



# VOICE

## Booking Confirmation and Agreement Detail

### VoiceOver International Creative Experience

This document, combined with the ***Presenter Booking Confirmation & Agreement Summary***, constitute the complete agreement between the producers of the VoiceOver International Creative Experience and you, as a Presenter. We suggest that you read and understand this document before signing the Agreement Summary that has been delivered to you. Your signature on the Agreement Summary constitutes your understanding of, and agreement to, the terms outlined in this Agreement Detail. It is not necessary for you to return this document to us. However, we do suggest you print this Detail and keep a copy with your Agreement Summary for future reference. This Agreement Detail may be updated or revised at any time without notice.

1. **AGREEMENT:** This Presentation Booking Confirmation shall be considered as an agreement between the Presenter named on Page 1 of the *Presenter Booking Confirmation & Agreement Summary* (Presenter) and VoiceActing, LLC (the Producers or VOICE), for the appearance of the Presenter at the location and date of the VOICE event indicated on page 2 of the *Presenter Booking Confirmation & Agreement* (the Agreement). Specific presentation date(s) and times shall be determined at a later date if not included in the Agreement. Any presentation dates noted in this Agreement are subject to change. Your signature on the Agreement Signature Page indicates your understanding, acceptance, and agreement to the terms outlined in the Agreement and in this Agreement Detail as they pertain to your appearance at this VOICE convention as a Presenter.
  - a. For the purpose of this Agreement, a *Presenter* shall be defined as any person or persons who has submitted an accepted Request For Proposal and has agreed to teach or organize a seminar, lecture, workshop, panel discussion, forum, or special program, or in any manner perform in an instructional capacity as a booked speaker for this VOICE convention.
  - b. An *Exhibitor* shall be defined as any person, persons, or company who books or utilizes space in the VOICE Exhibit Hall for the purpose of promoting or selling products or services, and who pays a fee for the use of such Exhibit Hall space or is granted use of Exhibit Hall space as part of their booking agreement. As outlined later in this Detail, a Presenter shall receive a benefit in the form of complimentary space in the Exhibit Hall.
  
2. **PRESENTER'S APPEARANCE:** It is understood that the Presenter is appearing at this convention on a no fee basis, and is not being paid a speaking fee or receiving any compensation for travel or accommodations other than is detailed in this agreement. Presenter may receive benefits in the form of complimentary admission to all event activities (which may or may not include certain extra-charge activities), free exhibit space, free advertising, non-commissionable sales, and other benefits as described in this agreement.
  - a. Within the context of this Agreement, certain Presenter Benefits may have an associated estimated value.
    1. Any mention of an estimated value of a specific benefit that might be utilized by a Presenter as part of this Agreement is included here for reference only and may not reflect the actual, realized value of the benefit.

2. Such a mention of an estimated value is not intended to imply or suggest in any way that the value noted is being provided in the form of compensation in exchange for services rendered.
  3. The Producers of this event are providing these benefits in lieu of compensation as a way for the Presenter to off-set their personal travel, hotel, and program preparation expenses.
  4. Any and all benefits that might be offered expire upon the conclusion of the VOICE convention. There are no substitutions in the event that any benefit offered to a Presenter is not used.
- b. Some benefits, in the form of reimbursement, require the submission of receipts or other documentation. Please follow any instructions noted and observe any deadlines in order to receive the benefit.
  - c. The acceptance, non-acceptance, use, or non-use of any Presenter Benefit offered herein is at the sole discretion of the Presenter and is not related to any other benefit.

### 3. DETAILS OF PRESENTER BENEFITS:

- a. Any specific modifications listed under Additional Terms & Conditions on page 4 of Presenter Booking Agreement and Summary will supersede the corresponding benefit in this section.
- b. The Presenter shall receive one (1) complimentary admission to all basic event activities. Some extra charge events may not be included and participation is optional.
- c. Up to two (2) Presenters Assistants may receive a \$100 discount off the Early-Bird registration tuition for event activities. Extra charge events are not included.
  1. Presenter Assistants who will be in the Exhibit Hall only shall receive a complimentary Exhibit Hall Pass. ([see below](#))
  2. Presenter must call the VOICE office at 858.484.0220 to provide the names and email addresses of those who will be registering at the Presenter Assistant discount or who will be assisting at the Presenter's Exhibit Hall booth.
- d. One night of hotel accommodations at our event hotel shall be provided to each presenter.
  1. Based on the group discount for convention attendees for a basic King room.
  2. Presenter is responsible for booking all nights of their hotel stay.
  3. We will arrange with the hotel to move one of the Presenter's room nights to our account, effectively removing that night's room charge from the Presenter's bill.
  4. Room night allowance covers room charges, hotel fees and taxes only. Presenter shall be responsible for any supplemental or convenience charges that may be applied to their room.
- e. Reimbursement of ground transportation costs up to \$100 as follows:
  1. Documentation of ground transportation expenses must be submitted in the form of receipts for cab fare, shuttle, fuel, or parking. Original receipts must be mailed to VOICE and post marked within 10 days of the close of this event. We suggest you keep a copy of all receipts. A reimbursement voucher will be provided.
  2. Ground transportation reimbursement is limited to a maximum of \$100, regardless of the total receipts submitted, including fuel and rental car charges.
  3. Reimbursement will be sent by check within 45 days of receipt of your receipts.
- f. One (1) 10' X 8' space (booth) in the Exhibit Hall ([see below](#))
  1. Exhibit space furnishings and details to be arranged under separate agreement.
  2. Actual dimensions of booth space and table may vary depending on venue.

3. Presenter's Exhibit Hall staff shall receive a complimentary Exhibit Hall Pass.
  - a. Exhibit Hall staff may not attend any VOICE convention sessions.
  - b. Convention registration and extra charge events are not included for Exhibit Hall staff, but may be purchased separately.
  - c. Staff person's transportation and hotel room are not included.
- g. One (1) full page Color ad in the VOICE event PDF materials. (section 11 below)
- h. One (1) Color ad in the VOICE Program/Guide (See Presenter Guidelines separate document)
- i. One (1) VOICE Show Bag insert item. (see section 9 below).
- j. Promotion of the Presenter's program on the VOICE event website.
- k. An opportunity to submit an article for the VOICE Educational Materials PDF downloads.
  1. Article submission should be kept to a maximum of 10 pages.
  2. Contact VOICE management for article submission specifications.
- k. A discount of 50% off additional exhibit space, advertising space, and any other normal charges associated with VOICE event promotions and advertising, based on the posted cost of such services. (Exhibit space upgrades made directly through our event services company or hotel are not included in this discount.)
- m. Non-commissionable sales: All sales at the Presenter's Exhibit Hall space are non-commissionable. ([see below](#))
- n. One (1) copy of the VOICE compilation audio recordings (as available) with the right to use the Presenter's segment as a product for sale without compensation to VOICE.

#### 4. **COMPENSATION:**

- a. Presenter's compensation is limited to only those allowances, reimbursements, and other benefits itemized in this agreement. Presenter agrees that he/she shall not request nor be entitled to any additional compensation as a result of their participation in this event.
- b. Any payments or reimbursements due Presenter shall be made by mail no later than 45 days following completion of this event or 45 days from receipt of payment voucher or receipts, whichever is later.
- c. Presenter agrees that they shall be responsible for any charges that may apply to optional discounted services, accommodations, advertising, exhibit hall upgrades, or other sales opportunities (ie: purchase of additional discounted advertising or sponsorship placements, hotel charges for additional nights, event space upgrades, etc.), and that payment for such charges shall be in accordance with the terms and conditions of those separate agreements.

#### 5. **RECIPROCAL PROMOTION BY PRESENTER:**

- a. The Presenter agrees, as a condition of this booking, to provide reciprocal promotion of their appearance at this VOICE event as much as possible in any of the following manners, as is most appropriate:
  1. Regular announcements to their personal or business email list or in their Blog announcing their appearance at this VOICE event.
    - a. The VOICE promotion team will, upon request, provide suitable graphics or promotional content that the Presenter can include in their own email blasts or Blog posts.
    - b. Email blast and Blog promotions should include a link to the VOICE website.
  2. Posting a VOICE text link on their website home page, or create a dedicated web page on their site that specifically promotes their appearance at this VOICE convention.

- a. Link URL should be: <http://VOICEconvention.com>
    - b. Upon request, the VOICE event logo image with dates will be provided for inclusion on Presenter's website. If used, the VOICE logo must have a link to the VOICE website.
  - 3. Presenter may create a dedicated web page designed to promote their appearance at this VOICE event.
    - a. Presenter may, at their option, offer special pre-event sales, offer discounted workshops, etc.
    - b. Presenter shall be responsible for all pre-sales, consultations, or other transactions made through their dedicated web page.
  - 4. The Presenter may create optional articles or other promotional materials (not advertising) that the Producers of this VOICE event may use in email promotion, in print, as part of the VOICE Educational Material PDF downloads, or on the VOICE website.
  - b. The Presenter understands and agrees that the appearance of their website is a reflection of their professionalism and business. As such:
    - 1. The Presenter agrees to ensure that their website is designed, as much as possible, to professional standards of the industry.
    - 2. Should the Presenter fail to post a text link or the VOICE logo as specified above each with a hyperlink to the VOICE website, or fail to create a dedicated page promoting their appearance at this event, the Producers of VOICE may, at their discretion, choose to not provide a link to the presenter's web site.
6. **PROMOTION BY VOICE:** The Presenter agrees and understands that promotion of their appearance at this VOICE event is critical to the success of both their program and to the event as a whole. As such, Presenter agrees to provide in a timely manner the following to the Producers of VOICE for their use in advertising, promotional materials, and on the VOICE website.
- a. **Presenter Seminar – non-panel:**

**The following must be received by the VOICE Producing Team within 30 days of signing this agreement. It is to the benefit of the Presenter to deliver the items below as quickly as possible. If these are provided with the original RFP, it is not necessary to duplicate. Non-delivery of the following may result in cancellation of this agreement or delays in promoting your program:**

- 1. **Headshot:** A suitable "headshot" photograph of the Presenter in .jpg or .png format at a minimum of 150dpi (300dpi preferred). The VOICE event website designers may modify the image as needed for inclusion in promotional materials and on the VOICE website. This is requested as part of the VOICE RFP application.
- 2. **Bio:** A brief, one (1) paragraph BIO for use on the website, in promotional materials and workbook. (This is generally already provided in the VOICE RFP application.)
- 3. **Program Summary:** A brief, one (1) paragraph description of the Presenter's program content and how attendees will benefit from their program. A brief bio may be included in this text "teaser." The VOICE design team reserves the right to edit as may be deemed necessary. (This is generally already provided in the VOICE RFP application.)
- 4. **Audio Teaser:** An audio recording of approximately a minute (shorter or longer is OK) in which the Presenter provides an audio "teaser" of their program and its benefits, and encourages attendees to participate in this VOICE event. This is NOT intended to be a sales pitch for the Presenter's products or services, nor should it be a commercial for the VOICE event.
  - a. This "teaser" should not be a duplicate of the text promo.
  - b. This audio must be submitted as a minimum 128Kbps MP3 file at 44.1KHz.

**b. Panel Programs:**

We fully realize that panel programs are subject to the availability of the panelists and that changes may occur at any time. All panel programs include the following notation on the website: "Panelists are subject to change at any time." In order to most effectively promote your panel program, we need to include the names of your panelists on the VOICE website and in other promotions.

As you organize your panel, we ask that you provide – or request that your panelists provide – the following in a timely manner in order to promote their appearance on your program:

1. **Headshot:** A suitable "headshot" photograph of the Presenter in .jpg or .png format at a minimum of 150dpi (300dpi preferred). The VOICE event website designers may modify the image as needed for inclusion in promotional materials and on the VOICE website. This is requested as part of the VOICE RFP application.
2. **Bio:** A brief, one (1) paragraph BIO for use on the website, in promotional materials and workbook. (This is generally already provided in the VOICE RFP application.)
3. **Website URL:** We will include a link on the Panelist's name to the website of their choice, provided the website is appropriate for the topic of the panel program. Links to personal pages, fan pages or Facebook pages are not appropriate and will not be linked. Inclusion of the panelist link will be at the discretion of the VOICE website designer and event Producers.

**c. VOICE Website:**

The VOICE Convention website is a "work in progress" requiring constant maintenance and updates. The VOICE website design team will make every effort to ensure that the information for your program is correct, accurate, and up to date.

It is understood, as a condition of this agreement, that the design, format, and inclusion of content on the VOICE Convention website will be at the sole discretion of the event Producers and website designers. As such, the following are conditions of this agreement:

1. Materials submitted by the Presenter, including photos, bios, program descriptions, and audio, may be edited or modified to fit the format and design of the VOICE website, without prior notice to the Presenter.
  - a. Presenter may request corrections or minor adjustments to the content of their promotional area.
  - b. Corrections and adjustments will be made at the discretion and availability of the website designers.
2. Updates to your promotional area will generally be made within 48 hours after we receive the content.
3. Panel Programs:
  - a. Panel programs generally include only the name, affiliation/title, and URL link for each panelist. We do not generally include photos or bios of panelists.
  - b. Panelist information will be added as we receive them.
  - c. In some cases, and at the discretion of the VOICE Producers and website designers, for selected panel programs we may choose to include the panelist's photo and bio.
    - (1) Generally, panelist photos and bios will be added in alphabetical order by last name as the names are made available to us.
    - (2) Upon request, we will delay any updates to your promotional area with the understanding that it such delays may affect attendance at your program.
    - (3) Should you choose to delay updating your panel program area, please see the separate instructions for Panelists.

7. **ON-SITE SALES OF PRODUCTS AND SERVICES:** The following policies shall apply to the sale of any products or services sold by the Presenter at this VOICE event:
1. As a condition of presenting a seminar, workshop, or other scheduled event, Presenter understands and agrees to the following conditions:
    - (1) The seminar, workshop, or scheduled event shall be designed to be a learning experience, providing useful and actionable information that can be used to enhance the performing, business, or other skills of those attending.
    - (2) The seminar, workshop, or scheduled event shall NOT be used as a sales or marketing “pitch” to promote the Presenter’s products or services.
  2. Presenter may briefly mention, ONLY at the beginning and end of their program, the availability of products or services at their booth in the VOICE Exhibit Hall.
  3. Presenter shall refrain from any direct promotion of their products or services during the course of their program, or mention any specific products, services or organizations, unless such mention is in the context of providing actionable information that is pertinent to the program topic.
  4. Any serious breach of this section shall constitute a breach of this agreement and shall subject the Presenter to the following causes of action:
  5. Presenter shall be invoiced for the total amount of all items, opportunities, and services that were provided on a complimentary basis as a part of this agreement.
  6. Presenter may not be invited to participate in any future VOICE convention.
  7. As a Presenter at VOICE, you are entitled to one (1) complimentary 10’ X 8’ exhibit space (booth) and included services for the purpose of selling your products and/or services. (valued at up to \$2500)
    - (1) Exhibit Hall booth space is exclusively intended for the Presenter to market or promote their personal business, products, and/or services.
    - (2) Exhibit space may not be substituted, transferred, or used to market, advertise, or promote any third party business that the Presenter might be affiliated with.
    - (3) To confirm booth space, Presenter must complete and submit a VOICE Exhibitor Agreement, which is a separate document. Our Exhibits Manager will contact you based on your request to have a booth.
    - (4) Arrangements for Exhibit Hall space must be made according to the sales guidelines and deadlines stated in the Exhibitor Agreement.
    - (5) Additional exhibit space may be purchased at a discount according to terms and conditions covered in the Exhibitor Agreement.
  8. All Presenters selling products and/or services agree to the following:
    - (1) The Presenter understands that the space for the sale of their personal products and/or services shall be under a separate “Exhibitor Agreement” and that their participation in the Exhibit Hall shall comply with the terms and conditions of that agreement.
    - (2) The Presenter agrees to provide a list and/or description of anticipated products or services to be sold so as to allow the VOICE Producers to best plan the Exhibit Hall floor plan and avoid adjacency conflicts.

- (3) The Presenter shall be responsible for making arrangements for shipment of their products to the event venue and for any associated fees or storage charges.
    - (4) The Presenter shall be responsible for staffing and maintenance of their sales exhibit space, the design of their sales area, creation of signage, and collection of all monies from sales. and ([see 9-g-7](#)) below.
    - (5) The Presenter shall be responsible for obtaining any required permits or licenses, collection and disbursement of any applicable sales or use tax, and for payment of any fees or surcharges that may be required by the venue, city, or state or federal government as a condition of selling at this event.
    - (6) The Presenter shall be responsible for return shipment of unsold product. Any unsold product not retrieved from the Exhibit Hall by Presenter prior to leaving will become the property of VOICE for disposition as it sees fit.
  9. All revenues from sales of Presenter's products and/or services shall be considered non-commissionable and shall be retained by the Presenter. The Producers of VOICE shall not be entitled to any commissions from product sales made by the Presenter.
  10. The Producers of VOICE shall not be held responsible for any loss or damages that may occur as a result of display or sales of products or services in the Exhibit Hall, nor shall they be liable for any license fees, or sales or use taxes resulting from the sale of any products or services.
8. **VOICE EVENT:** The Producers of this VOICE event agree to make every effort to meet the specific presentation needs of the Presenter to make their appearance at this event a positive and productive experience that will serve both the attendees and the Presenter in the best manner possible.
9. **PRESENTER'S EVENT RESPONSIBILITIES:** The Presenter agrees to the following:
  - a. To provide in a timely manner any information that may be required under this agreement or that may be requested by the Producers of this event.
  - b. To adequately prepare and rehearse a program that is educational in scope and learner-oriented, including preparation and planning for all audio, video, and other technical requirements, so as to offer the attendees of this VOICE event a professional presentation that will show the Presenter at their best and be a memorable and valuable experience for attendees.
  - c. To communicate to the Producers of this VOICE event any and all technical requirements, including audio playbacks, video playbacks, computer, DVD, Power Point, on-mic work, or any other technical requirements that might be required as part of the Presenter's Program.
    1. The Producers of this VOICE event must be notified of any technical requirements or changes to technical requirements by no later than 72 hours prior to the start of this event.
    2. Although a technical crew will be available for the majority of programs, the Presenter should plan their program in such a way that most technical elements can be controlled as smoothly as possible by the presenter from the platform. (i.e. playback of DVD elements, audio/video playback from computer, PowerPoint, etc.)
  - d. It is the responsibility of the Presenter to obtain and document any required licenses or clearances for photographs, sound recordings, video, or other copyrighted material that may be included as a part of their presentation, and for which the Presenter does not hold

copyright. The Producers of this VOICE event shall not be held liable for any inappropriate or unauthorized use of copyrighted material.

- e. To arrange for inbound/outbound travel so as to arrive at the event in a timely manner to allow for adequate preparation and/or set-up for their program.
- f. In the event of travel delays, the Presenter agrees to contact the VOICE Producers at the first possible opportunity. Contact information is on the signature page of this document.
- g. To provide the following:
  - 1. Delivery of one (1) copy of any presentation A/V support materials by no later than two (2) weeks prior to the start of this VOICE event, at the Presenter's expense. The copy delivered to VOICE shall serve as an additional backup.
  - 2. To prepare and rehearse their material to result in as professional a presentation as possible.
  - 3. Arrange for, and cover the expense of shipping materials to the event venue and return shipping, as needed.
  - 4. Notification to the Producers of VOICE of any special presentation equipment, sound or video requirements, or staging requirements.
  - 5. Preparation and delivery of "handout" materials by specified deadlines. (see addendum attached to your *Booking Agreement Summary*)
  - 6. Preparation and delivery of camera-ready advertising copy and/or article for the VOICE workbook and/or Program by specified deadlines as applicable.
  - 7. Make arrangements for adequate staffing of their product table or exhibit space for the purpose of product/service sales and collection of all monies resulting from such sales, including any applicable local, state, or federal sales tax.

**NOTE: VOICE staff is not available for presenter sales or booth staffing.**

- h. To present themselves and their staff in an appropriate and professional manner, specifically in terms of grooming, demeanor, and attire, as befits their status as a Presenter and as a representative of VOICE for the duration of this event.

**10. PRESENTER'S SESSION HANDOUTS:** VOICE is "Green". As such:

- a. Presenter's "handout" materials must be delivered to the event production team by the deadline specified in the Addendum attached to this agreement or as otherwise notified.
  - 1. "Handouts" may be delivered in either a MS Word Document format or as a prepared PDF file in 8.5" X 11" format.
  - 2. "Handouts" must be complete with fonts and images embedded.
  - 3. If not already in a PDF format, "Handouts" will be converted to PDF and uploaded as part of the VOICE Event Downloads.
- b. Presenter may, at their option, print additional copies of their Handouts for distribution to attendees as they enter the meeting room. VOICE Ambassadors assigned to the meeting room or a designated Presenter Exhibit Hall staff member may assist with distribution of Handouts.
- c. Presenter's support material ("Handouts") must be designed to support their presentation. "Handouts" of primarily an advertising nature are not acceptable and will not be distributed or posted for download. Presenter has a other advertising benefits in which to promote their products or services.
- d. It is to the Presenter's benefit to deliver "handout" materials and layouts prior to posted deadlines.

**11. ADVERTISING & SHOW BAG INSERTS:** As a Presenter at this VOICE event you are entitled to receive at no charge, a full page advertisement in the VOICE Educational Materials PDF downloads (est. value \$1,500), a ¼ page advertisement in the VOICE Program/guide (est. value \$500), and one (1) insert in the “VOICE Show Bag” that all recipients will receive upon sign-in (est. value at \$200).

- a. Free Advertising and Show Bag inserts are specifically intended to promote the personal business, products, and/or services of the Presenter and may not be not substituted, transferred, or used to market, advertise, or promote any third party business that the Presenter might be affiliated with
- b. Advertising and Show Bag inserts are confirmed and arranged for under a separate *Insertion Order* that details the costs, mechanicals, and deadlines for those items.
- c. As a Presenter, you may submit, at no charge, one item of a promotional nature for inclusion in the VOICE event Show Bag (est. value at \$200). Details and deadline to be provided later.
- d. As a Presenter, you are entitled to a discount of 50% off posted rates should you desire to purchase additional advertising space in the VOICE Program/Guide and/or additional Show Bag inserts.
- e. Ad layouts and Show Bag inserts must be submitted in the required format and received by the VOICE production staff in the manner indicated, and by the deadlines specified on the Insertion Order. (see Addendum attached to your *Booking Agreement Summary*)
- f. Presenter is responsible for all expenses relating to design, manufacture, and delivery of advertising and/or Show Bag inserts and for their delivery to VOICE in the required quantity and by the required delivery deadlines.

**12. CONTENT AND RIGHTS:**

- a. The Producers of this VOICE event shall retain all rights, including copyright, service mark, duplication, and resale rights to the VOICE hexagon and other logos, the title phrase “VoiceOver International Creative Experience,” all VOICE printed materials and publications, the VOICE event compilation product, all photographs, all sound and video recordings, the event as a whole, and to all logos, designs, themes, and slogans that pertain directly to VOICE, VOICE publications, the VOICE event, and any related products, services, advertising, or other activities that may be derived from any aspect of this VOICE event now or in the future. Such rights include the right in perpetuity to duplicate, market, and resell, without compensation to Presenter, any and all products that may be developed as a result of the Presenter’s participation in this event.
- b. It is agreed and understood that the Presenter shall, at all times, retain ownership and copyright to their individual presentation content, support materials, and original versions of any “handout” materials that may be included in the PDF downloads, or articles included in the VOICE Educational Materials, and for future use of said content and materials in any manner whatsoever.
- c. The Presenter understands the promotional and marketing value of participation in a compilation product and the potential revenue derived from personal direct sales of their portion of the event after the fact. The Presenter further acknowledges that the Producers of this VOICE event must undertake certain efforts, costs, and risks in order to record, create and market such a product. Therefore, the Presenter hereby grants and assigns to the Producers of this VOICE event, in perpetuity and for no compensation, the right to create and sell a product consisting of the compilation VOICE Educational Materials, the presenter’s program, “handouts”, and any accompanying audio, video, or other support materials that may be deemed appropriate and necessary to produce a marketable product. Creation, production, and/or sale of a marketable product is neither implied nor guaranteed as a condition of this agreement.
- d. The Presenter shall have the right to videotape or otherwise document their individual presentation, at their expense, for the sole purpose of documentation or promotional use.

Video recordings made by Presenter or their staff of any portion of this VOICE event may not be used for creation of a product or be otherwise sold without written permission from the Producers of this VOICE event. As a condition of this agreement, Presenter agrees to provide the Producers of this event a copy in one or more of the following formats of any sound or video recordings granted under this clause: Data CD-Rom (for photos); DVD or Data DVD for video (.mp4, .wmv, .avi, etc.), WAV or MP3 files for audio.

- e. The Presenter shall further retain the right to include mention of their appearance at this VOICE event in their promotion and advertising in any media.
  - 1. For promotional articles and/or interviews, Presenter should refer to this event at “the VoiceOver International Creative Experience – VOICE XXXX,” where XXXX represents the year of the event. (i.e. VOICE 2014).
  - 2. When used in print, the correct usage of the VOICE title is as follows:

VoiceOver International Creative Experience

Where the letters that form the acronym VOICE are capitalized with no spaces or punctuation, and there is no space between the words “Voice” and “Over.”

When referring to the VOICE web site (URL) the letters “VOICE” should be capitalized, followed by the word “convention” in lower case: **www.VOICEconvention.com**.

- f. The Presenter shall be granted limited use of the VOICE hexagon logo and full-title identity for the purpose of promoting their participation in this event.
  - 1. The stand-alone VOICE hexagon logo (without text) may not be used by Presenter in any manner.
  - 2. Any use of the VOICE hexagon logo with accompanying text or title phrase must be used in the form and design provided and may not be edited or modified in any manner. The Service Mark symbol “SM” must be included with any use of the VOICE hexagon logo or title phrase.
  - 3. The stand-alone VOICE hexagon logo with VOICE text overlay may be used without the associated phrase.
  - 4. Any use of the VOICE logo or title phrase in email, on a website, or in print, must include the domain (ie: **www.VOICEconvention.com**) in the image ALT text. Electronic use must include a hyperlink to the domain in the form of a text link, an image link, or both. Print use must include the domain URL as readable text placed adjacent to the logo image.
  - 5. Presenter’s limited use of the VOICE hexagon logo and title phrase is restricted to articles, press releases, email campaigns, website, and/or other activities designed to promote the Presenter’s appearance at this event, and for similar post-event activities. Post-event limited use shall apply only to the promotion of products created by Presenter as a result of participation in this event.
  - 6. The VOICE logo, identity phrase, and URL must be included on any product created by Presenter in which the product features more than 10 minutes of the Presenter’s appearance at this VOICE event, and in any advertising intended to promote such a product.

13. **RECORDING:** The producers of this VOICE event reserve the unconditional right to record all program segments, in part or whole, on audio, video, photographic, or other media for archival purposes, future promotional use, and for potential creation of a product or products for sale. As a condition of this agreement, this section (13. RECORDING) and all sub-sections may not be modified in any way, abridged, or removed from this agreement. Any modification or removal of this section shall result in immediate cancelation of this agreement and revocation of the invitation for Presenter to appear at this convention.

- a. Archival recording for the purpose of documentation, future promotional use, and possible creation of a product for sale is unconditionally agreed to as a part of this agreement.
- b. Attendance or participation in any VOICE event activity constitutes an agreement by the participant that they release all rights to sound, photographic, and/or video recordings of their voice and/or likeness, and waive any rights to compensation that may result from broadcast, promotional use, or sale of a product that might contain their voice and/or likeness.
- c. The Presenter hereby agrees to the recording and the use of their voice, likeness, and program content without further compensation now or in the future, including any third-party sound, photographic, or video recordings that may be contracted separate from this agreement or that might be recorded by a convention attendee. ([See also 12-c](#)).
- d. The Producers and Presenter mutually acknowledge that the information contained in the Presenter's program has value. It is further acknowledged that, in the case of a breakout session, only a certain percentage of convention attendees may be able to utilize this information. It is understood that one purpose of the Presenter's appearance at this convention is to contribute to the voiceover community by offering their training, or program to convention attendees. As such, the Presenter hereby grants and assigns all recording rights and agrees that any recording of their program in any format, including third-party recordings, may be included as part of a sound or video promotion for this or a future VOICE event, or as part of a compilation audio and/or video product that may be made available for free or for purchase before, during or after this event.
  - 1. Only after expenses for the convention and production of a compilation product have been met, and if a product is created and sold, a portion of the proceeds from sale of a selected product or products may be donated to a charity to be determined by the Executive Producers of this event.
  - 2. Unless the Presenter can clearly show in writing that inclusion of their program in a compilation product will potentially violate copyright laws or that their program contains proprietary information, the recording and use of the Presenter's session(s) as described in this section is a condition of the Presenter's appearance at this convention. Upon submission of such documentation, acceptance or cancellation of the Presenter's program shall be at the sole discretion of the VOICE Producers.
- e. In the event of production of any product resulting from this VOICE event, and which includes the Presenter's program, the Presenter shall receive one (1) copy for their personal use. The Presenter shall be granted the right to use their segment of the event recording, and only their segment, in any manner whatsoever, including for promotional purposes or for development as a product for sale with no compensation due the Producers of VOICE, provided the following conditions are met:
  - 1. Identification of the source of the product as being from this VOICE event (i.e. [www.VOICEconvention.com](http://www.VOICEconvention.com)) must be included on any labeling and packaging of said product.
  - 2. The specific phrase "VoiceOver International Creative Experience (VOICE<sup>sm</sup>)" and the VOICE hexagon logo with URL [www.VOICEconvention.com](http://www.VOICEconvention.com) must be included in any advertising or packaging materials as specified in [section 12-e](#) of this Agreement. (Graphics for such use will be provided upon request.)

**14. CANCELLATION OR NON-APPEARANCE:** The following conditions shall apply in the event of cancellation by VOICE or by the presenter.

- a. No Fault Cancellation: Cancellation of this event or the Presenter's portion thereof due to "acts of nature" or due to circumstances beyond the control of the Presenter or the Producers of this event shall be considered a "no-fault" cancellation.
  - 1. The Producers of this event shall not be held liable to the Presenter in any manner whatsoever.

2. The Presenter shall be under no obligation to fulfil any terms or conditions of this Agreement.
- b. Cancellation by VOICE:
1. The Producers of VOICE reserve the right to cancel this event, or the Presenter's scheduled appearance, at any time with written notice to the Presenter to be delivered via Registered Mail.
    - a. Grounds for cancellation of the Presenter's appearance may include any of the following:
      - i. Presenter's non-compliance with conditions of this agreement that apply to delivery of advance promotional materials. ([section 5](#))
      - ii. Presenter's non-compliance with delivery of required advertising copy, support content or other program content by scheduled deadlines.
      - iii. Presenter's non-compliance with any clause of this agreement.
      - iv. Rescheduling of this VOICE event.
      - v. Cancellation of this VOICE event as a whole.
  2. If this VOICE event or the Presenter's appearance at this event is cancelled by the Producers of VOICE sixty (60) or more days prior to the scheduled start date, the following conditions shall apply:
    - a. Reimbursements:
      - i. Fees paid to VOICE toward advertising placement, Show Bag placement, or other intangible services shall be reimbursed in full.
      - ii. Fees paid to VOICE toward tangible services (i.e. advertising layout, design, printing, etc.) shall be reimbursed, only if those services have not been provided.
    - b. Non-Reimbursements:
      - i. Presenter shall not be entitled to any compensation or reimbursement of expenses not specified in this agreement.
      - ii. Reimbursement of payment for services provided by third party vendors whether contracted by VOICE or by the Presenter shall be at the discretion of the third party under their separate agreement(s). The Producers of this event shall not be held liable for any third party agreements between Presenter and vendor.
      - iii. Fees paid to VOICE toward advertising layout, design, printing, or other tangible services that have been provided shall not be reimbursed and all layouts will be delivered to Presenter.
      - iv. Travel and hotel arrangements booked by Presenter shall not be reimbursed. It will be the responsibility of the Presenter to arrange for cancellation and refunds of these bookings through those vendors.
  3. If this VOICE event or the Presenter's appearance is cancelled by the Producers of VOICE less than sixty (60) days prior to the scheduled start date (up to the Presenter's scheduled home departure date), then the following shall apply:
    - a. Reimbursements:
      - i. Fees paid toward advertising, Show Bag placement, and other tangible or intangible services (provided or not) shall be reimbursed.
    - b. Non-Reimbursements:
      - i. Travel and hotel arrangements booked by Presenter shall not be reimbursed. It will be the responsibility of the Presenter to arrange for cancellation and refunds of these bookings.

- ii. Other expenses incurred by Presenter that are not specified in this section shall not be reimbursed.
- c. Cancellation by Presenter:
  - 1. Presenter understands that their cancellation may present serious scheduling and programming issues for the Producers of VOICE and that the Producers of VOICE have gone to considerable effort and expense to promote the Presenter's appearance at this event.
  - 2. Cancellation by Presenter must be in writing, delivered via Registered Mail, and received by the deadline stated herein. Email, Fax or other delivery is not acceptable.
  - 3. Cancellation and refunds of any third party agreements booked by Presenter shall be the responsibility of the Presenter.
  - 4. Upon receipt of written notice of cancellation, this agreement shall be deemed null and void with the exception of those terms and conditions relating to refunds and reimbursements.
  - 5. Cancellation by Presenter more than ninety (90) days from scheduled start date:
    - a. Presenter shall not be entitled to any reimbursements or other payments not specified in this section of this agreement.
    - b. Fees paid toward advertising, Show Bag placement, or other tangible or non-tangible services that are not produced shall be refunded in full.
    - c. Fees paid toward tangible or non-tangible services that have been produced shall not be refunded and any design work or layouts shall be retained by VOICE.
  - 6. Cancellation by Presenter less than ninety (90) days from scheduled start date:
    - a. Presenter shall not be entitled to any payments or reimbursements unless specified in this section of this agreement (14-c).
    - b. Fees paid to VOICE toward advertising placement, Show Bag placement, additional Exhibit Hall space, or other tangible or intangible services, provided or not, shall not be refunded.
    - c. Cancellation and refunds for travel and hotel accommodations booked by the Presenter are the responsibility of the Presenter.
    - d. In the event Presenter must cancel due to "acts of nature" or due to circumstances beyond their control, such cancellation may be deemed, at the discretion of the Producers of VOICE, to be a "no fault" cancellation. In the event of a "no fault" cancellation, the conditions stated in section 13-c-5 shall apply.
- d. Non-Appearance by Presenter without advance written notice
  - 1. Presenter agrees to notify the Producers of VOICE at their earliest possible opportunity in the event that travel delays or other circumstances beyond the control of the Presenter might delay or prevent their appearance at the scheduled time.
    - a. Presenter agrees that, in the event of unforeseen delay, he/she will make every effort to arrive at the event venue to fulfill their obligations under this agreement and to present their program at a time later than their originally scheduled time. The rescheduled time shall be at the discretion of the event Producers.
    - b. The Producers of VOICE shall not be responsible for any expenses beyond those agreed to in this agreement
    - c. In the event that travel delays or other conditions might prevent the Presenter from arriving in a timely manner so as to present their program at a re-scheduled time, or the Presenter's arrival time is such that their program

cannot be re-scheduled due to programming or time constraints, the following conditions shall apply:

- i. VOICE Producers shall reserve the option to cancel the Presenter's appearance upon receiving notice of Presenter's difficulties in arriving in a timely manner due to circumstances beyond their control.
    - ii. In the unlikely event of cancellation by the Producers under these circumstances, all conditions under section (14-b-3) shall apply.
    - iii. If possible, the Presenter agrees to provide a suitable audio recording of their program for inclusion on the VOICE compilation product or to otherwise be made available to VOICE convention attendees.
    - iv. Presenter shall be given a first right of refusal to participate in a future VOICE convention.
  2. Failure of Presenter to appear or notify the Producers of VOICE of their inability to appear prior to their scheduled program time ("No Show"), regardless of the reason, shall constitute a breach of this agreement, and may subject the Presenter to litigation at the discretion of the event Producers.
    - a. At the discretion of the Producers of this VOICE event, any or all applicable fees for tangible or intangible services that would otherwise be complimentary, as itemized in section 2 of this agreement, shall be invoiced to the Presenter at their full retail rate(s) and shall be due and payable upon receipt.
    - b. The Producers of this VOICE event reserve the right to pursue any and all legal means for recovery of losses or damages resulting from the Presenter's failure to appear without notification.
15. **FEDERAL TAX REPORTING:** The presenter agrees to provide the Producers of this VOICE event with appropriate tax reporting information, as necessary, by submitting a completed IRS W-9 form.
  - a. This requirement is waived if Presenter is not a US citizen.
  - b. Presenter agrees that submission of the W-9 is necessary as a condition of their participation in this event, whether or not any reimbursements are anticipated.
  - c. A blank W-9 form is available for download from the Presenter's VOICE account or from [www.irs.gov](http://www.irs.gov).
16. **PRODUCTION:** This event is titled VOICE, which is an acronym for VoiceOver International Creative Experience. VOICE is a production of VoiceActing, LLC which is solely responsible for its organization, promotion, and content.
17. **HOLD HARMLESS:** Presenter agrees that the Producers of this VOICE event shall be held harmless in the event of any errors or omissions that are the result of improperly submitted materials, inadequate information provided by the Presenter, materials that arrive after any stipulated deadline or for any loss or damage that might occur at this event. This agreement is made upon the express condition that the Producers of VOICE, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Presenter, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon the event premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Presenter in connection with the VOICE convention, and the Presenter hereby covenants and agrees to indemnify, defend, save and hold harmless the Producers of VOICE, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

18. **ENTIRE AGREEMENT:** This document in conjunction with the *VOICE Booking Agreement Summary* and any attached Amendment shall constitute the entire agreement between the undersigned Presenter and the Producers of VOICE for the appearance of Presenter at this event.
  
19. **SIGNATURE PAGE:** The *Presenter Booking Confirmation and Agreement Summary* document includes an advisory notice to review and understand this detail. By signing the Signature Page on the Summary document, the Presenter acknowledges their agreement and understanding of this larger, comprehensive agreement.