

## 2015 Lecture or Clinic Engagement Contract

This contract is made and entered into on \_\_\_\_\_ /2015 by the parties named below as Speaker and Client.

### Speaker's Information

Dallas Morgan CJF and/or Jessica Morgan DVM

Morgan Equine Veterinary and Farrier Hospital

169 Tucker Hill Road Locke NY 13092

JM: 607-592-2573      DM: 607-592-4220

[Vet@morganequine.com](mailto:Vet@morganequine.com)

[Farrier@morganequine.com](mailto:Farrier@morganequine.com)

### Client's Information

Client's Name or Group Name:

Address (City, State, ZIP Code):

Phone number:

Email:

### Event Information

Name and address of event venue:

Contact person at event; name, title, phone, email:

Anticipated number of attendees:

Date(s) of Event: \_\_\_\_\_

### TIME, EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

#### Lectures

A Morning Lecture is from 9:00 to 12:15. A 15 minute break should be scheduled during the morning lecture  
An Afternoon Lecture is from 1:00 to 4:00 pm. Typically there is no need to schedule a break in the afternoon.

Two day lectures are much more in-depth than one day lectures and typically build on the previous days information unless requested otherwise.

Lectures require a room where participants can sit comfortably for several hours at a time in a temperature controlled environment. Note pads and pens are recommended. We require an announcement system with Two (2) microphones, lapel mics are definitely preferred, a power point projector and the largest screen you can find.

#### Clinics

A Morning Clinic is from 9:00 am to 12:00 pm. Depending on the program, a 15 minute break can be scheduled.  
An Afternoon Clinic is from 1:00 to 4:00 pm. Typically there is no need to schedule a break.

Clinics require a facility where forging and horseshoeing is acceptable. Adequate lighting, appropriate rig to work from, a portable PA system, a reasonable temperature controlled environment are required. The table topics require a table and 5-10 chairs, a white board with markers, note pads & pens and skeleton models.

**Lunch**

Catering is highly recommended due to time restrictions. Please provide a vegetarian, egg or fish/shellfish option for Dr. Morgan's medically dictated dietary requirements.

Handouts: a current PDF file containing printer-ready handout pages will be available on the Farriers Lectures& Clinics or Lecture Fees page of [www.morganequine.com](http://www.morganequine.com) 2 weeks prior to the event date. The Client is responsible for printing and distributing handouts to Client's attendees.

**SPEAKER'S FEE**

Client shall pay to Speaker a 10 % deposit of \$\_\_\_ no later than 90 days before the event date. If the event is cancelled by the Client, part of the deposit may be refunded according to the following Refund Schedule if transportation (flights, ect.) expenses have not been incurred:

Less than 30 days notice: 0 (zero) per cent of deposit

31 to 60 days notice: 50 per cent

61 or more days notice: 75 per cent

Client shall pay to Speaker \$\_\_\_\_\_, the balance of the Speaker's fee, immediately following the conclusion of the Speaker's presentation.

**EXPENSES**

The Speaker shall arrange and pre-pay for round trip transportation from the Speaker's residence to the venue's airport or venue for the Speaker(s). If needed, ground transportation for the Speaker(s) between the venue's airport and the Speaker's hotel; dual-occupancy hotel accommodations for the Speaker(s) from noon on the day before the event until noon on the day the event ends or the following day depending on the format; meals for Speaker(s) for which receipts are provided; and all other reasonable, documented expenses necessary to the Speaker's conduct of the presentation during the time period of the event.

The Speaker shall submit receipts and an itemized invoice for expenses to the Client within 7 (seven) days of the event's end date. The Client shall reimburse the Speaker with 15 (fifteen) days of receiving receipts and invoice.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

\_\_\_\_\_  
Client Signature, date

\_\_\_\_\_  
Speaker Signature, date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Dallas Morgan CJF

\_\_\_\_\_  
Client Signature, date

\_\_\_\_\_  
Speaker Signature, date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Jessica Morgan DVM