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**SPEAKER TERMS OF AGREEMENT**

*This agreement sets forth the terms between the Washington State Association of Fire Marshals (WSAFM) and any speaker conducting a program on behalf of WSAFM.*

<b>Program Title:</b>	
<b>Speaker Name:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	

**Services to be provided:** Will present one session on the topic listed above, on \_\_\_\_\_  
 Dates of the event: \_\_\_\_\_  
 Location of the session: \_\_\_\_\_  
 The session time will be: \_\_\_\_\_

**Speaker Arrangements:**

- **Speaker Fee – \$0.00**  
*\*This fee covers all costs associated with providing the program: course materials, lodging, meals, including travel - which is to be reserved by the Speaker, at least 28-days in advance (airfare) in order to receive optimal pricing. A detailed list of costs will be provided with the Preferred Provider (PP) Application.*
- **Meals: Meals will be reimbursed at the approved federal per diem rates.**

Audio/Visual Equipment – List of needed equipment (Page 3) must be completed and returned 14-days prior to the schedule event.

It is mutually understood and agreed that the Speaker is an independent contractor and will receive no fringe benefits and there will be no money withheld for income taxes, retirement or for any other purposes.

**Speaker to provide the following at the time of the PP Application:**

- Course description, appropriate to be used in marketing materials and inclusion in any packet and/or app.
- Speaker bio to be used for marketing and inclusion in any packet and/or app.
- Completed W-9 Form.

**CANCELLATION:** The Washington State Association of Fire Marshals (WSAFM) reserves the right to cancel this Agreement without penalty. If however, the Washington State Association of Fire Marshals or the Speaker cancels this agreement less than 21 days before the services are to be provided, the host or



WSAFM or the Speaker will reimburse the other for actual expenses incurred as a result of the Agreement. This Agreement is a binding agreement and is only valid with the Washington State Association of Fire Marshals authorized signature. No other agreement initiated by either party will be honored.

**PERFORMANCE PERIOD:** This contract shall be binding on both parties and work shall commence upon receipt by the Speaker of an approved and signed copy of the Agreement. This Agreement shall be signed by the Speaker and returned within 10 business days.

**AUTHORIZATION:** I have read, understand and agree to the information regarding presenting or speaking at an event sponsored by the Washington State Association of Fire Marshals.

**CONSTRUCTION:** This Agreement shall be constructed, interpreted, and the rights of the parties determined in accordance with the laws of the state of Washington.

\_\_\_\_\_  
Speaker (Date)

\_\_\_\_\_  
WSAFM Representative Approval (Date)



## **Audio/Visual Equipment Needed**

**Speaker:**

**Check all that apply:**

**Standing Podium**

**Clip-on mic (wireless)**

**Hand held mic**

**Screen**

**Laptop/PowerPoint Projector**

**Internet Connection**

**Speakers for presentation**

**Other (please specify):**