

	<p align="center">ARIZONA BOARD OF REGENTS FOR AND ON BEHALF OF NORTHERN ARIZONA UNIVERSITY</p> <p align="center">Contracts, Purchasing and Risk Management</p> <p align="center">GUEST LECTURER/SPEAKER/PERFORMER</p> <p align="center">928-523-4557</p>	<p>Upload this document to the Purchase Request</p> <p>Revised: 04/11/2024</p>
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<p>Information</p>
<p>Northern Arizona University (NAU) employees shall not receive payment as a Guest Lecturer/Speaker/Performer (“Supplier”). Employee payment shall be disbursed through the applicable payroll system. Should the below definition(s) not satisfy the department needs, contact Contracts, Purchasing, and Risk Management at nau-purchasing@nau.edu.</p>
<p><input type="checkbox"/> Guest Lecturer: A Guest Lecturer shall be defined as an individual with relevant experience in their field who shall visit NAU for two weeks or less to lecture or provide other academic learning experiences in the classroom.</p>
<p><input type="checkbox"/> Speaker: A Speaker shall be defined as an individual with relevant experience in their field who shall visit NAU to provide speaking engagements, such as keynotes and symposia. In no event shall a speaking engagement exceed two weeks.</p>
<p><input type="checkbox"/> Performer: A Performer shall be defined as an individual with relevant experience in their field who shall visit NAU and conduct artistic classes or performances and the number of performances shall be minimal.</p>
<p>Requests for services shall be made through a Purchase Request and should be limited to individuals/sole proprietors. This form shall not be used for artists with riders, individuals represented through an agency, or corporations.</p>

<p>Agreement/Contract</p>
<p>This document and NAU Standard Terms and Conditions shall serve as the complete Agreement/Contract between the parties. No additional documents shall form a part of this Agreement/Contract to include but not limited to agent/broker contracts, performance riders, other demand documents presented by the Supplier. The Insurance Requirements in the NAU Standard Terms and Conditions will be replaced with: Supplier shall cover any and all liability, costs, damages and expenses for injuries or damage to persons or property arising its performance under this Agreement. For Performers, additional Terms and Conditions for Events shall also apply.</p>

<p>Supplier</p>		
<p>Name:</p>		
<p>Street Address:</p>		
<p>City:</p>	<p>State:</p>	<p>Zip Code:</p>
<p>Country:</p>		
<p>By signing below, I hereby accept NAU’s terms and conditions stated herein.</p>		
<p>Signature:</p>	<p>Date:</p>	

<p>Engagement Details</p>
<p>Supplier Fee: \$</p>
<p>Reimbursable Amount (if any): \$</p>
<p>Event Date(s) and Location:</p>
<p>Start/End Time or Duration of engagement:</p>
<p>Describe in detail the purpose of this engagement:</p>
<p>Additional details (including equipment setup times, rehearsal times, vendor that will be providing sound, or other information related to the engagement):</p>
<p>Term: Net 30 in accordance with Arizona Revised Statutes §35-342</p>