



bakka Cosplay
Florence Heyer FX
Sfx make-ups, wigs, props, costumes...

Event booking contract

Contract update: 02.05.2025

draft

This agreement is concluded between the following parties:

A) The event's management/producer (in this contract mentioned as "the organiser")

Client: Organiser(s)/Publisher(s) contact info:

Contact person(s) / representative(s) contact info:

B) The booked artist "bakka cosplay" (in this contract mentioned as "the artist")

"Florence Heyer FX"

Florence Heyer, Hauptstr. 117, 53842 Troisdorf, Germany

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USt-idNr: DE344273911

www.bakkacosplay.com

[Instagram](#) [Facebook](#) [Twitter](#) [Tiktok](#)

All links: taplink.cc/bakkacosplay

Download the announcement texts & pictures [here](#).

Booking for the event:

Event's name, dates and location publishing platform(s) in case of a digital events)

The artist provides

- The artist aims for active interaction and entertainment for the event's visitors during the general opening hours of the event: Meet & Greets, selfies, photo shoots, signing prints, creating social media content etc.
- Social media announcements, stories and posts before, during and after the event with the event's active tags.
Info: Make sure to tag the artist -on- the posts, so they appear in their profile and are seen and shared quickly.
- Preparations and presentations of the costumes and props (and/or the booth) before and during the event, and the maintenance after the event, including the helper's assistance.

Remuneration

The daily participation fee is 800 € Netto plus expenses. The total payment (incl. expenses) shall be transferred max. 20 days before the day of departure and before any official announcement. The final contract shall be signed at least 30 days ahead, at least 60 days ahead if a passport or visa is required. The organiser carries the transfer fees. Included in the remuneration are the preparations and maintenance of the booth, costumes and props before & after the event.

No announcement shall be published by both parties and the artist will not travel to the event without the signature and payment of the full amount.

Coverage of expenses

The artist asks the organiser to book the means of transport or bear the following expenses:

- Travel: A) Car travel: 0,50€/km from 53842 Troisdorf, Germany.
B) Other transport methods (plane/train) including taxi/train/metro changes.
- Travel exceeding four (4) hours one way become non-bookable days and are charged 50% of one daily fee.
- Accommodation in the closest hotel possible for the days of the event and the day of arrival and departure of the event, if not agreed differently.
- Three meals a day (hotel breakfast, lunch at the event, warm hotel dinner or budget for catering abroad), including the days of travel (1st day in the evening, last day in the morning).
- Still mineral Water available for the days of the event.
- Shuttle, good connection with public transport OR similar between the hotel and the event and back during the event's location, if walking with the costume plus props exceeds 5 minutes or parking close to the booth, if travelling by car. The transport costs are taken charge by the organiser.

Event schedule

- Presence during the booked days and hours of the event with the booked options.
- Arrival the day before, departure the day after the event, if not arranged differently.
- A lunch break of 30 minutes at ca. half of the day, depending on the event's schedule.
- Aftershow parties and other late activities can be booked additionally.



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Booth options and requirements

- The artist brings banners, posters, prints, booth systems, props, coverage fabrics, etc. if possible
 If not possible (e.g. flight), the organiser can print a banner or poster to highlight the artist's booth, see "[artist's images](#)"

A booth requires:

- 1-2 tables (e.g. 1x2m) or more, 1 chair, small space next to the booth for visitor's selfies and meetings
- The artist may sell items e.g. prints, posters, polaroids, props, merch etc.
- The organiser ideally allows the artist to install the booth the day before the event, if an elaborate one is desired. Speeding up the set-up with an event's helper is highly appreciated.
- Access to the hall by car or elevator, ideally with an event's helper to save valuable time.
 The artist brings her booth helper, briefed about the management of the booth procedures. The organiser defrays the helper's expenses (food, travel, same accommodation etc).

Right to use the artist's images

- The organiser may use the images provided by the artist for this one event's promotion in every media desired. No other images shall be used by the organiser without written consent.
- The right to use these images expires 30 days after the event. An extended permission is possible with mutual consent.
- Printed media with the artist's images shall be left to the artist and can allow its promotion on following occasions, free of charge.

Workshops, panels, interactive workshops, masterclasses and other presentations

- The program can be scheduled as desired, as long as the artist can be at her booth for minimum 2-3 hours.
- **Activity options included** in the event's booking are: Q&A's, contest (pre-)judging, photo ops, Meet&Geets, live streams, photo-/video shoots, interviews, stage panels ("Professional wig Styling", "21 years of bakka cosplay" and the making-of to all her creations).
- **New subjects for panels** or elaborate **workshops** with digital presentation and physical demonstrations are additional options and can be booked for 1400€ (new panel) and 2100€ (new workshop), including several days of preparation and planning.
- **Interactive workshops** include the visitor's participation on top of the workshop options above. The artist recommends pre-registration and pre-payment by the visitors to confirm their participation and cover the materials' costs. Interactive workshops can teach ca. 10-20 active participants and can entertain an unlimited number of listeners. Including the most time consuming preparation of all the available workshop options, the booking costs 2900€ for interactive workshops.
- The artist's helper may accompany her backstage or to the green room to assist with the costume before going on stage. Her booth is guarded by an event's helper or closed securely.
- **Masterclasses** (webinars) are online presentations and charged like panels or workshops.

Costume details

If the travel is by car or train, it's possible to bring bigger costumes. If the travel is by plane, the costumes need an additional checked-in suitcase and a significantly high insurance. To avoid inflicting this on the organiser, a smaller costume and parts can be brought. If you insist on booking complex costumes, their high maintenance and additional work require 80€ (p.eg. Kakashi Samurai, Naruto Samurai, Junkrat, 3DMG). For each day booked as "Junkrat" with the pegleg, an additional 3x 60€ are applied to cover osteopathy costs.

Accountability

In case of illness or other force majeure, the artist can't be accountable, but will do everything in her power to fulfil the core commitments mentioned in this contract. Shall the artist be incapable to attend one or more days of the event, the remuneration for these day(s) shall be refunded, excluding the already invested expenses and preparations.

In case of cancellation of the event, the organiser must cancel the artist's booking 14 days beforehand via an e-mail to contact@bakkacosplay.com or the previously chosen way of communication.

The contract will be effective with the two party's signature. The contract is fulfilled on the end of the event.

This contract is a draft to settle the agreement's details. Different agreements are possible and must be agreed upon and confirmed through an updated contract signed by both parties. Download the newest version from www.bakkacosplay.com/booking-contract. Effective is the contract's version which is online the day of its signature, independently of any outdated versions.

Other costs and details are to be mentioned here (e.g. highway vignette, travel expenses, additional wishes...).


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Troisdorf, DD.MM.YYYY

The chosen options:

Offer-n°: YYMMANNR

pcs	Details	Unit prices	Subtotal
?	Travel fees (artist and her assistant): <u>Provided by the organiser ?</u>	?,?? €	?,?? €
?	Daily booking rate for « bakka Cosplay » for each day of the event	800.00 €	?,?? €
?	Travelling day fees covering a small part of the preparation, postproduction, costume maintenance and the helper's assistance.	400.00 €	?,?? €

Total ?.???,?? €

Umsatzsteuerbefreit nach §19 abs. 1 UStG, da aktuell Kleingewerbe. No taxes included, due to the small enterprise tax regulation.

Thank you for your trust and support. We are looking forward to work with you soon!
 Florence Heyer

Troisdorf, DD.MM.YYYY

Florence Heyer "bakka cosplay"

City, date, signature

Organiser's or representative's name

- End of the contract -