

ARTISTIC PERFORMANCE AGREEMENT & SPEAKER AGREEMENT

General inquiries call ext. 22642 Legal-related inquiries call ext. 11274

- **Q.** When is the Speaker Agreement required for speakers?
- **A.** The Speaker Agreement is required for speakers when one or both of the following apply:
 - If the speaker is represented by an agency;
 - If the speaker is a prominent and high risk figure (i.e. Bill Clinton, Maya Angelou)

If the speaker is <u>not</u> represented by an agency and is <u>not</u> a high risk figure, use Pace's Honorarium Form.

- **Q.** When is the Artistic Performance Agreement required for artists?
- **A.** When one or both of the following apply:
 - The individual will provide services of an artistic, theatrical and/or musical nature;
 - An agency is providing/facilitating an artist/performer
- **Q.** What are the required documents for Artistic Performance Agreements and Speaker Agreements?
- **A.** The required documents depend on whether the Speaker/Artist is a corporate entity (i.e. Inc., LLC, PC):

Required Documents—Individual

- 1. Pace's Standard "Speaker, Artist, Performer Contract"; or "Pace's Rider to Speaker, Artist, Performer Contract" with the vendor's contract
- 2. Pace's Workers' Compensation Waiver Form
- 3. Independent Contractor Payment Form (*N/A if a PO will be used for payment)

Required Documents—Corporate Entity

- 1. Pace's Standard "Speaker, Artist, Performer Contract"; or "Pace's Rider to Speaker, Artist, Performer Contract" with the vendor's contract
- 2. A Copy of the Speaker/Artist's Certificate of Insurance
 - a. General Liability amount should be at least \$1 million
 - b. Consultant/Vendor should name Pace as "additional insured" and use Pace's legal address: One Pace Plaza, New York, NY 10038
- 4. Proof of Workers' Comp Insurance (at least \$1 million) or Pace's Workers' Compensation Waiver Form