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Introduction and Purpose

This Event Production Agreement ("Agreement") is made and entered into as of August 9, 2025, by and between DocuPal Demo, LLC, a company organized in the United States, with its principal place of business at 23 Main St, Anytown, CA 90210 ("Producer"), and Acme, Inc ("Client"), a business entity organized in the United States, with its address at 3751 Illinois Avenue, Wilsonville, Oregon - 97070, USA.

Intent

This Agreement defines the terms and conditions under which Producer will provide event production services to Client. The purpose of this Agreement is to clearly outline the scope of work, payment obligations, responsibilities, and legal safeguards for both parties involved in the event production.

Scope

Producer will provide services including stage setup, lighting, sound, video recording, and live streaming. This Agreement details the complete understanding between Producer and Client regarding the event, ensuring clarity and mutual commitment.

Scope of Services

DocuPal Demo, LLC will provide comprehensive event production services to ACME-1, encompassing all necessary elements for a successful event. Our services include meticulous planning, detailed coordination, and complete technical setup as described below.

Stage Setup

We will manage the complete stage setup. This includes constructing the stage according to the approved design, ensuring structural integrity and safety, and arranging all necessary backdrops and set pieces.



Lighting

Our team will design and implement a professional lighting system to enhance the visual experience of the event. This incorporates stage lighting, atmospheric lighting, and special effects lighting, all tailored to complement the event's theme and activities.

Sound Engineering

DocuPal Demo, LLC will provide complete sound engineering services. This covers sound system setup, microphone placement, audio mixing, and real-time sound adjustments during the event to ensure optimal audio quality for both live attendees and recordings.

Video Recording

We will professionally record the event using high-definition cameras. Our video recording services include multi-camera coverage, capturing key moments, and providing post-event video editing to deliver a polished final product.

Live Streaming

Our team will manage live streaming of the event to a designated online platform. This service includes encoding the video feed, managing the online broadcast, and providing technical support to ensure a seamless viewing experience for remote audiences.

Exclusions

DocuPal Demo, LLC is not responsible for failures caused by acts of God or terrorism. Furthermore, services do not include client-requested changes outside the original scope of this agreement. Any such changes will be handled as an amendment to this agreement, potentially affecting the project timeline and costs.



Event Schedule and Milestones

This section outlines the key dates and milestones for the event production. ACME-1 and Docupal Demo, LLC, will adhere to this schedule to ensure a successful event. Any changes to this schedule must be submitted in writing and are subject to Docupal Demo, LLC's approval. Such changes may also result in additional costs.

Key Dates and Deliverables

Task	Date
Stage Setup Completion	[Date]
Sound Check	[Date]
Live Event	[Date]
Final Video Delivery	[Date]

Schedule Adjustments

All requests for adjustments to the schedule must be communicated promptly and in writing. Docupal Demo, LLC will evaluate the feasibility of the requested changes and inform ACME-1 of any potential impact on the project timeline or budget.

Payment Terms and Conditions

The following payment terms are an integral part of this Event Production Agreement between Docupal Demo, LLC and ACME-1. This section outlines the financial obligations of ACME-1 to Docupal Demo, LLC for the services rendered as described in this agreement.

Total Cost and Payment Schedule

The total cost for the event production services detailed in this agreement is \$[Amount]. This amount covers all services as outlined in the scope of work.

- **Deposit:** A deposit of \$[Amount] is required to secure the event date and initiate the project. This deposit is due upon signing this agreement.



- **Balance:** The remaining balance is due upon completion of the event production services. An invoice for the remaining balance will be submitted to ACME-1 promptly following the event.

Payment Methods

ACME-1 may remit payments to Docupal Demo, LLC via the following methods:

- **Bank Transfer:** Details for bank transfers will be provided on the invoice.
- **Check:** Checks should be made payable to Docupal Demo, LLC and mailed to 23 Main St, Anytown, CA 90210.
- **Credit Card:** Payment via credit card can be arranged; please contact us for processing.

Late Payment Penalty

Payments not received within [Number] days of the due date will be considered late. Late payments are subject to a [Percentage]% penalty per month on the outstanding balance. This penalty will be applied starting from the original due date. Docupal Demo, LLC reserves the right to suspend services for ACME-1 if payments are not received in a timely manner. Continued failure to remit payments may result in legal action to recover the outstanding debt.

Cancellation and Refund Policy

Cancellation by ACME-1

ACME-1 may cancel this Agreement by providing Docupal Demo, LLC with written notice. To be valid, this notice must be received at least [Number] days before the event date.

Refunds

If ACME-1 cancels before [Date], Docupal Demo, LLC will provide a refund. This refund is subject to a cancellation fee of \$[Amount]. No refunds will be issued for cancellations made on or after [Date].



Cancellation by Docupal Demo, LLC

Docupal Demo, LLC reserves the right to cancel this Agreement if unforeseen circumstances make it impossible to fulfill the obligations. These circumstances include, but are not limited to, acts of God, government regulations, or serious illness or injury of key personnel. In the event of cancellation by Docupal Demo, LLC, ACME-1 will receive a full refund of all payments made. Docupal Demo, LLC will communicate any such cancellation promptly in writing.

Force Majeure

Neither party shall be liable for any failure to perform its obligations under this Agreement if such failure is a result of Force Majeure. In such event, both parties will attempt to find a mutually agreeable solution.

Liability and Indemnification

Limitation of Liability

DocuPal Demo, LLC is responsible for damages or accidents caused by its staff during the event. This responsibility is limited to the extent of DocuPal Demo, LLC's insurance coverage. Acme, Inc. assumes responsibility for incidents involving event attendees.

Indemnification by ACME-1

ACME-1 will indemnify, defend, and hold harmless DocuPal Demo, LLC, its officers, directors, employees, agents, and affiliates (collectively, the "DocuPal Demo, LLC Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, arising out of or resulting from:

- The actions or omissions of event attendees.
- Any breach of this Agreement by ACME-1.
- Any negligent act or omission of ACME-1 or its employees, agents, or subcontractors.



Indemnification by DocuPal Demo, LLC

DocuPal Demo, LLC will indemnify, defend, and hold harmless ACME-1, its officers, directors, employees, agents, and affiliates (collectively, the "ACME-1 Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, arising out of or resulting from:

- The negligent acts or omissions of DocuPal Demo, LLC, its employees, agents, or subcontractors.
- Any breach of this Agreement by DocuPal Demo, LLC.

This indemnification does not extend to claims arising from the actions or omissions of ACME-1 or event attendees. Each party will promptly notify the other of any claim subject to indemnification under this agreement.

Insurance Requirements

Docupal Demo, LLC must maintain the following insurance coverage during the term of this Agreement:

Coverage Types and Limits

Docupal Demo, LLC will secure and maintain the following insurance coverages:

- **General Liability Insurance:** \$[Amount] per occurrence. This insurance will protect against bodily injury and property damage claims arising from the event.
- **Workers' Compensation Insurance:** As required by applicable law. This will cover employees of Docupal Demo, LLC in case of work-related injuries or illnesses.

Proof of Insurance

Docupal Demo, LLC will provide ACME-1 with certificates of insurance evidencing the required coverages prior to the event date. These certificates must name ACME-1 as an additional insured.



Intellectual Property Rights

Ownership of Raw Footage

DocuPal Demo, LLC retains full ownership of all raw video footage, audio recordings, and other original materials created during the event production.

Ownership of Final Edited Video

Upon full payment, Acme, Inc. will own the final edited video produced by DocuPal Demo, LLC.

Usage License

DocuPal Demo, LLC grants Acme, Inc. a perpetual, royalty-free license to use the final edited video for promotional and marketing purposes. This license allows Acme, Inc. to use the video in any media, worldwide, without further compensation to DocuPal Demo, LLC.

Other Intellectual Property

All other intellectual property rights, including but not limited to designs, concepts, and original works created by DocuPal Demo, LLC for the event, remain the property of DocuPal Demo, LLC unless otherwise agreed to in writing.

Confidentiality

Both Docupal Demo, LLC and ACME-1 agree to protect each other's confidential information. This includes financial details, client lists, and unique production methods.

Scope of Confidential Information

Confidential information covers any data shared during this agreement. It also applies to information learned while working on the event.



Exclusions

Information already public, or independently developed, is not confidential. Data received from a third party without confidentiality obligations is also excluded.

Duration

The duty to protect confidential information continues for three years after the event date.

Force Majeure

Neither Docupal Demo, LLC, nor ACME-1 will be liable for any failure or delay in performance under this Agreement to the extent such failure or delay is proximately caused by events beyond that party's reasonable control. These events include, but are not limited to, natural disasters, acts of war, terrorism, government regulations, or labor strikes.

Notification

In the event of a force majeure occurrence, the affected party must provide written notice to the other party within 48 hours of the event's occurrence. This notice must include a description of the event and its anticipated impact on the performance of this Agreement.

Dispute Resolution

The parties will try to resolve any dispute related to this Agreement through good faith negotiations. Either party can initiate this process by providing written notice to the other party describing the nature of the dispute and the relief requested.

Mediation

If negotiation fails, the parties agree to attempt to settle the dispute by mediation. A mutually agreed-upon mediator will conduct the mediation in [State/County]. The parties will share the costs of the mediator equally.



Arbitration

If mediation is unsuccessful, any unresolved dispute arising out of or relating to this Agreement will be settled by binding arbitration. The arbitration will be conducted in [State/County] in accordance with the rules of the American Arbitration Association. The arbitrator's decision will be final and binding on both parties and may be entered in any court having jurisdiction. Each party will bear its own costs and expenses of arbitration, and will share equally the fees and expenses of the arbitrator.

Deliverables and Acceptance Criteria

DocuPal Demo, LLC will provide the following deliverables to ACME-1:

- A fully functional stage setup conforming to agreed-upon specifications.
- High-quality audio and video recording of the entire event.
- A professionally edited final video, incorporating key moments and highlights.

Acceptance Process

ACME-1 will evaluate each deliverable against agreed-upon technical specifications and aesthetic standards. ACME-1's designated representative will conduct the evaluation. DocuPal Demo, LLC will address any concerns or required modifications promptly. Acceptance requires written confirmation from ACME-1. This confirmation signifies that the deliverable meets the agreed-upon standards and ACME-1's satisfaction. Without written acceptance from ACME-1, DocuPal Demo, LLC remains responsible for addressing any identified deficiencies.

Amendments and Modifications

Amendments

This Agreement may be amended or modified at any time by mutual written consent of both parties. No modification, amendment, waiver, termination, or discharge of this Agreement will be binding upon either party unless confirmed by a written instrument signed by duly authorized representatives of both DocuPal Demo, LLC and Acme Inc.



Modification Process

Any proposed changes to the terms and conditions of this Agreement must be submitted in writing to the other party. Upon receipt of a proposed amendment, the receiving party will review the proposed changes and communicate its acceptance or rejection. Agreed-upon changes will be formalized in a written amendment, which will specifically reference the sections of the original Agreement being modified. This amendment must then be signed by authorized representatives from both DocuPal Demo, LLC and Acme Inc. to become effective. Verbal agreements or email exchanges will not be considered binding amendments to this Agreement.

Signatures and Execution

This Event Production Agreement becomes effective upon signature by both parties.

DocuPal Demo, LLC and Acme, Inc. agree to the terms and conditions outlined in this Agreement by their signatures below through their authorized representatives.

Signatures

DocuPal Demo, LLC

By: [Name]

Title: [Title]

Date: 2025-08-09

Acme, Inc

By: [Name]

Title: [Title]

Date: 2025-08-09

