

UNIVERSITY OF ALASKA SOUTHEAST
SHORT FORM CONTRACT FOR GUEST SPEAKERS OR PERFORMERS

This agreement becomes effective when accepted and signed by the authorized Purchasing official.

Vendor Number: _____
(If Contractor does not have current Vendor Identification number, please complete W-9 and submit with contract.)

CONTRACT NUMBER: _____
(To be completed by Purchasing)

NAME & ADDRESS OF CONTRACTOR:
(Contractor may not be a current UA employee.)

NAME & ADDRESS OF UA DEPARTMENT:

THIS AGREEMENT, entered into by the University of Alaska and the Contractor named above, documents the understanding of the parties. (This form must be signed and dated by the Contractor before it is submitted to Purchasing.)

1. SCOPE OF SERVICES: (one time non-recurring) The Contractor shall perform all services described below for the amount stated:

- Guest Speaker Topic _____
 Performer (Topic must be shown for guest Speaker.)

[DEPARTMENT MUST CHECK ONE BOX ABOVE AND FILL ALL BLANKS BELOW TO COMPLETE THIS SECTION.]

Event _____ Date _____

Location _____ Time _____

Contractor agrees to provide the following equipment/items for this agreement:

University agrees to provide the following equipment/items for this agreement:

2. COMPENSATION: Contractor will be paid in a lump sum amount not to exceed _____. Total compensation includes all costs related to the scope of services, including but not limited to: _____

(i.e. travel, phone calls, hand-out materials).

3. TERMS OF PAYMENT: [TO BE COMPLETED BY THE DEPARTMENT]

- Payment to the contractor within 30 days upon receipt of invoice, payable after performance is verified by the department.
 Payment to the contractor within 10 days after completion of the engagement.
 Payment to the contractor upon close of the engagement.

4. INDEMNIFICATION. contractor shall indemnify, save harmless and defend the University, its Board of Regents, Officers, employees and agents from all liability, including costs and expense, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this agreement.

5. TERMINATION. This contract may be terminated at no cost to either party upon _____ days advance written notice. (30 days unless otherwise indicated)

6. OTHER. Contractor is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This agreement is the complete & exclusive understanding of the parties. Time is of the essence in this agreement.

7. The following attachments are a part of this agreement: _____

CONTRACTOR

UNIVERSITY OF ALASKA

By: _____
(Signature)

By: _____
(Procurement Officer Signature)

Name & Title: _____

Name & Title: _____

Date: _____

Date: _____