

**SPONSOR / AGENCY AGREEMENT**

**SPONSOR:  
«Account Name»  
«Accounts.Billing Street», «Accounts.Billing City»,  
 «Accounts.Billing State» «Accounts.Billing Code»   
«Accounts.Billing Country»**

**CONTACT PERSON:  
«Event Contact Person»** : **«Contact Phone» / «Contact Email»**

This agreement is between the **Sponsor** and **Robinson Speakers LLC** (the “Agency”), effective as of «Closing Date», concerning the appearance of «Speaker Name» (the "Speaker") at **«Name of Event»** (the "Event").

**Event Details**

* **Speaker**: «Speaker Name»
* **Event Date**: «Date of Event»
* **Itinerary** : *See Final Page*
* **Location**: «Event Venue Full Address»
* **Travel Details** : «Travel Addendum»

**Payment & Travel**

* **Fee**: **«Amount»** USD, plus travel stipend of (**«Travel Stipend»**).
* **Payment Terms**: 50% of fee plus any travel stipend listed above is due upon signing. This is a milestone payment for booking the calendar date, and it is non-refundable unless Speaker cancels. The remaining balance is due 30 days before the event. Payments are to be made via electronic transfer to **IPG, LLC** according to the invoice.

Costs for collection any delayed payments, including legal fees, will be covered by the Sponsor.

**Governing Laws**

This agreement is governed by **Florida State Law**, with jurisdiction in FL courts. Changes to this contract must be in writing and signed by all parties.

**Taxes**

Sponsor is responsible for all applicable taxes (excluding income taxes) and related licenses/insurance. If a non-resident withholding tax applies, the Sponsor will pay it directly to the tax authority and provide proof for the Speaker’s filings.

**Cancellation**  **of the Agreement**

* **Non-Cancelable**: Sponsor cannot cancel. All payments are due per the payment terms.
* **Speaker Non-Performance**: If the Speaker is unable to appear, the Agency will help arrange a substitute if desired. If no replacement is agreed upon, the Sponsor’s fee is refunded, and no further claims apply.

Any Sponsor change, delay, or cancellation within 60 days will result in the full fee being due.

**Force Majeure**

Notwithstanding any other clause in this agreement, to the contrary, in the cases of *force majeure* (e.g., natural disasters, wars, strikes, pandemics, volcanos, or any other hindrance preventing speaker from attending event), all parties are excused from obligations until the situation resolves. After that, the event will be rescheduled. The *force majeure* situation only delays the event, it does not cancel it, and Sponsor will not be refunded. The Speaker agrees to reschedule the event at a timely and convenient time for the Sponsor.

**Confidentiality**

All terms and conditions are confidential unless disclosure is required by law.

**Endorsement**

Speaker’s appearance does not imply endorsement. Sponsor may use Speaker's name, photograph, and biographical material solely for the purpose of advertising and promoting the Speaker's appearance at the Event after this Contract is fully signed, up to and including the Event date.

**Future Engagements**

In the event Sponsor employs Speaker for a future engagement, or further business is generated from the Speaker's appearance at The Event either by referral, interested parties, repeat business, and all such business connections, Agency must be contacted by Sponsor to facilitate the transaction to act as Speaker's lecture booking agent.

**Independent Contractor**

Agency acts as Speaker’s booking agent and is not liable for actions/statements made by either the Speaker or Sponsor.

**Enforcement**

Any invalid clause does not affect the enforceability of the rest of the agreement.

**SPEAKER ADDENDUM  
Speaker**: «Speaker Name»  
**Event**: «Name of Event»  
**Contract Number**: «Contract Number»

**Taping & Rights**

* **Recording**: Speaker's appearance may be taped for Sponsor's archival purposes and Sponsor may post the video on an internal password protected website for attendees or those who could not physically attend the event. Any recording must be agreed upon by all parties via a written Rider, which shall not be unreasonably withheld. Post event, Sponsor will email any recordings to Agency.  
    
   Robinson Speakers, LLC  
   info@robinsonspeakers.com
* **Ownership**: It is understood that Speaker reserves all copyrights for the program and any broadcast, recording, videotape, webcast, simulcast reproduction, sold or rebroadcast. The lecture and any supporting materials provided by Speaker remains the intellectual property of Speaker.

**Photos & Promotions**

Photos may be taken with Speaker's approval, and copies must be provided to the agency after the event. All promotional materials featuring the Speaker must be shared before use.

**Conference Call**

A call with the Speaker or their representatives will be arranged pre-event to discuss event details for a minimum of 30 minutes. If the Sponsor requires more than one call, they understand this call may not be with the Speaker but with the representatives instead.

**Testimonial**

Sponsor agrees to provide a testimonial after the Event.

**Audio-Visual Requirements**

Sponsor will supply:

* Lapel mic (for groups >30)
* Projector, screen, sound setup
* VGA connector (Speaker uses a Macbook Pro)
* 3.5mm audio cable
* Clarification on video output (16:9 or 4:3)

**Itinerary**   
*No additional activities are expected beyond those detailed in this agreement.*

Outline of Event:  
 «Complete Timetable»

***Please review the agreement to confirm all details are correct.***

***Let us know if any questions arise. We’re here to help with anything you need, and we pride ourselves on offering top-notch customer service. If you have any questions or require any adjustments, please don’t hesitate to reach out. We're happy to make sure everything is just right for you.***

***Looking forward to working together!***

*Agreed to and Accepted by:*

**{{Signature:Recipient1\*}}**  **{{Signdate:Recipient1}}**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPONSOR Date

**{{Signature:Recipient2\*}}**  **{{Signdate:Recipient2}}**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENCY Date