



## Institute of Musical Traditions Contract Rider

This contract rider for an appearance by \_\_\_\_\_ (the Artist) at the Institute of Musical Traditions (IMT) on \_\_\_\_\_, is to be attached to and made part of the Artist's contract by reference as "IMT Contract Rider #20YY-MMDD-01\_R01."

The following conditions are included as part of the Artist's contract with IMT and supersede any conflicting provisions in the Artist's contract and riders.

1. **Payment.** IMT will make payment of performance fees to the Artist by business check at the conclusion of the show. IMT will tender Artist's portion of Artist's merchandise sales either in cash or by business check at the conclusion of the show. Artist should be prepared for IMT to follow all applicable U.S. federal income tax laws and regulations.

2. **Technical Specification and Costs of Backline Gear.** Artist will provide IMT a technical specification of the Artist's sound engineering requirements at least ten weeks before the concert date. The specification will include, at minimum, a stage plot showing the required equipment and inputs, placement on stage, instruments used at each location and the performer's names, and will clearly indicate any backline equipment that the Artist wants IMT to provide. Artist will also provide contact information for someone familiar with the specification.

IMT will not be responsible for providing any backline equipment if the equipment is not specified in the contract or in a rider included with the contract before execution. If Artist's technical specification requests backline equipment that IMT was not informed of before executing the contract and which IMT must rent, IMT may add the rental costs to the contracted show costs. If IMT deems the additional costs excessive, IMT may choose not to provide the equipment, may substitute other equipment or may charge the Artist for the additional expense.

3. **Geographic and Calendar Exclusion.** The Artist will not engage in any other performance, workshop, or public or private appearance within 60 miles of IMT's venues for 60 days before or after this IMT show. Artist must confirm with IMT whether any venue is within the exclusion area. IMT may waive this exclusion in certain cases, particularly for promotional appearances.

4. **Promotional Appearances.** The Artist will require the sponsor of any promotional appearance that takes place within 60 miles of IMT's venues for 60 days before or after this IMT event to include mention at the event and in any audio or video recording of the appearance or accompanying text made public by the sponsor that the Artist was in the area for an event at the Institute of Musical Traditions. Artist will inform the sponsor of this condition. If the Artist enters into a written agreement or release with the sponsor of the appearance, the artist will include this condition in that agreement and will provide a copy of the agreement to IMT. Artist authorizes IMT to act on Artist's behalf to require the sponsor to remove a recording from public display if IMT determines that the sponsor violated this condition.

5. **IMT Video Recording.** The Artist agrees that IMT may create audio and video recordings of Artist's performance. Recordings will be used to produce several video clips for nonprofit use by IMT, including promotion of IMT's concert series on IMT's website and through social media sites, and inclusion in IMT's grant applications. IMT will notify Artist when video clips are posted for public viewing and will remove from public display any video clips if requested by the Artist. IMT will provide copies of completed video clips to Artist for Artist's use at Artist's request.

6. **Sound Levels.** IMT does not allow excessive sound levels in its venues. Artist agrees that IMT's sound engineer may make any necessary adjustments to maintain sound levels in a range IMT considers appropriate.

7. **IMT Promotional Needs.** Artist will send IMT four of the Artist's most recent CDs for promotional use at least ten weeks prior to the concert date to the shipping address below.

Within one week of the execution of the Artist's contract, the Artist will provide IMT digital copies of at least two print-quality photographs (via email or internet links), links to web-hosted video of Artist's performance that can be embedded on IMT's website, the address for the Artist's website, and any information not available on the Artist's website that will help promote the show, including Artist's biography and show description .

One photo must be in portrait orientation and one must be in landscape orientation. Photos must be in color, at least 300 dpi resolution and approximately 1,800 by 2,400 pixels. The Artist must provide photo credits. The artist must provide the names of the people in the photo (from left to right) if it is not obvious who they are.

Video should be of good audio and video quality, and should reasonably represent the performance that artist will give at IMT.

8. **Artist Contact Information.** Artist will provide a cell phone number or other contact information that can be used to contact the Artist on the day of the show.

9. **IMT Contact Information:**

**Advance & Day of Show:** Loralyn Coles, 703 915-7148, office@imtfolk.org.

**Sound Engineering:** David Eisner, 301 793-7878, hometrad@hmtrad.com.

**IMT Publicist:** Jess Eliot Myrhe, publicity@imtfolk.org.

**IMT Corporate Address:** Institute of Musical Traditions, PO Box 5930, Takoma Park, MD 20913.

**Shipping address:** \_\_\_\_\_.