



## ARTISTIC PERFORMANCE AGREEMENT & SPEAKER AGREEMENT

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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 not represented by an agency and is not 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