

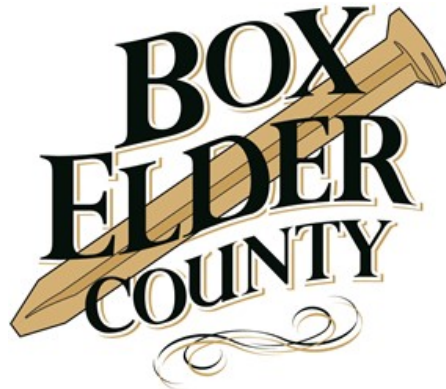


NORTHERN UTAH EMERGENCY PREPAREDNESS EXPO

Preparedness the Country Way

PRESENTER CONTRACT

May 11th, 4 pm to 10 pm
May 12th, 9 am to 4 pm
Box Elder County Fairgrounds
320 North 1000 West
Tremonton, Utah 84337



January 2018

Dear Potential Class Presenter,

We are pleased to inform you of the Northern Utah Emergency Preparedness Expo. The event will take place Friday and Saturday, May 11-12, 2018 at the Box Elder County Fairgrounds in Tremonton, Utah. The vendor expo will be held in the Fine Arts Building indoors, as well as outside and also in the parking area north of the Fine Arts Building. The event is co-sponsored by the Utah Department of Public Safety, Division of Emergency Management.

This is our second year for this event, in which every city within Box Elder County are participants. Our goal is to educate the people of Northern Utah in all matters Emergency Preparedness. We are expanding class and workshop offerings and would like to invite you to participate as a Class Presenter.

Class Presenter Information:

Class times and locations will be provided on a first-come, first-served basis. Each class has a one-hour time slot available. Presenters may rank their time and class location choices, but may not receive their first choice. It is determined by the timing of requests made and class topics.

Presenters are responsible to provide ALL media and other resources required for their presentation—power access only will be available.

Presenters are responsible for the set up and take down of their presentation.

Presenters must provide their own means of moving equipment and supplies.

There will be no internet access available to presenters.

We reserve the right to limit or decline any Presenters or topics.

We request that you allow us to provide you with advertising materials to post in your place of business.

Providing samples of any prepared food requires compliance with Utah Food Handler's requirements.

If you are willing to provide door prizes to be given away during the class, please let us know. We will give verbal recognition to businesses for providing those door prizes.

We look forward to having a great group of presenters at the Northern Utah Emergency Preparedness Expo. If we can be of any further assistance, please let us know. We will do everything possible to help make the event a success for you, too.

For further information and to reserve a booth, contact Dorene Steveer at Monica.Taylor@perrycity.org or 435-720-3470. Thanks for considering this important community event. Hope to see you there!

Sincerely,

Mark Millet
Box Elder County Emergency Manager
(435)452-1772

Agreement for Class Presentation
Northern Utah Emergency Preparedness Expo
Friday, May 11 & Saturday, May 12, 2018
Box Elder County Fairgrounds

This Agreement is entered into on _____, by and between Box Elder Emergency Manager (“ORGANIZER”), whose address is 52 South 1000 West, Brigham City, Utah 84302 and _____ (“PRESENTER”), whose address is _____.

What is your presentation topic(s)? (Please be as specific as possible to avoid over duplication).

ORGANIZER and PRESENTER hereby agree as follows:

Subject to the terms and conditions of this Agreement, ORGANIZER shall provide a scheduled class location and time to PRESENTER for a presentation/demonstration related to personal and family preparedness/readiness at the Northern Utah Emergency Preparedness Expo at the Box Elder County Fairgrounds (hereby referred to as EVENT).

Topic, Time Slot and Classroom Selection – The PRESENTER shall make a request for a specified preparedness presentation topic, preferred presentation time and classroom. NOTE: Presentation topics may be duplicated, due to the nature of preparedness. Schedule organizers shall attempt to schedule topics that do not overlap. Notice will be given to PRESENTERS at the time of request to make known if the topic has already been selected. The ORGANIZER intends to provide a varied range of topics during the classroom breakouts, and may request the PRESENTER to select an alternate topic should there be multiple requests for the same topic.

Vendor Booth Priority— Priority for class topics and time slots may be given to PRESENTERS that have also selected to purchase a vendor booth.

Set Up and Take Down – All PRESENTERS will be required to transport, set up, present and remove all of their equipment and displays within the time allotted to the classroom. Due to classes being scheduled at consecutive time periods, extending presentation time will not be permitted due to the impact on the following class. Presenters should arrive early and be prepared to set up at the appointed time.

Internet/Wi-Fi Access – Wi-Fi access will not be available for PRESENTERS. You will need to provide any internet access needed for your presentation.

Disruptive Behavior – If ORGANIZER determines that the presentation topic or conduct of PRESENTER is disruptive to the EVENT or that PRESENTER is not acting in a courteous and professional manner, ORGANIZER may stop the presentation and remove PRESENTER from the EVENT.

**** Initial here to show your acceptance of Disruptive Behavior Section _____ ****

Waiver of Liability – ORGANIZER will not be responsible or liable for any loss or damage incurred by PRESENTER as a result of fire, theft, wind, storm, explosion or any other cause whatsoever. ORGANIZER is not responsible for damage from loss of occupancy or other loss to PRESENTER by destruction or damage to the classroom area. PRESENTER releases ORGANIZER from any and all responsibility for theft or damage to equipment or presentation displays – by fire, rain, accident or any other cause whatsoever. PRESENTER assumes full and total responsibility for all patrons of the EVENT who actively participate in PRESENTER'S class and releases and agrees to indemnify ORGANIZER from any claims by any patron concerning the goods or services PRESENTER displays, provides or sells at, or in connection with, the EVENT. PRESENTER agrees to bear full responsibility for any damage caused to the exhibition facility by PRESENTER, their agents or employees during the EVENT and while setting up or taking down their classroom displays. PRESENTER agrees to indemnify, hold harmless, and covenants not to sue ORGANIZER for any and all liability, real or alleged, arising out of, or in connection with, this Agreement. PRESENTER agrees to pay all costs of collection, default, break or enforcement hereunder, including reasonable attorneys' fees.

**** Initial here to show your acceptance of Waiver of Liability Section _____ ****

Certificate of Insurance – While the ORGANIZER does not require proof of insurance from any PRESENTER, it

shall be known that neither ORGANIZER nor Event Location (Box Elder County Fairgrounds) will be liable for any bodily injury, personal injury, or property damage to listed PRESENTER, or patrons injured, as a result of negligence on the part of the PRESENTER.

**** Initial here to show your acceptance of Certificate of Insurance Section _____ ****

Health Department Regulations – The ORGANIZER will not be responsible for any Health Department regulations for food samples that are not pre-packaged “ready to eat” provided by PRESENTER during or after the presentation. All necessary health code specifics and fees are the responsibility of the PRESENTER. (Information on Bear River Health Department requirements can be found at www.brhd.org/item-1/181-food-safety/1014-temporary-food-permit.html). PRESENTER must submit the application to the Health Department at least 12 days prior to the EVENT.

**** Initial here to show your acceptance of Health Department Regulations Section _____ ****

Sale of Merchandise – PRESENTERS are encouraged NOT to sell a product during class presentations, due to limited class times. Should any sales take place, ORGANIZER will not be responsible for any tax, licensing and filing requirements of sales by PRESENTER. All necessary licenses, fees, reporting and remittance are the responsibility of PRESENTER. Information must be submitted to ORGANIZER by _____.

**** Initial here to show your acceptance of Sale of Merchandise Section _____ ****

Entire Agreement – This Agreement contains the entire understanding of the parties and no oral or other representation not contained herein shall be binding upon the parties hereto.

Interpretation of Agreement – In the event of disagreement regarding the meaning or interpretation of this Agreement, the interpretation of ORGANIZER shall govern.

IN WITNESS WHEREOF, ORGANIZER and PRESENTER have signed this instrument the day and year first above written. Questions or concerns should be addressed to Dorene Stever by email dorene.stever@imail.org or Jim Hess by email jhess@tremontoncivty.com / phone 435-452-1070.

ORGANIZER:
Box Elder County Emergency Management

PRESENTER:

PRESENTER/Company Name

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

REQUEST FOR PRESENTATION TOPIC
CLASSROOM SELECTION AND TIME SLOT

PRESENTER is, with this submission, requesting a topic, classroom and time slot for a single class presentation. Should PRESENTER wish to provide more than one class, each request should be submitted separately, to avoid confusion.

Presentation Topic: Presentation Topics shall be approved by ORGANIZER. PRESENTER shall submit a request by email for the requested topic.

Classroom Selection: The PRESENTER may choose from one of three available classrooms for the presentation.

Presentation Time Slot: PRESENTER may request up to three time slots for a presentation.

PRESENTERS shall submit request and inquiries to Dorene Stever at dorene.stever@imail.org. All efforts will be made to communicate to PRESENTER the designated time and classroom as soon as practical. A final schedule will be sent out one week prior to the EVENT.

Presentation Topic: _____

1st Choice _____

Presentation Time 2nd Choice _____

3rd Choice _____