

SPEAKER/PRODUCT SALES AGREEMENT



SECTION I – Agreement

This agreement is between _____ and _____
(Speaker's name) (Name/title) on behalf of District _____,
(Number) Toastmasters International, to deliver a presentation for _____
(Conference name/event) _____ as follows in Section III, Program Information.

SECTION II – Speaker Contact Information

Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email address _____

SECTION III – Speaker/Program Information

Event date _____ Estimated number of attendees _____
Event name _____
Event location (venue name) _____
Presentation title _____
Session start time _____ Session finish time _____ Breaks _____
Meeting room _____
Meeting room set-up _____
Audio/visual needs _____
Other equipment/set-up needs (may be subject to approval) _____

On-site Contact _____

Additional Information:

- Under no circumstances will a district pay for speaker fees.

SECTION IV — Accommodations & Transportation

A district may reimburse or cover a speaker's expenses only with advance written approval of the district director and only to the extent that funds and/or benefits are available from a third-party sponsor or from excess funds or donated services generated by this district event.

If the above requirement is met, check only the applicable allowable expenses:

- Roundtrip airfare
(At the lowest coach rate available and not to exceed, US \$ _____)
- Mileage
(At the rate of US\$ _____ per mile)
- Complimentary program or event registration
(Excluding sessions or events that may require an additional fee)
- Complimentary meals (# of _____)
(Included in complimentary event registration only)
- Complimentary hotel accommodations
(Includes # _____ of nights, including applicable taxes)

Hotel name _____

Hotel address _____

Hotel phone _____ Hotel fax _____

- Other (please describe) _____

Additional Information:

- Phone calls, video rental, parking fees, taxi, and transportation to and from the airport, unless otherwise noted, are not reimbursable

SECTION V — Product Sales Guidelines (if applicable)

Should you wish to sell a product or service at this event, you are required to submit a sample of the product or description of the service for approval. If approved, you can begin sales immediately following the presentation for a maximum of two hours provided this time does not conflict with the district business/council meeting.

Does the product or service support the goals and objectives of the event and the Toastmasters International mission?

- Yes No

Please describe the product or service _____

Additional Information:

- The speaker is responsible for sales of the product or service. This includes display, sales transactions, payments of sales taxes associated with the sales and proper removal of products or services when the allocated time is expired.
- The speaker is not allowed to discuss or promote product sales during the presentation, but can make a short announcement about product availability at the close of the presentation.
- Speaker takes full responsibility for any defective products sold at the event.
- A table will be provided that is no larger than 4' X 8' (1.2m X 2.4m).

To be completed by District or other authorizing entity:

Speaker is approved for product sales? Yes No Date _____

Additional instructions and/or information (if applicable) _____

SECTION VI — Terms and Conditions:

Cancellation Terms:

Either you or the (event name) _____ conference committee, on behalf of Toastmasters International, may terminate this agreement without cause or liability up to 30 days prior to the program date by providing written notice. In the event that this agreement is terminated less than 30 days prior to the program date, the cancelling party shall pay any nonrefundable expenses incurred by the other party prior to the cancellation, up to a limit of \$500.

Disclaimer:

By attending and participating in this event, attendees and speakers are hereby notified that their image or likeness in the form of live video, recorded video, and still photography may be captured and used in event publicity in print or electronic format.

SECTION VII — Acceptance of Terms and Conditions

This Agreement constitutes the sole, full, and complete agreement of the Parties and supersedes all previous communications, representations, or agreements, either oral or written, between them regarding the subject matter of this Agreement. This Agreement may be modified only by written amendment signed by both Parties. Please sign in the space provided to verify your acceptance of this contract:

Speaker/presenter _____ (Signature) District Director _____ (Signature on behalf of Toastmasters International)

Print name _____ Print name _____

Date _____ Date _____

Please refer to the Toastmasters International Guidelines for Sponsorship, Product Sales and Speakers for rules, regulations and additional information and attach a copy with this signed agreement.

FOR DISTRICT USE ONLY

Please ensure your speaker/presenter answers the following questions:

Are you a candidate for district or international office? Yes No

(If yes, the conference chairman will need to be informed as important campaign/election policies apply)

**Are you currently competing or do you plan to compete,
at any level, of a speech contest that will be held at this event?** Yes No

(If yes, this person cannot be a presenter as contest eligibility rules prohibit it)

Required Speaker Documents that must be submitted: (please check those that apply)

A signed and dated copy of agreement by _____ (Date)

A session abstract, biography, photo and speaker introduction by _____ (Date)

A copy of any handout materials for approval by _____ (Date)

A sample of product or description of service for sale by _____ (Date)

**This contract can be adapted to other Toastmaster related events and activities*