

DATE: March 16, 2010

Contract #: F5675

**CONTRACT ADDENDUM****SECURITY:**

Due to the Speaker's professional endeavors and high profile, arrangements of the highest order are necessary for the maintenance of the Speaker's security and the security of the audience. Customer agrees to provide security arrangements as deemed necessary by WSB and the Speaker.

**AIR TRAVEL:****COMMERCIAL AIR:**

**US Events:** Customer shall be responsible for round-trip, first class commercial air travel for two between Anchorage, Alaska and event city and full, unrestricted round-trip coach airfare for two between event city and the lower 48 US States. At the Speaker's discretion, the departure/return city may vary for the first class airfare.

**International Events:** Customer shall be responsible for round-trip, first class commercial airfare for two between Anchorage, Alaska and event city and round-trip business class airfare for two between event city and the lower 48 US States. At the Speaker's discretion, the departure/return city may vary for the first class airfare. If business class airfare is not available, customer will be responsible for first class airfare.

For security purposes, donated or sponsor airline tickets may not be used under any/all circumstances – no exceptions will be permitted. The Washington Speakers Bureau will book all travel arrangements for Speaker and party.

**DONATED PRIVATE PLANE (WSB cannot accept a donated chartered plane):**

The private aircraft MUST BE a Lear 60 or larger (as defined by interior cabin space) for West Coast Events; or, a Hawker 800 or larger (as defined by interior cabin space) for East Coast Events and both are subject to the Speaker's approval. The Speaker reserves the right to change the flight plans at any time. If the Speaker changes her mind and opts to fly via commercial flights for US Events, the Customer must be prepared to cover the cost of first class round trip airfare for two and full, unrestricted, roundtrip coach air for two. For travel outside the US, Customer must be prepared to cover the cost of first class, roundtrip airfare for two and business class, round-trip airfare for two. If business class airfare is not available, customer will be responsible for first class airfare.

To ensure the safety of the passenger(s), the private aircraft - whether owned by the host organization, donated to the host organization (by a sponsoring organization who owns and operates their own corporate jet) or chartered by WSB - must have two jet engines, be flown with two fully qualified pilots and be fully insured. The aircraft MUST MEET or exceed U.S. FAA safety, operating and maintenance standards and regulations. The aircraft itself and all arrangements in regard to the Speaker's transportation will be subject to advance approval by the Speaker and WSB

For all donated corporate, organization or private planes, Customer agrees to provide a certificate of aircraft liability insurance showing minimum limits of \$25 million per occurrence, including passenger liability, and the following must be listed as additional insured's: Washington Speakers Bureau and Omnicom Group, Inc. The certificate must also provide a waiver of subrogation wording in favor of all the aforementioned additional insured's with respect to damage to the aircraft hull. The certificate must also state that the charter company's policy is primary and non-contributory by any other insurance maintained by the additional insured's.

The Customer agrees to provide the following security information at least fourteen (14) business days in advance of the event date: tail number, type of equipment, FBO information, names of the pilot and co-pilot, social security numbers, dates of birth and pilot's cell number. Customer will also provide the name of the owner(s) of the donated plane as well as a 24-hour contact phone number. For donated planes, the Customer is encouraged to talk with the donor as to what they will be paying out of pocket for operating the plane, as WSB may be able to charter a private plane for less.

Customer must confirm the airplane with WSB no later than forty-five (45) business days before the event date. If the Customer has not secured a plane by this time, WSB will charter a plane and bill the Customer accordingly.

Customer agrees that Speaker, their traveling party and the plane crew will be the only passengers onboard the private jet.

**GROUND TRANSPORTATION:**

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**OUT OF TOWN ENGAGEMENTS:** Customer agrees to provide the Speaker and traveling party with ground transportation in both originating city and event city. Transportation will be by SUV(s) from a professionally licensed and insured car service. If SUV(s) are not available, black town cars may be substituted. WSB will arrange all of the Speaker's ground transportation. Only representatives of the Speaker or WSB are to meet the Speaker at the arriving/departing airport. In addition, for those events that do not take place at the hotel where the Speaker and traveling party are staying, the cars and drivers will need to wait at the venue for the duration of the program.

**LOCAL EVENTS:** For events occurring within driving distance of the Speaker's office/residence, Customer agrees that WSB will arrange all local transportation with the same restrictions as noted above. The cars/drivers will need to wait at the venue for the duration of the event.

**HOTEL ACCOMMODATIONS AND COMPUTER EQUIPMENT/ACCESS:**

All hotels must be approved by WSB. Customer agrees to provide the Speaker and party with accommodations of a pre-registered one-bedroom suite and two single rooms in a deluxe hotel as approved by WSB. Customer may be requested to provide in speaker's room, prior to arrival, a laptop computer and printer (fully stocked with paper) and to provide access to high-speed internet and WiFi. WSB will confirm with the customer prior to event if the computer equipment and services will be needed for your event. In addition to room and tax charges, Customer agrees to pay for all meals and incidentals (incidentals include but not limited to phone, fax and computer equipment/services at the hotel). All hotel charges for the Speaker and traveling party, during their stay in event city, are to be master-billed to the Customer or WSB. For charges billed directly to WSB, the Customer will be invoiced after the event. For security purposes, all hotel accommodations are to be registered under an alias (to be provided by WSB prior to event date). Customer agrees to work with WSB to precheck-in the Speaker and traveling party and provide room keys to the WSB representative or to the Speaker and traveling party upon arrival at the hotel. As necessary and as directed by WSB, access to the Speaker's room/suite may be required in advance of the Speaker's arrival. Rooms for members of the Speaker's traveling party must be located next to, or in the vicinity of, the Speaker's room/suite. Customer may be asked to arrange hotel rooms for the Speaker's advance team but will not be responsible for any costs incurred by the advance team. If an overnight stay is not required, please reserve one holding suite and one or two single rooms with the same restrictions as noted above.

**SATELLITE EVENTS:**

Customer agrees to provide a 2-way satellite broadcast. For Q&A, the questions are to be collected from the audience in advance, pre-screened and a designated representative (by Customer and approved by Speaker via WSB) shall ask questions directly of the Speaker to avoid delay time with a roving microphone in the audience.

**AUDIENCE Q&A:**

A moderator or a designated representative (designated by Customer and approved by WSB) shall ask questions directly of the Speaker.

**ADVERTISING, PRESS RELEASES & PROMOTIONAL MATERIALS:**

All advertisement, press releases and any publicity copy shall be submitted to WSB for approval by WSB and Speaker. All copy submitted must be in English whether for print, broadcast, on-line or other mediums.

When submitting copy for approval, please include medium and audience (i.e. daily newspaper, web site with general viewing, etc). Please allow at least five (5) business days for turn around time on all subject matter for review and written approval. A final/actual copy, once approved, of all advertisements, press releases, publicity and printed materials for the engagement (whether for print, broadcast or any other medium) must be provided to WSB. The Speaker's name should be listed in print as directed by WSB.

**PRESS & MEDIA COVERAGE:**

All requests for general press or media coverage of the engagement or any additional appearances of the Speaker are to be submitted at the firm invitation stage for review and approval. If media coverage is approved, customer shall provide a list of media outlets expected to attend Speaker's presentation 10 days in advance of event date. All press releases, which mention the Speaker, must be submitted to WSB for approval. See Advertising, Press Releases & Promotional Materials section of this addendum for approval process for press releases.

**AUTOGRAPHS:**

Unless agreed to at the firm invitation stage, Customer shall not permit or assist in the request for autographs while the Speaker is on-site.

**PHOTO OPPORTUNITIES:**

All photo opportunities will be considered on a case-by-case basis and must be requested at firm invitation stage for Speaker's approval. In order to ensure that all guests are able to have their photo taken with speaker following are the number of clicks as appropriate for length of photo op: 45 min/75 clicks; 60 min/100 clicks and 90 min/125 clicks. If approved, Customer agrees to provide a professional photographer(s) for all photo opportunities. Photos are for personal use only and may not be reprinted, reproduced or used for any personal, business or political purpose or any other purpose without the approval of WSB and the Speaker. Personal cameras, cell phone cameras and any other recording device must be turned off during all functions at which the Speaker is in attendance. For all photo opportunities, a receiving-line style, as opposed to a snake-line, is most efficient and ensures that everyone will have an opportunity to have their photo taken. The diagrams at the end of this addendum show the formats to be followed. The room or area for the photos must be set apart from the presentation room and should have sufficient light. NOTE: Direct, on-camera flash bulbs are not permitted. Rope and stanchions will also help to expedite the photo op and are highly recommended.

**RECEPTIONS:**

Attendance at receptions must be agreed to at the firm invitation stage. A list (name, title and affiliation) of those attending the reception must be supplied to WSB in advance. For those receptions with a large number of attendees (100+), rope and stanchions are highly recommended to assist with attendee control and ensure that all attendees will be able to greet Speaker during the allotted reception time.

**BROADCAST / RECORDING:**

All broadcast and recording requests will be considered on a case-by-case basis and must be requested at the firm invitation stage for Speaker's approval. If recording is approved, Customer must supply WSB a copy of the recording on DVD within seven (7) days of event date. Customer may take still photographs (without flash bulbs) of the Speaker for the first three minutes of the Speaker's presentation for Customer's own records (and not for public dissemination) as long as WSB determines that the taking of such photographs is not a distraction to the Speaker or the audience. Customer shall not make any other uses of such photographs, unless specifically authorized by WSB.

**A/V REQUIREMENTS:**

Presentation: Customer to provide a tall, wooden lectern with lip and fixed microphone in addition to a hand-held microphone. An overhead light, either from the ceiling above the lectern or a spotlight, directed at the Speaker's notes on the lectern is required along with a back-up lighting system for the lectern. Lighting should be at a comfortable, but appropriate, production-level for the Speaker to be able to see the full audience from the lectern/stage without interference. A spotlight directly on the Speaker should be avoided. Unopened bottled still water (2 bottles) and bendable straws are to be placed in or near the wooden lectern. A representative of WSB or the Speaker's party will open the water at an appropriate time prior to the Speaker's participation in the program. No Plexiglas or thin lecterns please. If Speaker is seated on-stage at a table customer to ensure that the table is skirted. If a book-signing is part of the event, the Speaker's table for signing books must be skirted.

A representative of WSB or a member of the Speaker's traveling party may request a complete AV walk-thru prior to the event. The walk-thru will include lectern, lectern microphone(s), all venue lighting (lectern, stage and audience) powered on, back-up lighting systems in place and operable.

**ORGANIZATIONAL/PRINCIPAL PARTICIPANT INFORMATION:**

Customer to provide, no less than thirty (30) business days prior to the event date: name, title and bio information on any/all principal participants at event. Principal participants are those the Customer may single out for the Speaker to make special note whether they are directly affiliated with the sponsoring event organization or an attendee. Please include the name, title and contact information for your organization's highest-ranking official(s), all biographical information on those that Speaker will be seated with at a meal function and the person introducing speaker for presentation.

Please provide the following information thirty (30) business days prior to the event:

- Audience profile
- Purpose and theme of meeting
- Sequence of events (as exact a timetable as possible)

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- General informational materials on your organization
- Annual Report (if it cannot be found online)
- Photo Opportunity/Reception participants' names and titles (if applicable)
- Head table guests' names, titles, addresses and biographies (if applicable)
- Other Speakers involved in the program (names, titles and biographies may be required)
- Name of the contact person for staff and security
- Event program

*Please return this information to the address listed:*

Nika Spencer, Senior Event Coordinator  
Washington Speakers Bureau 1663 Prince Street Alexandria, VA 22314  
Office Telephone: 703.684.0555 ext. 9149; Office Fax: 703.838.9396  
E-mail: NikaS@WashingtonSpeakers.com

**PRIVATE BUSINESS:**

The Speaker reserves the right to participate in private business including but not limited to book or political events during their visit. For any other event which is subject to media coverage, the Customer will be advised of such event. For international events, the Speaker also reserves the right to visit privately with the host government's Head of State, Head of Government, Ministerial-level officials, the U.S. Embassy and others as necessary. The Speaker reserves the right to accept the invitation of host government to overnight at an official residence.

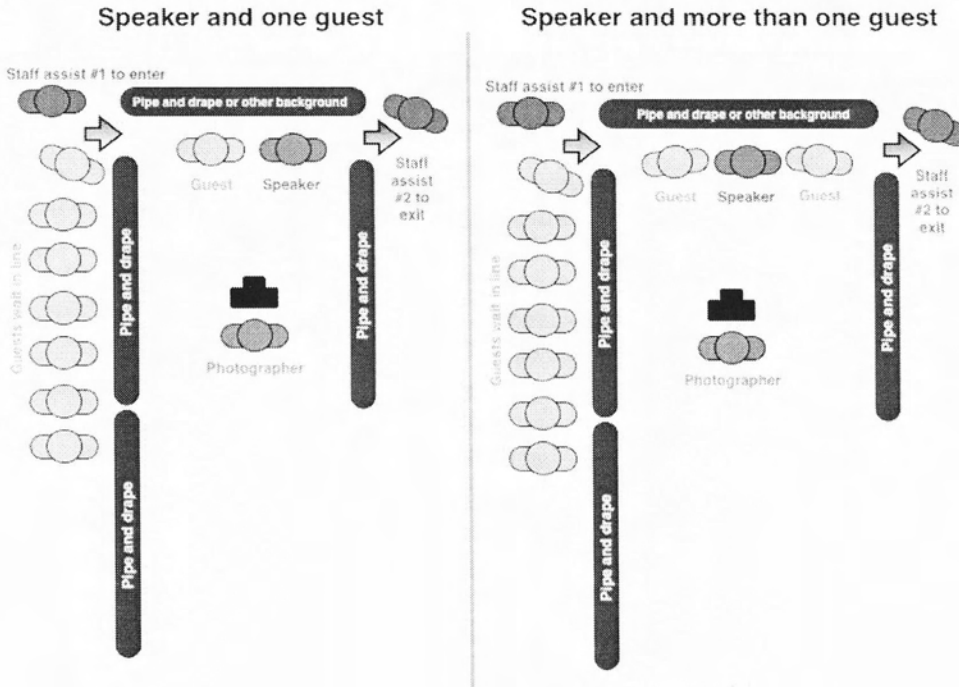
**LIABILITY:**

Neither the Speaker nor WSB, Inc. shall be liable in whole or in part for any liability incurred by Customer in carrying out the provisions of this agreement or otherwise. The disclaimer of liability set forth (in #17 of the Additional Terms and Conditions of the Contract) shall also operate as a disclaimer by the Speaker.

**CONFIDENTIALITY:**

It is acknowledged that the specific terms and conditions of this Agreement, including without limitation, the amount of compensation paid to the Speaker and to WSB, and any special requirements of the Speaker, are and shall remain proprietary and confidential. It is further acknowledged that certain other proprietary information provided by WSB and/or the Speaker to the Customer may also be confidential. The Parties shall not publicly disclose any confidential information and they acknowledge that any breach, negligent or intentional, of this confidentiality provision shall be deemed a material breach of this Agreement for which the breaching Party may be held liable. The Parties further acknowledge that disclosure of any confidential information would cause irreparable harm to WSB and to the Speaker; the Customer shall therefore exercise its best efforts to avoid any disclosure of any confidential information. In the event that the Customer or any of its representatives is required by any law or regulation, or by a valid order or demand from a judicial or governmental body to disclose any confidential information, the Customer shall provide prompt written notice to WSB of any such law, regulation, order or demand and shall reasonably cooperate with WSB so that, prior to any disclosure, WSB may seek appropriate protective order(s) and/or make redactions to the Agreement to protect its proprietary and confidential information.

**PHOTO-OPPORTUNITY SET-UP INSTRUCTIONS AND DIAGRAM**



**HELPFUL HINTS:**

The above diagrams are the most effective set-up and allows for everyone to have his or her photo taken with minimum disruption and maximum efficiency.

Guests should come from the Speaker's RIGHT and depart at the Speaker's LEFT. The waiting line should be kept close to the Speaker's RIGHT, just out of camera sight. Guests should not present the Speaker with any gifts or other materials/objects, nor should guests request the Speaker to autograph anything.

If possible, a table should be set up behind the photographer so guests may leave name tags, drinks, handbags and other items. Guest should walk towards Speaker's right and will be able to pick up items as they depart at the Speaker's left.

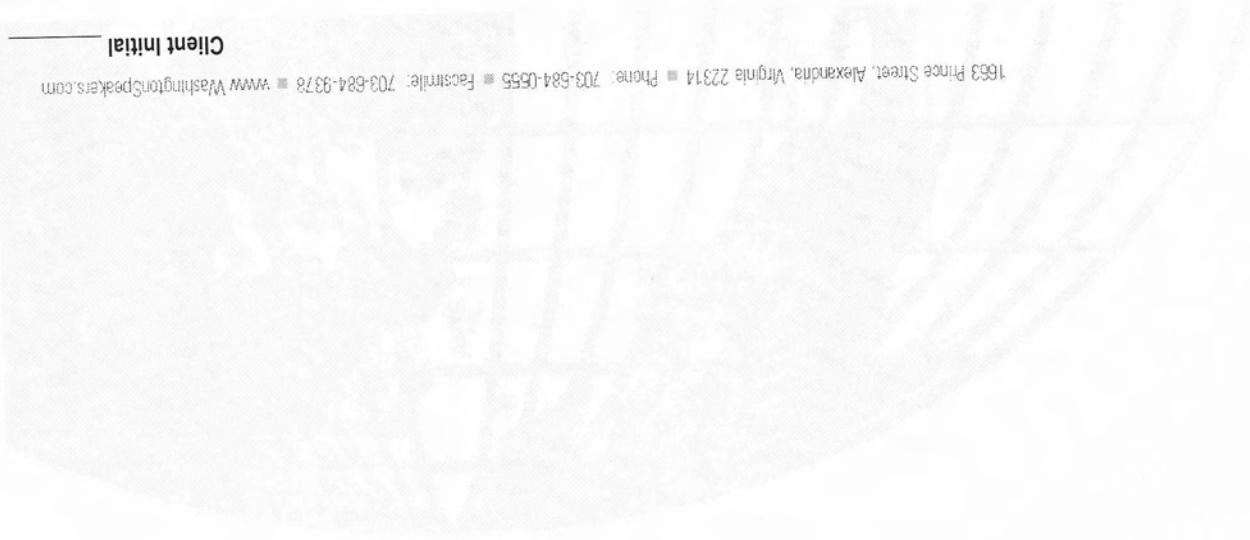
If guest names are to be collected to identify photos, it is best to do so after the guest has their photo taken. For large groups, it works best with two staff members assigned to this task.

Your signature below indicates that you acknowledge and accept the event requirements as set forth in this addendum.

\_\_\_\_\_  
Signature Date

1663 Prince Street, Alexandria, Virginia 22314 ■ Phone: 703-584-0555 ■ Facsimile: 703-584-9378 ■ www.WashingtonSpeakers.com

Client Initial



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Title

Print Name

Two horizontal lines for entering Title and Print Name.

WashingtonSpeakersBureau

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C O N T R A C T

