



# Speaker/Product Sales Agreement

## SECTION I – Agreement

This agreement is between \_\_\_\_\_ and  
(Speaker's name)  
\_\_\_\_\_, on behalf of District \_\_\_\_\_,  
(Name/title) (Number)  
Toastmasters International, to deliver a presentation for \_\_\_\_\_  
(Conference name/event)  
\_\_\_\_\_ as follows in Section III, Program Information.

## SECTION II – Speaker Contact Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email address \_\_\_\_\_

## SECTION III – Speaker/Program Information

Event date \_\_\_\_\_ Estimated number of attendees \_\_\_\_\_  
Event name \_\_\_\_\_  
Event location (venue name) \_\_\_\_\_  
Presentation title \_\_\_\_\_  
Session start time \_\_\_\_\_ Session finish time \_\_\_\_\_ Breaks \_\_\_\_\_  
Meeting room \_\_\_\_\_  
Meeting room set-up \_\_\_\_\_  
Audio/visual needs \_\_\_\_\_  
Other equipment/set-up needs (may be subject to approval) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
On-site Contact \_\_\_\_\_

### Additional Information:

- Under no circumstances will a District pay for speaker fees.

## SECTION IV — Accommodations & Transportation

**A District may reimburse or cover a speaker's expenses only with advance written approval of the District Director and only to the extent that funds and/or benefits are available from a third-party sponsor or from excess funds or donated services generated by this District event.**

If the above requirement is met, check only the applicable allowable expenses:

Roundtrip airfare  
(At the lowest coach rate available and not to exceed, US \$ \_\_\_\_\_)

Mileage  
(At the rate of US\$ \_\_\_\_\_ per mile)

Complimentary program or event registration  
(Excluding sessions or events that may require an additional fee)

Complimentary meals (# of \_\_\_\_\_)  
(Included in complimentary event registration only)

Complimentary hotel accommodations  
(Includes # \_\_\_\_\_ of nights, including applicable taxes)

Hotel name \_\_\_\_\_

Hotel address \_\_\_\_\_

Hotel phone \_\_\_\_\_ Hotel fax \_\_\_\_\_

Other (please describe) \_\_\_\_\_  
\_\_\_\_\_

### Additional Information:

- Phone calls, video rental, parking fees, taxi, and transportation to and from the airport, unless otherwise noted, are not reimbursable

## SECTION V — Product Sales Guidelines (if applicable)

Should you wish to sell a product or service at this event, you are required to submit a sample of the product or description of the service for approval. If approved, you can begin sales immediately following the presentation for a maximum of two hours provided this time does not conflict with the District business/Council meeting.

Does the product or service support the goals and objectives of the event and the Toastmasters International mission?

Yes     No

Please describe the product or service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

- The speaker is responsible for sales of the product or service. This includes display, sales transactions, payments of sales taxes associated with the sales and proper removal of products or services when the allocated time is expired.
- The speaker is not allowed to discuss or promote product sales during the presentation, but can make a short announcement about product availability at the close of the presentation.
- Speaker takes full responsibility for any defective products sold at the event.
- A table will be provided that is no larger than 4' X 8' (1.2m X 2.4m).

**To be completed by District or other authorizing entity:**

Speaker is approved for product sales?     Yes     No    Date \_\_\_\_\_

Additional instructions and/or information (if applicable)

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**SECTION VI – Terms and Conditions:**

**Cancellation Terms:**

Either you or the (event name) \_\_\_\_\_ conference committee, on behalf of Toastmasters International, may terminate this agreement without cause or liability up to 30 days prior to the program date by providing written notice. In the event that this agreement is terminated less than 30 days prior to the program date, the cancelling party shall pay any nonrefundable expenses incurred by the other party prior to the cancellation, up to a limit of \$500.

**Disclaimer:**

By attending and participating in this event, attendees and speakers are hereby notified that their image or likeness in the form of live video, recorded video, and still photography may be captured and used in event publicity in print or electronic format.

**SECTION VII – Acceptance of Terms and Conditions**

This Agreement constitutes the sole, full, and complete agreement of the Parties and supersedes all previous communications, representations, or agreements, either oral or written, between them regarding the subject matter of this Agreement. This Agreement may be modified only by written amendment signed by both Parties. Please sign in the space provided to verify your acceptance of this contract:

Speaker/presenter \_\_\_\_\_ (Signature)                      District Director \_\_\_\_\_ (Signature on behalf of Toastmasters International)

Print name \_\_\_\_\_                      Print name \_\_\_\_\_

Date \_\_\_\_\_                      Date \_\_\_\_\_

Please refer to the Toastmasters International Guidelines for Sponsorship, Product Sales and Speakers for rules, regulations and additional information and attach a copy with this signed agreement.

## FOR DISTRICT USE ONLY

Please ensure your speaker/presenter answers the following questions:

**Are you a candidate for District or international office?**  Yes  No

(If yes, the conference chairman will need to be informed as important campaign/election policies apply)

**Are you currently competing or do you plan to compete, at any level, of a speech contest that will be held at this event?**  Yes  No

(If yes, this person cannot be a presenter as contest eligibility rules prohibit it)

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**Required Speaker Documents that must be submitted:** (please check those that apply)

A signed and dated copy of agreement by \_\_\_\_\_ (Date)

A session abstract, biography, photo and speaker introduction by \_\_\_\_\_ (Date)

A copy of any handout materials for approval by \_\_\_\_\_ (Date)

A sample of product or description of service for sale by \_\_\_\_\_ (Date)

*\*This contract can be adapted to other Toastmaster related events and activities*