



Representation Agreement Terms Reference Sheet

Contract:

A legally binding agreement between two or more parties that creates enforceable obligations. It gives each party the right to demand execution of the agreed-upon described services and the ability to seek legal remedies if those duties are breached.

Representation Agreement/Contract

Terms agreed upon by both Artist and Manager defining roles, expectations and terms of the agreement.

This includes:

- Permission for the Manager to represent the Artist's work: define which works (the artist's canon of work, or a specific show or project?)
- The length of the contract (name inclusive dates, be that annual, or a specific period)
- The territory in which the Manager will represent the Artist (such as: the 50 US states, North America, Asia, globally, etc.)
- Exclusivity (all inquiries are handled by the Manager, or are there exclusions?)
- Is there an automatic renewal of the contract? (or does it have to be re-signed each year?)
- Cancellation (can either party cancel, if so, how/when?)
- The artist will provide manager all marketing materials for distribution upon signing
- How and when the Manager and the Artist are going to get paid (do payments go to the Manager, who then pays the artist? Or do payments go to the Artist, who then pays the Manager?)
- Touring fees: fees should be agreed upon signing. Statement that it is these fees the Manager will quote.
- Titling/Billing: Artist & Manager agree in writing what the Artist's titling is (for their company, for their show/project)
- Crediting: defining how/when the manager is credited by the Artist
- Visas: define who is filing US work visas
- Taxes: stating these are part of the Artist's expenses



- Insurance: stating what insurance the Artist must carry (General Liability, Workers Compensation, etc).
- Notices and contact information