, we have amended all relevant documents to emphasize the fact that by accepting offers of work obtained through our Company you are agreeing to indemnify the Company against liabilities arising out of your acts or omissions while performing a client project you obtain through us.

This includes any liability we incur as a result of a client imposing on our Company a financial sanction or penalty resulting from your actions if it is determined that you have engaged in shoplifting or other forms of theft in connection with the performance of a product demonstration event. Such fines have amounted to \$1000 or more and any event specialist proven to have stolen or shoplifted will be responsible for reimbursing the Company. The Company reserves the right to pursue all options at its disposal to recover any amount due.

Your compliance with this policy is a condition of your employment relationship with our Company.

Senior Management



Event Instructions

PromoWorks

7550281 - 8/2 P&G Brands - Tide, Gain, Downy & Bounce

Please refer to the event time that was given by your supervisor.

FEATURED PRODUCT(S)

PRODUCT	UPC CODE	RETAILER CODE	# UNITS TO BUY	SUGGESTED SAMPLE	DISTRIBUTION GOAL	SAMPLES OBTAINED VIA
Bounce - Fresh Linen (120ct)	003700080253	011181867	0	N/A	0	Purchased at Store
Downy - April Fresh (51oz)	003700035762	011184108	0	N/A	0	Purchased at Store
Downy Unstopables - Fresh (13.2oz)	003700080453	011180714	0	N/A	0	Purchased at Store
Gain Flings - Original (12oz)	003700086748	011153652	0	N/A	0	Purchased at Store
Tide Liquid Pods - Original (12oz)	003700093032	011153199	0	N/A	0	Purchased at Store
Tide Liquid Pods - Original (27oz)	003700093037	011153204	0	N/A	0	Purchased at Store

SUBSTITUTE PRODUCT	UPC CODE	RETAILER CODE
Downy - Shipper Info (24ct)	000000000000	011189815
Gain Flings - Shipper Info (32ct)	000000000000	011159098
Tide Liquid Pods - Shipper Info (32ct)	000000000000	011153220

COUPON(S)	COUPON DESCRIPTION	DISTRIBUTION GOAL
Grocery : P&G Brands - Tide, Gain, Downy & Bounce	Coupon flyer, \$2 value, exp. 8/22/15 (NOTE: LeapFrog mail in offer expires on 8/8/15)	100

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PRODUCT FEATURES AND BENEFITS/SELLING POINTS

Actively engage consumers as they walk by and convey the following features and benefits for each product.

Product Name	Product Features Benefits / Selling Points
Grocery : P&G Brands - Tide, Gain, Downy & Bounce	<ul style="list-style-type: none">• Get a FREE LeapFrog LeapBand activity tracker (retail value: \$30 plus free shipping) by mail when you purchase \$30 of participating P&G products. Mail-in offer ends 8/8/15. See coupon flyer for specific details.• Avoid rewash. Get it clean the first time with Tide/Gain, Downy & Bounce. Better together!

KIT CONTENTS

♦ 1 Gift Card Activation Form	♦ 1 Paperwork (version noted on manifest)	♦ 1 PromoReport Form	♦ 1 Training Manual
♦ 100 Coupon: Grocery : P&G Brands - Tide, Gain, Downy & Bounce: Coupon flyer, \$2 value, exp. 8/22/15 (NOTE: LeapFrog mail in offer expires on 8/8/15)			

Any product listed on the Event Manual, including substitutions, is PRE-APPROVED and does not need to be reported to the Engagement Specialist hotline.

SHOPPING LIST

- ◆ 2 Maruchan Ramen Noodles
UPC:004178900211 *
- ◆ 0 of Bounce - Fresh Linen
- ◆ 0 of Downy - April Fresh
- ◆ 0 of Downy Unstopables - Fresh
- ◆ 0 of Gain Flings - Original
- ◆ 0 of Tide Liquid Pods - Original

Do not exceed \$1.00 (including tax).

**If the store does not have the exact supply items marked with an asterisk, you are PRE-APPROVED to purchase a comparable store brand or generic alternative. This does not need to be approved by the Engagement Specialist hotline.*

WHAT TO WEAR

Please comply with PromoWorks approved, standard uniform unless otherwise noted in the Special Instructions in this Manual.

WHAT TO BRING

Bring the following items to your event:

Aprons, Demo Kit, Demo Table, Gift Card, Pen, PromoReport Form, Training Manual, Uniform, Any Agency Provided Signage, and Waste Basket

Required Appliance:

Table & Tablecloth

Examine appliances to make certain all electrical and extension cords are in good repair and appliance is cleaned and sanitized.

SPECIAL INSTRUCTIONS

A successful event is engaging and educating shoppers through sampling/demonstrating the featured product(s) resulting in the purchase of the product today and in the future.

During your pre-call, ask for the CGO coordinator or the Scanning Coordinator and have item codes/UPC codes in hand to recite to that individual. Contact your agency immediately if products are not available.

EVENT INSTRUCTIONS

SAMPLE PREPARATION / EVENT TIPS

To Set Up for the P&G Brands - Tide, Gain, Downy & Bounce Demo:

PLEASE NOTE: A check-in and check-out purchase are REQUIRED on your execution day.

Upon arrival at the store and again before leaving, your retailer gift card must be used to make your check-in and check-out purchase. Save your receipts to submit with your paperwork. Make sure you follow the instructions detailed in your "How to Use Your ShopRite Gift Card" & "Execution Accountability Guidelines" documents when executing this event.

When	What to Purchase	UPC	Retail Price
Check-In	Maruchan Chicken Flavored Ramen Noodles	004178900211	\$.33
Check-Out	Maruchan Chicken Flavored Ramen Noodles	004178900211	\$.33

Total Purchase should not exceed \$1.00 for the day.

Special Note: If the Chicken Flavor Ramen is not available, please purchase another flavor of the Maruchan Ramen Noodles. If any purchases are made other than the Ramen Noodles, such as bananas, donuts, rolls, etc, those items will not be approved and the purchases will be the responsibility of the demonstrator.

The retailer gift card MUST be used for your REQUIRED check-in and check-out PURCHASE only.

To promote P&G Brands - Tide, Gain, Downy & Bounce:

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SAMPLE PREPARATION / EVENT TIPS Continued

- Please pull 2 of each P&G Brand items featured in this manual off the shelf and display on your demo table. That way you can try to sell consumers P&G Brand items from your demo table. Replenish as needed throughout the day.
- Set up near the products to be promoted
- Make a display of the products on your table
- Keep area neat and clean, making sure that trash never overflows
- Recite Key Selling Points
- Offer demo kit provided coupon flyers
- Know the product locations and price points

PRIOR TO EVENT

- Read and understand all the information in this packet.
- Review your kit contents for accuracy.
- Conduct your pre-call to the store **24 Hours** before your event and verify with the receiving clerk that the product would be available the day of the event. If you receive a negative response contact your supervisor to possibly reschedule the event.
- If event requires a debit card / gift card purchase, please activate your debit card the day before your event.

EXECUTING THE EVENT

- Check in with the retailer required manager (e.g. Customer Service Manager/Store or Department Manager) describing your event and ask to set up in a high traffic area near your product.
- Verify there is adequate inventory of the product(s) involved in your project and, if applicable, report beginning inventory on your PromoReports Form.
- Look for a secondary display of **Grocery : P&G Brands - Tide, Gain, Downy & Bounce**. If located, please set up your table near this display, with manager approval.
- If Extension Cord is in the Customer Traffic area, tape cords to the floor to prevent tripping.

POST EVENT

- Clean up, breakdown your table and leave your area as you found it.
- Discard any manuals or POS material in a trash or recycling (if available and appropriate) receptacle and destroy any remaining coupons or leave with a Store Manager (pending the retailer requirements).
- Do not leave the store with coupons or sample product.** Store Management may check your cooler/box/cart before you leave the store.
- Complete PromoReports Form and obtain a store stamp and a manager's signature.
- Verify the ending inventory of the product(s) sampled and, if applicable, please report this number on your PromoReports Form.
- Enter your event results once you have completed your event. Follow the instructions on your PromoReports Form for call in or on-line entry.
- Keep your paperwork for 1 year after reporting your results. You will be keeping the following:
 - ◆ Original event PromoReports Form
 - ◆ Additional report forms (i.e. Learning Center Form, Client Reports Forms, etc.) if applicable to your program
 - ◆ Original time invoice (must have original signature)
 - ◆ Make copies of your receipt on an 8 1/2 by 11 piece of paper and submit the entire page with your paperwork. Retain the original for your records.

NOTE:

Please follow standard safety/health procedures when conducting your event. Do not distribute samples to children. Hand the sample to the parent or guardian to give to the child.

ALLERGY WARNING:

We encourage consumers to check the ingredient statement on each package of the product they sample for the most up-to-date information on the ingredients contained in that product. **If your kit contains documents regarding allergy warnings this must be displayed.**

PROJECT SPECIFIC WARNING:

There are no specific Allergy Warnings for this product, however we encourage consumers to check the ingredients on each package of the product they sample for the most up-to-date information on the ingredients contained in that product.

Please recycle your consumer engagement materials when possible.



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ShopRite Gift Card Purchase Instructions for Project #7550281

ATTENTION!!!

A check-in and check-out purchase are **REQUIRED** on your execution day.

Upon arrival at the store and again before leaving, your retailer gift card must be used to make your check-in and check-out purchase. Save your receipts to submit with your paperwork. Make sure you follow the instructions detailed in your “How to Use Your ShopRite Gift Card” & “Execution Accountability Guidelines” documents when executing this event.

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Total Purchase should not exceed \$1.00 for the day.

Special Note: If the Chicken Flavor Ramen is not available, please purchase another flavor of the Maruchan Ramen Noodles. If any purchases are made other than the Maruchan Ramen Noodles, such as bananas, donuts, rolls, etc, those items will not be approved and the purchases will be the responsibility of the demonstrator.



The retailer gift card **MUST** be used for your **REQUIRED** check-in and check-out **PURCHASE** only.



How to Use Your ShopRite Gift Card



ShopRite Supermarkets

- ShopRite is a retailer cooperative that consists of 235+ stores in 6 different states- owned by 46 Member Groups. Each of these member groups has its own policies and procedures in place in regards to sampling demonstrations and Gift Card utilization. You must familiarize yourself with all regulations on a store by store basis. Please adhere to these policies at all times, if you have any issues with regards to these policies please notify your immediate supervisor for correction.

Important information regarding your ShopRite Gift Card utilization.

- If any unauthorized purchase is made using the ShopRite Gift Card, **the entire fraudulent balance will be the responsibility of you**, the agent. Only purchase the materials and quantity of materials authorized in your event training manual “**DEMO SHOPPING LIST**”.

If your ShopRite Gift Card is lost or stolen?

- You are responsible for any and all purchases made using your ShopRite Gift Card. So keep the card in a safe place! You will be using it frequently. In the event the card is misplaced or stolen, please **contact your agency supervisor immediately**. Your agency will then see to it that your card is deactivated* and a new card issued.
- **Once a gift card has been deactivated, it cannot be reactivated again.*

Day of Demo. Before Arriving to the Store

Activate your Gift card by calling **1-888-600-2343**.

This will activate your card with the funds needed for your event.

When you call, have the following information located in the box below:

- Project #
- Store #
- Promo Report Code
- Store's Zip Code
- Month you are scheduled to work
- Day you are scheduled to work
- Your personnel number
- Last 9 digits of your ShopRite Gift Card

Back of ShopRite Gift Card

This card has a monetary value determined at the time it is activated. Present this card to the cashier at the time of purchase and the card's available balance will be applied to your purchase total. If the current value of the card exceeds your purchase total, the remaining balance will be retained on the card. This card can be used only for purchases of merchandise and services at any ShopRite Supermarket or Pharmacy. It cannot be used in ShopRite Liquor stores. This card cannot be redeemed for cash or gift certificates. Unused balance of lost or stolen cards will not be replaced without proof of purchase. Except where prohibited by law, by activating or using this card the purchaser and any subsequent holder or user agree that if this card remains inactive for 24 consecutive months, ShopRite will charge a monthly service fee of \$2.00 against the remaining balance until the card is reused or the balance is depleted.

7000 0 0615 1699 9



Questions or Balance Inquiries visit any ShopRite Store or Call 1-800-SHOPRITE

WK050AM0323 199

Shoprite Gift Card Purchase Instructions (Policy)

You must swipe 2 times

- 1) **MORNING SWIPE:** 10:00 am - Purchase Ramen Noodles.
- 2) **END OF DAY SWIPE:** 4:00 pm – Purchase Ramen Noodles.

Please note: If you have not used all the recommended sample product by the end of the day, do not purchase it to take home. You are only authorized to purchase product actually used.

24 hour Customer Service Assistance

Call 1-800-238-9199 (Extension #0)

Live Operator: Sunday and Monday 9 a.m. – 6 p.m. EST

Live Operator: Tuesday - Saturday 8 a.m. – 7 p.m. EST

UPDATED 2/12/2015

CAUTION

Appliances and food may be hot.
We ask that parents give permission
before samples are
served to a child.

ALLERGY ALERT

We may use some of the following ingredients: peanuts, eggs, soy, tree nuts, wheat, gluten, dairy products, fish and/or shellfish. Even if these are not listed on the ingredient label, please be aware that all products may have come in contact with these ingredients.

Have a Happy and Healthy Day

ShopRite®

****Please display on event demo table**