**Engage Standard Booking Terms & Conditions**

**General Details**

“Speaker” refers to the Engage talent who is receiving an Experience Request, and “Client” refers to the individual or company

This document outlines the terms you agree to be bound by should Speaker accept your offer within 5 business days of submission.

In exchange for the services provided in the request form, Client agrees to compensate Speaker as outlined in the submitted offer terms.

**Payment Terms**: Client agrees to pay a 50% non-refundable deposit. Client’s 50% deposit will be due by two weeks from signing. The remaining fee will be due upon completion.

**Speaker’s Audio-Visual and Presentation Requirements**

Client agrees to provide suitable A/V setup at no cost to Speaker based on speaker needs. Speaker agrees to communicate A/V needs to Client at least two weeks prior to Event.

**Audio/Visual Recording**

Client is permitted to livestream the event at the time of the presentation and/or audio record or video record the presentation for archival purposes. Client is also permitted to distribute the recordings after the event to registered attendees or employees who were unable to attend the live presentation, as long as the recording is password-protected on an internal site, removed after 90 days, and is not shared publicly.

Should Client wish to distribute the recordings publicly or use them in other ways not outlined herein, please inquire with Agency for permission. The sale of any recordings or use of recordings to create additional works of any kind, at any time after the presentation, is prohibited without receiving prior written permission and consent from Speaker and Agency.

If Client records the presentation in a high-quality, high-definition format, Client agrees to send Speaker and Agency a copy of the raw footage within 30 days after the event for their own use. Speaker and Agency agree not to reference Client in any uses of the recorded material, unless otherwise specified in writing.

**Promotions and Marketing**

Speaker will provide promotional material such as photos, biography, and program descriptions for event marketing purposes. Speaker kindly requests review of any event promotional materials to ensure an accurate description of their program. Approvals will be provided within 24 hours and will not be unduly withheld.

It is requested that the person introducing Speaker read the provided introduction exactly as written.

**Confidentiality**

All terms and financial considerations within this agreement are considered confidential and not to be discussed outside the direct Client contact and representatives of Speaker.

**Cancellation**

If Client changes or cancels the event date(s), the deposit sum will be retained by Speaker and applied to a future presentation or consulting assignment on Client’s behalf for a period of one year. If the change is made within 30 days of the scheduled event date, Speaker will retain the deposit without refund to Client.

In addition and notwithstanding any other provision of this agreement, in the event that the performance of any obligation under this agreement by any party to this agreement is prevented due to acts of God, any government restriction, wars, hostilities, civil disturbances, revolutions, strikes, terrorist attacks, pandemics (if declared as such by the World Health Organization, or if the event is staged in a location that the United States Centers for Disease Control classifies as a "Level 3" travel restriction), lockouts, environmental disasters, or any other cause beyond the reasonable control of any party, then such party shall not be responsible to the other parties for failure or delay in performance of its obligations under this agreement. The terms of this clause shall not exempt, but merely suspend, any party from its duty to perform the obligations under this agreement as soon as practicable after a force majeure condition ceases to exist.

In the highly unlikely event that Speaker is unable to fulfill their duties, Client may choose to suspend this program and reschedule for another date within one year or terminate this agreement and receive a refund of any deposit sum paid to Speaker.

By submitting this offer, all parties agree to be bound by the terms set forth in this document should the speaker accept the offer.