



OVQG Workshop and Presentation Agreement

(March 2024 final)

Today's Date: _____

Event Date and Time (Pacific Time Zone): _____

Presenter Name (please print): _____

Location: In-person: _____ On-line: _____

Type of event (check all that apply):

Workshop in-person	<input type="checkbox"/>	Presentation (lecture) in person	<input type="checkbox"/>
Workshop virtual	<input type="checkbox"/>	Presentation (lecture) virtual	<input type="checkbox"/>
Trunk Show in person	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Description of event:

Length (in hours): _____

Maximum # of participants _____ Minimum # of participants: _____

Kit required? _____

If yes, additional fees/person for kit (including tax): _____

Fee Schedule in Canadian Dollars and including taxes (if applicable):

Event:	In-person	Virtual
Workshop		
Presentation / Lecture		
Trunk Show		
Mileage		
Meals		
Accommodation		

Yes, I want to donate fees to OVQG (enter donation value): \$ _____

Total value of this agreement to be paid to presenter: _____ Canadian Dollars

OVQG will make final payment within 48 hours after the presentation date. If a booking deposit is requested by the presenter, a \$100 Canadian deposit will be pre-paid by OVQG 10 days after the agreement is signed. No fees will be paid without a signed agreement.

Cancellation:

The Guild may cancel a Workshop or Presentation lecture without penalty for reasons such as low registration and Provincial health authority requirements. The presenter may cancel the event and may reschedule. Should the presenter cancel the event, any monies pre-paid such as kits and booking deposit fees will be returned to the guild, unless the event is rescheduled.

Intellectual Property:

The presenter gives permission to OVQG guild members to share or reproduce digital and printed materials provided during the event:

Yes _____ No _____

VIRTUAL Presentations:

If the presentation is virtual, the presenter will provide the webinar platform, such as Zoom, and create/share a link following signing this agreement. All fees related to the online platform are the responsibility of the presenter. Sound, video, photograph and any other recording of OVQG events and members are not permitted unless written consent is given by the Guild President.

All email addresses of OVQG members are strictly confidential and are not to be added to any email marketing lists or shared with any other persons/websites.

This agreement shall be binding upon all parties, their successors, and assigns, upon due execution by both parties.

OVQG Representative Signature:

Presenter Signature:

Print Name:

Print Name:

Date:

Date:
