

Speakers Bureau Memorandum of Understanding with State Auctioneers Association

Association Name _____

Event Name _____

Event Date(s) _____

Event Location

(Venue, Address, Phone Number) _____

Association Contact

(Name, Phone Number, Email) _____

Preferred Speaker _____

Topic(s) _____

First Alternate Speaker _____ Second Alternate Speaker _____

Topic(s) _____ Topic(s) _____

Judge Bid Calling Contest? Yes No If yes, date and time _____

Date and Time of NAA Presentation _____

National Auctioneers Association Responsibilities (subject to change)

- Provide one complimentary speaker per year (August through July)
- Contact and confirm requested speaker
- Provide speaker picture, biography and contact information (as available)
- Publish newly elected officers names and information about event in Auctioneer magazine (as available)
- Please note: The NAA's policy has changed regarding covering speaker travel. Effective August 1, 2017, the NAA will cover fees according to the state association's Auction Association Alliance level as follows:
 - Bronze: \$200
 - Silver: \$400
 - Gold: All speaker travel expenses

State Association Responsibilities (subject to change)

- Complete, sign and return memorandum of understanding to NAA no less than 90 days prior to event
- Allow speaker to provide an NAA presentation during event when all attendees are present
- Allow speaker participation in conference activities, i.e. judge bid calling contest, swear in new board members
- Arrange and confirm lodging, transportation and audio/visual needs with speaker
- Provide meals and ensure all speaker materials are copied for seminar attendees; and pay all transportation costs not covered by NAA.

I have read this memorandum of understanding and agree to the state association responsibilities. I understand speaker availability is tentative until all seminar dates and times have been confirmed.

Signature _____ Date _____