

Speaker Contract

Agreement Made _____ (Date) Between _____
Referred to as **Sponsor**, and _____ of _____
_____, referred to as **Speaker**.

The parties to this Agreement, in consideration of the above recitals and the mutual covenants and stipulations set forth herein, agree as follows:

1. The **Speaker** will make a presentation entitled _____
On _____ (date) Program Length _____ hrs. CE approval needed? _____
2. **Speaker** agrees to provide to the **Sponsor** any written material which the **Speaker** wishes to be distributed at the **Speaker's** presentation. The **Sponsor** shall be responsible for the mass reproduction of such materials. **Speaker** agrees to provide the **Sponsor** with such materials 14 days prior to the date of the **Speaker's** presentation. OR **Speaker** may in lieu of above, bring such materials to the presentation and charge the **Sponsor** \$ _____ per student for the material.
3. **Sponsor** agrees to pay the **Speaker** a fee of \$ _____. Such fee shall be remitted to the **Speaker** upon **COMPLETION OF THE PRESENTATION ON THE DAY OF THE PRESENTATION**. A deposit in the amount of \$ _____ shall be due upon signing of this contract and will be applied to the fee due the **Speaker** on the day of the presentation.
4. **Sponsor** agrees to reimburse the **Speaker's** travel expenses as follows:
____ Round trip airfare, coach class, purchased in advance
____ Automobile mileage at the IRS approved rate per mile
____ Rental car (midsized) or taxi fee
5. Overnight hotel/motel accommodation for the **Speaker** will be arranged and paid for by the **Sponsor**.
6. **Sponsor** agrees to provide a meal per diem to the **Speaker** at the rate of \$ _____. **Speaker** agrees to be responsible for any and all incidental expenses over and above the agreed upon per diem.
7. Upon completion of the **Speaker's** presentation, the **Speaker** agrees to provide the **Sponsor** with an invoice setting forth reimbursable expenses as described in paragraph 4 of this agreement. Reimbursement for such expenses shall be remitted to the **Speaker** with 14 days of the date of the completion of the **Speaker** presentation, if not paid with the **Speaker's** fee the day of the presentation.
8. **Speaker** agrees to indemnify and hold harmless the **Sponsor** from any cause of action or liability arising from the **Speaker's** presentation.
9. **Speaker** agrees to comply with the **Sponsor** regarding the direct sale of or reference to product or materials of the **Speaker** as set forth as follows: _____

_____.
10. Meeting room accommodations should be as follows:
____ Center aisle classroom style, set with 8' table in the front center of room
____ Round tables set with 6 chairs per table, 8' table in the front center of room
Draped table at the rear of the room for **Speaker's** products shall also be supplied. Other needs are:
____ TV/VCR
____ Whiteboard or easel
____ Overhead projector
____ Projection system

11. In the event of cancellation of this agreement by the **Sponsor** the following cancellation policy will apply and will be in effect from the time that written notification is received by Creative Learning Concepts. If the program is rescheduled with 30 days from the cancellation date, the amount of the cancellation fee collected will be applied to the fee due for the rescheduled date.
 - a. 100% of fee if canceled within 14 days of date of presentation
 - b. 75% of fee if canceled within 15-30 days of date of presentation
 - c. 50% of fee if canceled with 31-60 days of date of presentation
 Any travel expenses already expended shall be reimbursed immediately upon invoice with the cancellation fee.

12. **Sponsor** is not responsible nor liable for any expenses incurred by the **Speaker** in the event the **Speaker** cancels this agreement.
13. This instrument contains the complete agreement between the parties hereto, and no statements, promises, or inducements made by any party or any agent of any party not contained in this instrument shall be valid or binding upon the parties. The authorized representative of the **Sponsor** in signing this agreement warrants that he or she signs as a duly authorized representative of the **Sponsor**.
14. Presentation Site: _____ Address _____
 City, State, Zip _____ Phone _____
 Contact Person on Site _____
 Off Site Emergency Contact Person _____
 Starting Time _____ Ending Time _____
15. It is understood that the presentation may not be audio taped, video taped or broadcast without the **Speaker's** written permission. If permission is given, **Speaker** shall be given a copy of any such tape.
16. Other provisions: _____

Dated _____ 200__.

Sponsor _____
 Title _____
 Company _____
 Address _____
 City, State, Zip _____
 Email _____
 Phone _____ Fax _____

Dated _____ 200__.

Speaker _____
 Company _____
 Tax ID # _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Return completed form to: Creative Learning Concepts, LLC
 1220 S Jefferson Sioux Falls, SD 57105
 605 338 8018 (Fax)