

University Photographers' Association of America (UPAA) Symposium Contract

I/we _____ agree to host the _____
host *year*

Annual UPAA Technical Symposium at _____
university/college

The dates of the Symposium will be _____ to _____
mm/dd/yy *mm/dd/yy*

I/we have met with our conference planners or appropriate staff and the following are the **approximate** costs for the UPAA Technical Symposium.

Meeting facilities costs: _____

Transportation costs: _____

Food service costs: _____

Miscellaneous costs: _____

Lodging costs (per night): _____

Symposium cost per attendee: _____

We agree to notify UPAA by December 31 of the year proceeding the hosting year if we are unable host the conference. In such an instance that the hosting college/university is unable to host the conference, the hosting institution agrees to return any funds advanced and any nonrefundable deposits made by UPAA. UPAA holds a general liability insurance policy with Philadelphia Insurance Companies for \$2,000,000. An insurance certificate is available upon request.

We also agree to present an overview of the UPAA Technical Symposium to the Board of Directors at the Annual Board Meeting and to the membership at the General Business Meeting the year proceeding the proposed conference. Both meetings are held during the Annual UPAA Technical Symposium.

UPAA will collect all fees and pay all vendors directly, unless otherwise directed by the hosting institution.

Host _____
Signature

Department Approval _____
Signature

University Approval _____
Signature

UPAA Approval _____
Signature