

Confirmation Order Form



Client Name:	City of Stephenville, TX ("Client")
Event:	ICMA Annual Conference 2022 Columbus, OH. September 17-21, 2022 ("Event")

ICMA TV will:

- Produce a film of five (5) minutes in length which will include interviews with Client spokespeople and case study material;
- Produce a series of news programs at the Event and include the Client's film in one or more of these programs;
- Broadcast this film to attendees of the Event on television screens;
- Stream and host the Client's film online during and for 12 months after the Event;
- Include the film in an email to attendees in advance of the conference;
- Distribute the Client's film across ICMA TV social media platforms;
- Provide the Client with a link to their full film and a one (1) minute cut down version for their own social media and marketing purposes.

Agreement guarantees:

- Pre-production consultation on the Client's topic and schedule;
- One (1) day of filming;
- Final approval of films before broadcast;
- Inclusion in any social media activities carried out by ICMA TV for the Event;
- Use of any rushes / B-Roll (including unused footage) for Client's own purposes;
- Delivery of all assets including footage from the shoot, a high-quality master digital file, plus a file in a format suitable to your marketing needs.

The cost of this agreement is \$24,300 USD

The cost is to be paid on receipt by the Client of an invoice in respect of the sum due ("Agreement Fee").

Client Details

Address 1		Tel	
Address 2		Email	
Address 3		Accounts Dept. Name	
Zip Code		Accounts Dept. Email	
Country		Accounts Tel	

Signed by WebsEdge

Signed by Client

Date	06/30/2022	Date	
Name	Stephen Horn - CEO	Name	
Signed		Signed	

Return of this order form constitutes a binding order rendering you liable for the Agreement Fee specified above.
It also signifies your acceptance of our Terms & Conditions detailed below.

PLEASE COMPLETE, SIGN & RETURN THIS FORM VIA EMAIL

WebsEdge is a trading name of WebsEdge Limited: 1st Floor, West Wing, The Hop Exchange, 24 Southwark Street, London, SE1 1TY, UK.
Registered in England: No. 3520183.



Client's Terms and Conditions

1. The Sponsorship Package is detailed in the Confirmation Order Form.
2. The Client will have the copyright and all other rights, including intellectual property rights for all of the footage filmed by WebsEdge on their behalf. The Client will grant a royalty free license to WebsEdge Limited in Conference TV and in this promotion, to broadcast recordings and interviews shot on the Client's behalf as laid out in this agreement.
3. The Client warrants and undertakes to procure that all persons whom the Client wishes to be interviewed have agreed to the reproduction in Conference TV of all interviews, speeches and pronouncements made by them in connection with the Conference.
4. In the event that the conference is rescheduled to take place at a different venue, date or time as agreed between the parties the terms of this Agreement shall continue in force and apply to the new venue, date or time as if the rescheduled conference was the Conference.
5. If the Conference or the broadcast is cancelled the Client shall be entitled to a reimbursement of the Agreement Fee less any production or other costs incurred by WebsEdge Limited.
6. In some circumstances, distribution of Conference TV will change based on limitations set by the conference organizers. In such situations, WebsEdge Limited is not liable.

Rejection or Cancellation

If written notice of cancellation is received by WebsEdge Limited within seven days of the signed confirmation order form being received, WebsEdge Limited will, to the extent that it has been paid, refund and to the extent that it has not been paid, remit, the entire liability for the Agreement Fee.

If written notice of cancellation is received between seven and twenty-one days of the signed Confirmation Order Form being received WebsEdge Limited, WebsEdge Limited will remit or refund as appropriate 50% of the Agreement Fee.

Receipt of any purported notice of cancellation outside the timescales given above will be of no consequence. The Client will be responsible for the full Agreement Fee as if purported cancellation had not taken place, excluding such committed third party expenses as WebsEdge Limited is able to avoid liability for within its existing contractual commitments to suppliers.

Payment Terms and Conditions

The cost of the sponsorship is detailed in the Confirmation Order Form. The full amount of that fee is due within 30 days of receipt by the Client of an invoice.

The Confirmation Order Form must be signed and returned to WebsEdge Limited and this will confirm that you have read and agree to abide by the payment terms and conditions detailed above.