



137 Pearl St. NW, Suite 400
Grand Rapids, MI 49503
(616) 977-7900

PROGRAM AGREEMENT

This Agreement, is by and between **Chip Cummings Unlimited!** (CCU), and:

Client: _____

Contact Name: _____ **Phone:** _____

For the presentation of the following program:

Program: _____

Speaker: _____ Multi-day Convention

Event Name: _____ Multiple Program Presentations

Date of Event: _____ **Number of Attendees:** _____

Start Time: _____ **End Time:** _____ **Set-up Time:** _____

For this program, the Client agrees to the following fees and expenses:

Speaker Fees: \$ _____ To be paid by a separate Sponsor *

Expenses – Air Travel: Est. _____ To be paid by Sponsor *

Expenses – Hotel: Est. _____ To be paid by Sponsor *

Expenses – Food/Misc: _____ To be paid by Sponsor *

TOTAL: \$ _____

Required Deposit
(see section below): \$ _____

Balance Due: \$ _____

* If any fees are being paid directly to CCU by a Sponsor, a separate acknowledgement is required before the date can be confirmed.

NO DATES CAN BE CONFIRMED UNTIL DEPOSIT HAS BEEN RECEIVED.

Due on-or-before day of event.

All Expenses are estimates – actual costs will be billed by separate invoice, payable upon receipt.

Expenses –

Air Travel: For your convenience, all air travel must be done through CCU. Client will be billed for actual airfare (round-trip full coach fare) at best rate/schedule availability based upon advanced booking. For multiple destinations, airfare will be pro-rated among all clients. In order to save the Client money, most flight fares utilized contain restrictions and/or penalties in the event of change or cancellation. If Client postpones or cancels date after confirmation, Client will be responsible for any non-refundable penalty or change fees incurred.

Hotel: For convention-type events, Client shall make reservations for a suitable room on-site to be billed to Client’s Master Account. For “stand-alone” events, CCU will reserve business-class accommodations in the most convenient proximity to the event.

Food / Miscellaneous: Food and other miscellaneous expenses shall be charged at a flat per-diem rate of \$100 per day. Any transportation expenses will be billed at actual cost, and every attempt will be made to minimize expenses.

Deposit – Cancellation

No date will be confirmed, and Client may not advertise this event until a deposit and signed Agreement have been received by CCU. Once a date is set aside and a presentation confirmed, we often incur commitments of time and resources on your behalf, well in advance of the program date. Because a cancellation or postponement initiated by the Client causes losses, either through direct resource expenditure or because of the turning down of other business for this date, we have found it necessary to include the following cancellation fees, effective in all cases other than Acts of God (e.g. major disaster, etc.). Upon Client cancellation, Client will be responsible for:

- 100% of fee if cancelled less than 15 days before event;
- 50% of fee if cancelled 15-30 days before event;
- 25% of fee if cancelled 31-60 days before event.

If cancellation/postponement is unavoidable, Client must notify CCU of the cancellation by telephone and e-mail, followed by a written letter to CCU within 5 days. If the date can be rebooked, CCU will refund 100% of the Deposit, minus any out-of-pocket expenses we have incurred on your behalf.

Presentation and Program Content –

Chip's programs are carefully and professionally prepared to provide maximum benefit for your attendees. Chip will conduct a "Pre-event Interview" approximately 3 weeks prior to the event to cover details of the program and to customize the presentation for your attendees. Chip Cummings is a Professional member of the National Speakers Association, subscribes to the NSA Code of Professional Ethics, and will always work to represent the best interests of the Client and event Sponsor(s) before, during and after the event.

Program Materials –

To enhance the learning environment for attendees, many presentations are supplemented with handouts, worksheets, reference materials, audio CD's and/or other support materials. When possible, these will be customized for the Client and/or Sponsor, and will be provided in advance to the Client for review and duplication. Client will, at their cost, prepare and distribute any "paper" handouts. No other speaker program materials for this presentation may be distributed without the advance approval of CCU.

Success Tools –

Many attendees enjoy the option of obtaining additional program educational materials at the conclusion of the event. Unless otherwise specified, CCU will make these items available to attendees at a special reduced rate. CCU also agrees to allow Client the option to purchase educational materials for attendees at special quantity pricing in advance, which can be customized or "branded" for the event.

Audio/Video Taping –

NO AUDIO OR VIDEO RECORDING OF THE PRESENTATION MAY BE DONE WITHOUT THE ADVANCE APPROVAL OF CCU. We encourage professional audio and/or video taping of Chip's sessions, but for your benefit and ours, we ask the following:

1. A professional technician must do the taping using professional quality equipment;
2. CCU must receive the master copy within 30 days of the presentation;
3. Copies may not be sold or publicly circulated, but may be distributed to your internal staff only;
4. An "A/V Addendum" to this Agreement must be signed at least 7 days in advance of the program.

Program Copyright –

All program content and materials, including but not limited to, handouts, overhead presentations, worksheets, audio and/or visual media are copy written by CCU, and may not be reproduced in any format without the express written consent of CCU.

Publicity and Marketing Materials –

CCU will assist Client with marketing and event preparation by providing program descriptions, bio and background information, introductions, photographs, audio tags, or other support materials that are readily available upon request of the Client. CCU also agrees to make Chip available for any pre-event interviews, appearances, conference calls, or other promotional events as scheduling allows.

Internet Access –

Due to the nature of the subject matter covered in certain presentations, Internet access may be required for the benefit of the attendees. CCU will notify Client at time of "Pre-event Interview" if access will be necessary. Client is responsible for any costs incurred for providing Internet access.

No-Show Substitution –

Chip and the CCU staff take extreme care in planning to ensure that arrangements are made to arrive at the event early, and he has never missed an event. Should there be unforeseen circumstances that are beyond his control that prevent or delay his arrival at the event, CCU will contact the Client and make every attempt to come to a suitable resolution, including the substitution of another qualified speaker if possible. CCU and Chip will not be held responsible for any loss or damages by Client.

Speaker Bureau Fees –

It is the policy and practice of Chip and CCU to protect the interests of any referring Speaker Bureau Agency, and this Agreement is not meant to replace any pre-existing agreements or policies between any of the parties. All fees indicated in this Agreement are inclusive of any Agency fees or commissions, and any such fees shall be paid by CCU directly to Agency.

Additional Information –

Signed and Acknowledged By:

Chip Cummings Unlimited!

Client

Date: _____

Date: _____

Please return copy of signed Agreement with deposit. Fully signed copy will be returned upon confirmation. Signed agreement may be faxed to CCU which will "HOLD" the date for 7 days.



Audio Visual and Room Set-up Requirements

To help insure a successful and enjoyable experience for the participants at your event, we have prepared a list of audio visual and location requirements. Upon review of the list, please contact our office if you have any questions or concerns about any of the items indicated:

A.V. Requirements

1. Wireless lavalier microphone (if more than 50 people)
 - a. For keynote, use wireless handheld
 - b. If corded mic is used, must have enough cable to reach back of room
2. Sound system must accommodate line input
3. Projection screen of sufficient size for audience viewing
4. LCD Projector with VGA input (no LCD pads) with AV cart and power
5. Internet access at front table (if required by program type – not telephone access please)

Room Set-up Requirements

1. Classroom style for all breakout sessions and workshops (theatre/auditorium for keynotes)
 - a. U-shaped configuration for small groups okay.
 - b. Center aisle and 10' minimum front-of-the-room clearance
 - c. Room should be set "wide" rather than "deep" when possible
2. No lectern or podium necessary
3. 1' high stage riser with steps if more than 100 people
4. 6' dressed table in front of room with power
5. 6' table in back of the room for educational materials
6. All cords and cables to be taped and dressed