

Mortgage Speakers Bureau

SPEAKING ENGAGEMENT CONTRACT FOR MORTGAGE SPEAKERS BUREAU

Thanks for hiring (speaker) for your conference/meeting. I have outlined the terms of the engagement. Please feel free to let me know if you have any questions

1. (Speaker) will speak on (date). (Speaker) will travel to (location)
2. The presentation will consist of a (topic and length of time)
3. The speaking fee is _____, together with the costs set forth below.
4. You agree to reimburse travel, hotel and meals. Please choose travel option:
 _____(Speaker) will handle their own travel arrangements
 ____Company/Association will book and pay for hotel room and will provide hotel confirmation number prior to the event
 ____Company/Association will purchase airline tickets and arrange and pay for hotel room and provide confirmation 30 days prior to the event.
5. The Deposit for the speaking fee of (1/2 of speaking fee) is due no later than (date) .The deposit fee is non-refundable if you should cancel the conference for any reason.
6. If the workshop is re-scheduled, the _____ deposit will be applied to the rescheduled date. The re-scheduled date would be subject to (speaker's) availability.
7. The check for the balance of the speaking fee and expenses should be made payable to (speaker) and issued to him/her on the day of his/her speech. We will provide you with an expense report and back up documents for his travel expenses. Miscellaneous expenses to be reimbursed with 30 days after the speaker's presentation.

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8. Speaker does ___ does not ___ give permission to record the voice, video or both for distribution by the client. Speaker retains all copyrights to speaker's presentations. Permission to record may result in a higher speaking fee. (In the event you elect to record the program after this contract has been signed, you agree to provide the speaker with an Analog or digital recording of the event. Any resale of the recording is prohibited unless negotiated through this office.)

9. Speaker may sell or distribute promotional materials for products or services they have created.

10. Other considerations _____

11. If there is a dispute regarding the terms of this agreement, the parties agree to submit the matter to mediation, by a mediator selected by the Mortgage Speakers Bureau. If mediation fails to result in a satisfactory agreement, then both parties agree to binding arbitration and governed by Wisconsin law.

12. Please issue the deposit check to: Foundation Marketing, Inc,
327 Soo Line Road, Hudson, WI 54016 (Tax ID 39-2022497) or we can process via a credit card (VISA, MasterCard or American Express).

If this is acceptable to you, please sign and fax back to me at 715-426-3649.

We are looking forward to working with you and please feel free to call me if you have any questions.

(Company/Association)

Date

Karen Deis, Foundation Marketing, Inc.
327 Soo Line Road, Hudson, WI 54016

Date