



SAMPLE SPEAKER AGREEMENT 2013

This agreement is made and entered into this date, by and between the **International Association for Exhibitions and Events (“IAEE”)** and **Speaker: (NAME)**.

SPEAKER agrees to prepare and present the following program(s) at (IAEE ?? CHAPTER EVENT NAME) at (LOCATION WITH ADDRESS)

(DAY, DATE)

(TIME)

(PROGRAM TITLE)

Expenses and Other Financial Considerations:

IAEE will pay to **SPEAKER** an honorarium in the amount of (??) issued at the conclusion of **SPEAKER**'s presentation.

IAEE will reimburse **SPEAKER** for round trip transportation not to exceed \$300.

IAEE will book and pay for single room accommodation at a designated conference hotel for one (1) night. **SPEAKER** will complete the enclosed *Request for Accommodations* and return to **IAEE** by the date specified.

IAEE will reimburse **SPEAKER** normal and customary ground transportation.

IAEE will provide **SPEAKER** with the cost of meals up to a maximum of (??) per day based on submitted receipts. All costs include tax and 15% tip.

Any expense items not specified above are expressly excluded from reimbursement (i.e., room service, phone calls, laundry, dry cleaning, in-room moves, entertainment, and limousines).

In order to receive reimbursement prior to (DATE), itemized requests for reimbursements must be submitted to **IAEE** no later than (DATE).

The **SPEAKER** hereby grants permission to **IAEE** to photo copy and distribute the presentation including handouts and any related materials during the **Presentation**.

The **SPEAKER** warrants and represents that the Presentation, handouts, and related materials are factually accurate and contain no matter libelous or otherwise unlawful. The **SPEAKER** further warrants that such Presentation, handouts, and related materials are either

- 1) the **SPEAKER**'s own original work or,
- 2) available for use without permission because they are in a public domain, or
- 3) when materials utilized in the presentation are not the **SPEAKER**'s own original work or in a public domain, they are either
 - a) presented with the permission of the originator/owner of the material, or
 - b) are believed to be within the “fair use” exemption of copyright law which includes use for purposes of criticism, news reporting, commentary, teaching, and research.

(SPEAKER NAME)

The **SPEAKER** understands that permissions granted to **IAEE** under this agreement do not prohibit the **SPEAKER** from using the Presentation including handouts or other materials utilized in the Presentation for **IAEE** in the future in the **SPEAKER**'s professional or personal work.

The **SPEAKER** authorizes the **IAEE** to use his/her name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the Presentation including rebroadcast on a "virtual" basis.

This agreement is binding on both parties and cannot be cancelled except as hereinafter provided. **IAEE** and the **SPEAKER** mutually agree that all parties shall be released from any and all liability or damages hereunder if **IAEE** or the **SPEAKER** is unable to fulfill the terms of this agreement due to an act of God, illness or physical disability of the **SPEAKER**, acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, flood, fire, interruption or delay of transportation, or any other cause beyond the control of the parties. If, for any reason, the **SPEAKER** is delayed or cannot appear, the **SPEAKER** will promptly notify **IAEE** to arrange a mutually agreeable change of date and/or a substitute **SPEAKER**. Any benefits, deposits, and/or advance reimbursements under this agreement shall be transferred to the substitute **SPEAKER**, if any. If a change of date or substitute **SPEAKER** cannot be mutually agreed upon, **IAEE** and the **SPEAKER** agree that this Agreement is cancelled and that the **SPEAKER** shall refund any deposits and/or advance reimbursements it has received from **IAEE**.

Authorized Signatures:

SPEAKER

IAEE

By: _____

By: _____

(APPROVED CHAPTER PERSON)

Date: _____

Tax ID / SS: _____