

## Contract Types and Required Documents

### Contract Type - Consultant Agreement

(Consultant - An Individual or company that provides non-employee services of an advisory nature.)

### Required Documents - Individual who is Unincorporated and Unlicensed

1. Independent Contractor Questionnaire.
2. Independent Contractor Payment Form.
3. Pace's Standard "Consultant/Vendor Agreement" , or Pace's Standard "Rider to Service Agreement" (with the Consultant's agreement form).
4. A Written Statement that the Consultant is Unincorporated and Not Required to carry Worker's Compensation Insurance.

**Note:** *If the Consultant does not have his/her own contract, use Pace's "Consultant/Vendor Agreement". If the Consultant has his/her own contract, use Pace's "Rider to Service Agreement".*

### Required Documents - Consultant Agreement– Individual who is Unincorporated and Licensed

1. Independent Contractor Questionnaire.
2. Independent Contractor Payment Form.
3. Pace's Standard "Consultant/Vendor Agreement", or Pace's Standard "Rider to Service Agreement" (with the Consultant's agreement form).
4. A Written Statement that the Consultant is Unincorporated and Not Required to carry Worker's Compensation Insurance.
5. A certificate of insurance that shows evidence of "Professional Liability" coverage.

**Note:** *If the Consultant does not have his/her own contract, use Pace's "Consultant/Vendor Agreement". If the Consultant has his/her own contract, use Pace's "Rider to Service Agreement".*

### **Required Documents - Consultant Agreement– Corporate Entity (Licensed or Unlicensed)**

1. Pace’s Standard “Consultant/Vendor Agreement”, or Pace’s Standard “Rider to Service Agreement” (with the Consultant’s agreement form).
2. A Copy of the Consultant’s Certificate of Insurance. If the Consultant is licensed, their certificate should include “Professional Liability” coverage.
3. A Printed Copy of the Purchase Request (from E-Procurement). The purchase reqes should be for the full cost of the contract.

**Note:** *If the Consultant does not have his/her own contract, use Pace’s “Consultant/Vendor Agreement”. If the Consultant has his/her own contract, use Pace’s “Rider to Service Agreement”.*

### **Contract Type - Event Agreement**

(Events that require contracts are external/internal events that include one or more of the following: Catering, Non-Pace guest attendees, Space rental).

### **Required Documents – Event Agreement**

1. Pace’s Standard “Consultant/Vendor Agreement”, or Pace’s Standard “Rider to Service Agreement” (with the Venue’s/Caterer’s agreement form).
2. A Copy of the Venue/Provider’s Certificate of Insurance.
3. A Printed Copy of the Purchase Request.

**Note:** *If the Venue/Caterer does not have its own contract, use Pace’s “Consultant/Vendor Agreement”. If the Venue/Caterer has his/her own contract, use Pace’s “Rider to Service Agreement”.*

## Contract Type – Vendor (Service) Agreement

(Vendor/Service - An individual or company that provides non-employee services that are not of an advisory nature. Examples include: Photography, Audio/Visual Equipment – Rental and Set-up).

### Required Documents - Service Agreement– Individual who is Unincorporated and Unlicensed

1. Independent Contractor Payment Form.
2. Pace’s Standard “Consultant/Vendor Agreement”, or Pace’s Standard “Rider to Service Agreement” (with the Vendor/Service agreement form).
3. A Written Statement that the Vendor/Service is Unincorporated and Not Required to carry Worker’s Compensation Insurance.

**Note:** *If the Vendor/Service does not have his/her own contract, use Pace’s “Consultant/Vendor Agreement”. If the Vendor/Service has his/her own contract, use Pace’s “Rider to Service Agreement”.*

### Required Documents - Service Agreement– Individual who is Unincorporated and Licensed

1. Independent Contractor Payment Form.
2. Pace’s Standard “Consultant/Vendor Agreement” , or Pace’s Standard “Rider to Service Agreement (with the Vendor/Service agreement form).
3. A Written Statement that the Vendor/Service is Unincorporated and Not Required to carry Worker’s Compensation Insurance. If the Vendor/Service is licensed, they should provide a copy of their “Professional Liability” coverage.

**Note:** *If the Vendor/Service does not have his/her own contract, use Pace’s “Consultant/Vendor Agreement”. If the Vendor/Service has his/her own contract, use Pace’s “Rider to Service Agreement”.*

## Required Documents - Service Agreement – Corporate Entity (Licensed or Unlicensed)

1. Pace’s Standard “Consultant/Vendor Agreement”, or Pace’s Standard “Rider to Service Agreement (with the Vendor/Service agreement form).
2. A Copy of the Vendor’s Certificate of Insurance. If the Vendor/Service is licensed, they should provide a copy of their “Professional Liability” coverage.
3. A Printed Copy of a Purchase Request (from E-Procurement).

***Note:** If the Vendor/Service does not have his/her own contract, use Pace’s “Consultant/Vendor Agreement”. If the Vendor/Service has his/her own contract, use Pace’s “Rider to Service Agreement”.*

## Contract Type – Speaker, Artist, Performer Agreement

### When is a Speaker, Artist, Performer Agreement Required?

#### Speaker – 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: Examples: Bill Clinton, Maya Angelou.

#### Artist/Performer – when one or both of the following apply:

- The individual will provide a services of an artistic, theatrical and/or musical nature.
- An agency is providing/facilitating an artist/performer. Examples: caricature artist, musician.

## Required Documents - Speaker, Artist, Performer Contract – Individual, Not Incorporated

1. Independent Contractor Payment Form.
2. Pace’s Standard “Speaker, Artist, Performer Contract”, or “Pace’s Rider to Speaker, Artist, Performer Contract”.
3. A Written Statement that the Speaker/Artist/Performer is Unincorporated and Not Required to carry Worker’s Compensation Insurance.

**Note:** If the Speaker/Artist/Performer does not have his/her own contract, use Pace’s “Speaker, Artist, Performer Contract”. If the Speaker/Artist/Performer has his/her own contract, use Pace’s “Rider to Speaker, Artist, Performer, Contract ”.

**Required Documents - Speaker, Artist, Performer Contract – Corporate Entity**

1. Pace’s Standard “Speaker, Artist, Performer Contract”, or Pace’s “Rider to Speaker, Artist, Performer Contract”.
2. A Copy of the Company’s Certificate of Insurance.
3. A Printed Copy of the Purchase Request (from E-Procurement).

**Note:** If the Speaker/Artist/Performer does not have his/her own contract, use Pace’s “Speaker, Artist, Performer Contract”. If the Speaker/Artist/Performer has his/her own contract, use Pace’s “Rider to Speaker, Artist, Performer, Contract ”.

**Speaker Honoraria**

- Honoraria for speakers (considered low-risk and/or not represented by agents) may be processed with confirmation and payment letters.
- The letters and Pace’s “Independent Contractor Payment” form should be directed to the Accounts Payable Department.

**Honoraria Confirmation and Payment Letters**

- [Acknowledgement of Speaking Engagement](#) (used when hand-delivering payment to Speaker)
- [Speaking Engagement Payment Form](#) (used when payment will be mailed to Speaker)