



STL PROGRAMS

Letter Agreement

- STL Programs (STLP) agrees to provide (ORGANIZATION) ## copies of a 5 1/2" by 8 1/2" program with a full color front cover printed on a coated stock, saddle-stitched, 32 pages, for the event on (DATE).
- Booklet page count will be 32. (ORGANIZATION) will have 16 pages for their information. This includes the front cover, performance information, sponsor recognition, committee lists, etc. STLP will have the remaining pages for advertising. In the event that advertising sales are stronger than planned, and a bigger book is required, STLP will split additional pages 50-50 with (ORGANIZATION). STLP has the right to sell advertising on pages unused by (ORGANIZATION) as part of their allotment.
- (ORGANIZATION) agrees to provide all of their material by e-mail or on a readable disk no later than four weeks (SUBMISSION DATE) before event. Provided material is submitted by deadline, STLP will provide at least one proof for (ORGANIZATION) review. STLP will not be responsible for errors that occur in (ORGANIZATION) copy submitted after deadline. Any overtime printing costs caused by (ORGANIZATION) providing their material after submission date will be charged to (ORGANIZATION).
- STLP has the right to sell the inside front, inside back and back covers as advertising. STLP also has the right to alternate pages of program copy with pages of advertising.
- (ORGANIZATION) holds STLP harmless from any liability incurred by the content of the material provided to STLP. Such liability may include, but not limited to, use of images, editorial content, sponsor logos, etc.
- STLP has the sole right to sell all advertising in the booklet. STLP reserves the right to review the type of sponsor recognition being given in the booklet so as not to conflict with advertising sales. NOTE: sponsor recognition, in whatever form, must be placed in the (ORGANIZATION) pages. The (ORGANIZATION) shall not place an insert or flyer into the program with sold advertising or sponsorships without prior approval from STLP.
- If event is cancelled or postponed after this contract has been signed, (ORGANIZATION) will be responsible to pay costs incurred by STLP, including but not limited to time spent by salesperson, lost commission, graphic production, printing, etc. In that event, STLP will present (ORGANIZATION) with an itemized list of such expenses and will expect payment within 30 days of submitting those expenses.

Signed,

STL Programs/Date

(ORGANIZATION)