

Booking Confirmation and Agreement

The _____ (“Client”) extends an invitation to Jeff Schwisow (“Speaker”) for the date(s), conditions and financial considerations listed below. Both parties agree to keep the terms of this agreement strictly confidential and shall not disclose these terms to any outside parties. Please read and sign this agreement then email to info@jeffschwisow.com. Jeff can be reached at +61 414 829 070.

Once the signed agreement is received, an initial invoice will be sent from accounts.

Booking details:

The Client	<u>Company:</u> [name and address] ABN: [enter], Tel: [enter]
Client Contact	[enter]
Event Details	<u>Event Name:</u> [enter] <u>Event Date and Time:</u> [enter] <u>Location and venue:</u> [enter] <u>Attendance:</u> [enter] attendees
Package Details	<u>Speaker Details:</u> Jeff Schwisow, mobile: +61 414 829 070, email: jeff@jeffschwisow.com <u>Title:</u> [enter] <u>Package Description:</u> [enter] • • <u>Duration:</u>
Package Investment	<u>Investment:</u> [enter amount] plus GST, plus travel and accommodation (if required) as per below <u>Inclusions:</u> • A briefing call and all preparation •

Terms

1. Jeff Schwisow does not speak at conferences or participate where panels are of an all-male nature. He supports and encourages the representation of women within senior executive positions and on Boards. Please advise if your event is not in alignment with this requirement.
2. Speaker marketing materials: Jeff will provide all promotional, introductory and marketing materials for the event including:
 - a. Speaker photos
 - b. Speaker bio for the online and printed event promotional materials
 - c. Script for introducing Jeff to the event attendees
 - d. Promotional videos/interviews, as agreed
 No other photographs, information, or materials pertaining to the Speaker may be used without the prior written approval of the Speaker.
3. Speaking fees are quoted on advance payment.
4. Jeff Schwisow is not confirmed for an engagement until a signed booking agreement and the 50% deposit have been received.
5. Balance of payment is due 30 days prior to the event date.
6. Cancellation fees are as follows:
 - a. In the event of cancellation by the Client, the 50% deposit is not refundable
 - b. In the event of cancellation by the Client less than eight weeks before the engagement date, the full fee is payable.

- c. In the event of cancellation by Jeff Schwisow, all monies paid will be refunded to the client. In this case, should the client so choose, an alternative speaker may be provided in lieu of the refund.
7. Accommodation: Charges include room charge and food, but do not include phone calls, alcohol or sundries. If Jeff's departure from an event is after 5pm an additional night's accommodation may be required.
 8. Travel: Jeff travels business class on all flights longer than 3 hours. Where business class is not available to a destination, flexible economy is booked. Where required, Continuum Performance Pty Ltd will organise and charge for return transfers between the airport and the venue. Melbourne airport parking will also be on-charged. All travel arrangements and accommodation for Jeff are made in-house.
 9. Overseas events: If the event is held outside of Australia, Client agrees to provide/pay for all visa documentation and legal fees. All physical materials and information needed for customs must be provided physically two weeks prior to event date.
 10. Payment methods: Payment may be made by one of the following methods:
 - a. Electronic funds transfer - please deposit into the following account:
 Account Name: Continuum Performance Pty Ltd
 Bank: Westpac, 109 Sherriffs Road, Reynella SA, Australia
 Account Details: BSB – 035053, Account – 290355, SWIFT Code – WPACAU25
 Please advise us by email when a transfer of funds has been made.
 - b. Credit card payments – can be made via Paypal using the electronic invoicing application.
 - c. Cheque - Please make cheques payable to 'Continuum Performance Pty Ltd'.
 11. Audio-Visual Requirements: A copy of Jeff's audio, visual and stage setup requirements are included in Attachment A. Please advise if there are any concerns or questions regarding these requirements at least two weeks in advance of the event.
 12. Confidentiality: If either party discloses any confidential information to the other party in connection with the performance of this Agreement, the receiving party agrees to maintain the confidentiality of all such disclosures.
 13. Intellectual Property: All materials used by Speaker in connection with this Agreement shall remain the sole and exclusive property of Speaker, and Client may not use any such materials without the prior written approval of Speaker or his authorized representative.
 14. Reproduction of the Speaker performance: Visual and audio capture and reproduction of the Speaker's performance at the Event shall be in accordance with the following agreed terms:
 - a. The Speaker:
 - i. Reserves the right to have a videographer in attendance to capture the performance and use that video for the Speaker's marketing and promotional materials
 - ii. Will receive copies of any photography or videography captured by the Client (in accordance with the agreements below) and may use those media for the Speaker's marketing and promotion materials
 - b. The Client:
 - i. [enter]
 15. Insurance: Client acknowledges that Client shall be solely responsible for obtaining and maintaining all necessary or appropriate insurance policies applicable for the Event and any damages or claims arising in connection with the Event.
 16. Advice by Jeff Schwisow and the team at Continuum Performance Pty Ltd is general in nature and in signing this agreement you consent to release Jeff Schwisow and his representatives from any and all liability.

Signed:

Signed:

Date:

Date:

By: Jeff Schwisow, Managing Director
Continuum Performance Pty Ltd

By:
Client:

Attachment A
Audio-Visual and Stage Setup Checklist