

Agreements

Here are some items to be sure you have covered in your contract.

- ◆ Read your contracts through completely. Ask for clarification on any point you do not understand. The contracts should define all the details—timeline, setup, execution, the sequence of events, the end of the event and cleanup. Be sure no question is left unanswered. *If you sign it, you agree to all the conditions.*
- ◆ Date of contract, date of performance, contract amount.
- ◆ Contracts should include full legal name and address of your company and the name of the event.
- ◆ Payment policies should be clear: date and amount of the deposit, interim payments, final payment, and refund/cancellation policy.
- ◆ Penalty clauses and acceleration payment clause.
- ◆ Specification of goods and services to be provided by each party involved.
- ◆ Anything unique to your event must be clearly written in.
- ◆ Specify what is guaranteed and what is not (i.e. weather or good turnout).
- ◆ There are times when making additions or substitutes (i.e. additional floral arrangements, extra tables, etc.) arise. Have a separate formal document or procedure to allow for event changes.
- ◆ Any changes made, are dated and signed or initialed by both parties.
- ◆ Spell out the responsibility of the third party vendors.
- ◆ Ownership of any products created for this special event.
- ◆ Remember, a handshake is not a contract. Be sure everything is in writing.
- ◆ Be specific in your requests. Do not generalize unless you do not care what you will end up with.
- ◆ Any handmade corrections to a contract should be initialed on all copies by both the event planner and client.
- ◆ Know what licenses/permits are required and who is responsible for obtaining them.
- ◆ Know what insurance you are required to have for everyone's protection. (All vendors should be licensed and insured.)

Event Management Agreements

Consulting Agreement - Where one party agrees to provide consulting services for another party.

Exhibitor Contract - An agreement between an individual exhibitor and the sponsor or promoter of an exposition to lease space for a specific booth space.

Vendor Agreement - An agreement between the vendor and the event manager or client to provide specific services or products for the event.

Hotel Contract - An agreement between the hotel and the individual/organization holding the event to provide sleeping rooms and/or function space and other services (food and beverage) for a specific event.

Purchase Order - An order to a vendor to provide services or products.

Sponsorship Agreement - A contract between the sponsor and the event organizer/producer in which the organizer agrees to provide specific marketing services to the sponsor for a designated fee and/or other considerations.