



## North Carolina Music Educators Association

### Accompanist/Adjudicator/Clinician/Conductor Contract/Agreement

*To be completed at time of hiring*

#### EVENT INFORMATION

Level: Elementary/High/Middle School District/Region/Statewide Event Type (clinic, MPA, etc.)

Name of Host/Coordinator Host Preferred Phone Host School Phone

Event Location Event Address

Event City, State, Zip

#### EVENT DATE/TIME

The named event begins \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_  
Month Day Year Time (include AM/PM)

and extends to \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_  
Month Day Year Time (include AM/PM)

in accordance with a schedule to be furnished by the host.

#### ADJUDICATOR/CLINICIAN/CONDUCTOR/ACCOMPANIST ("CONTRACTOR") INFORMATION

Contractor Name Role (accompanist/adjudicator/clinician/conductor)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ W-9 enclosed: \_\_\_\_YES \_\_\_\_NO

E-mail Address \_\_\_\_\_

In compliance with prior arrangements, Contractor agrees to fulfill duties related to the said position as described above and agrees to adhere to the host's schedule, grants host permission to use their name in advertising the event, and agrees to furnish vita and a photograph if requested to do so.

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**HONORARIUM**

NCMEA will pay an honorarium in the amount of \$\_\_\_\_\_ per day or \_\_\_\_\_ per event.  
Honorarium is payable as soon after departure as permitted by the North Carolina Music Educators Association. Payment may be expected within **TEN** business days of the conclusion of the event.

**EXPENSE REIMBURSEMENT** (NCMEA reimbursement form required)

**Travel:** NCMEA to reimburse travel expense: \_\_\_\_\_ YES \_\_\_\_\_ NO

The North Carolina Music Educators Association shall reimburse travel expenses at the following rates:

***Automobile***

Round trip travel from your hometown to the event venue reimbursed at \$.55 per mile.

Total round trip miles estimated: \_\_\_\_\_

NCMEA does not pay for the use of a rental car.

***Flight***

Lowest Coach. It is the responsibility of the Contractor to make their own travel arrangements including travel cancellation insurance. NCMEA will reimburse travel expenses within ten (10) business days of the conclusion of the event.

NCMEA Contact will meet Contractor at airport: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Lodging:** NCMEA will provide lodging: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Meals:**

\_\_\_\_\_ Meals to be included as part of the Contractor's honorarium

\_\_\_\_\_ NCMEA will reimburse the Contractor for meals at the following rates:

Breakfast \$9.00 | Lunch \$11.80 | Dinner \$20.50

Total number of reimbursable meals: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Receipts are required to be submitted for all reimbursements. NCMEA does not pay for or reimburse for alcoholic beverages.

**PROVISION FOR CANCELLATION**

THE CONTRACTOR MAY CANCEL THIS AGREEMENT under circumstances which are beyond their control such as hospitalization/physical disability, serious illness, death in the immediate family, train or plane cancellation/accident. Contractor will notify NCMEA staff immediately if any emergency prevents them from participating and releases NCMEA of any payment agreement. Contractor may suggest a substitute of equal respect and experience to participate in Contractor's absence. NCMEA reserves the right to accept or deny a contractor of equal respect and experience as suggested by Contractor and, may designate a substitute contractor to participate in Contractor's absence.

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NCMEA MAY CANCEL THIS AGREEMENT for acts of God, war, government regulation, disaster, fire, medical epidemic, strikes, threats or terrorist attacks, civil disorder, curtailment of transportation facilities, or other similar cause beyond the control of all parties, when such events make fulfillment of the terms of the Agreement inadvisable, illegal, impossible, or commercially impractical.

IN THE EVENT OF CANCELLATION OF THIS AGREEMENT the party so cancelling shall notify the other party at the earliest possible date prior to the event date. Proper cancellation by mutual agreement relieves the other party of all obligations. THIS CONTRACT NOT VALID WITHOUT ALL SIGNATURES.

**GOVERNING LAW**

This Agreement is governed by the laws of the State of North Carolina.

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Event Host/Coordinator	Date
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Accompanist/Adjudicator/Clinician/Conductor ("Contractor")	Date
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SIGN AND RETURN CONTRACT TO EVENT HOST/COORDINATOR BY: \_\_\_\_\_  
Date