

Agreement to Engage Speaker

Austin Building Company

145 Raven Hills Rd.

Colorado Springs, CO 80919

719-599-0981 office/fax

Client: Name _____ Title _____

Organization _____ Date _____

Address _____ City _____

State _____ Zip _____ Phone _____

Fax _____ Purchase Order _____

Event: Client hereby agrees to engage Tim Austin as a speaker/presenter for:

Name of Event _____ Topic _____

Date of Event _____ Times _____

Location of Event Venue _____

Address _____ City _____

State _____ Zip _____

Format of Event

(workshop, speech, keynote speech, conference, seminar)

Fee: Client agrees to pay a net engagement fee of _____ dollars plus expenses.

Retainer: Client agrees to pay advance retainer of _____ to execute this contract. Engagement is not bound until retainer fee and signed contract have been received in our Colorado office. Retainer is non-refundable after event date is confirmed by Austin Building Company staff. Client agrees to pay the remainder of the engagement fee immediately after the conclusion of Tim's presentation.

Payment: Checks made payable to Austin Building Company, tax ID #84-1418018. A W-9 will be included with the final contract copy. All major credit cards are accepted

Expenses: Client agrees to pay driving expenses of \$0.975 per mile if over twenty (20) miles from Colorado Springs, air travel outside of Colorado, two first-class airfare, ticket cancellation fees, ticket transfer fees, car rental, lodging at full-service hotel, non-smoking accommodations, meals, gratuities, fees, materials, shipping, copies, internet access, incidentals, and reasonable charges. Additional taxes, fees, import/export duties, income taxes, excise taxes, tax withholdings or additional costs required by your state or country are also to be paid by the client. Expenses will be invoiced after completion of travel and are due no later than thirty (30) days after engagement date.

Penalties: Fees not paid by the aforementioned schedule will be subject to the following:

Late fee: if not paid at conclusion of presentation	\$300
additional if not paid by fourth day after presentation	\$100
additional late charge per week	\$100

Collection fees

Attorney fees

Interest Charges of 2% per month

Client agrees to pay all costs related to collections of overdue payments.

Materials: It is agreed that Austin Building Company will make available, for purchase by event attendees, educational materials (books, CDs, tapes, workbooks, etc). Client agrees to arrange and staff an appropriate area with two 6' tables to display and sell products. No other exhibitor shall be allowed to sell books or materials by Tim Austin, during the event. Audio and video recording of this presentation are permitted by prior arrangement only.

Accommodations: Client agrees to arrange and pay for hotel accommodations for one night prior and the night following the engagement presentation. Accommodations must be at the conference site or at a major full service hotel. Room must be non-smoking. Gratuities, amenities and incidentals will be billed along with expenses after travel is completed. Reservations for Tim Austin have been made as follows:

Hotel _____ Dates _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Conf # _____

Hotel Contact _____ Phone _____

Client Contact _____ Phone _____

Client Emergency Contact _____ Phone _____

Cell Phone _____ Home Phone _____

Email _____

Cancellation: If cancellation is necessary, client agrees to notify Austin Building Company, by phone and in writing, 120 days prior to the scheduled presentation. Client agrees to pay all expenses incurred on or before that date. For cancellations made after 120 days, client agrees to pay 100% of the engagement fee and all expenses incurred on or before that date. If Tim Austin is unable to make the presentation as scheduled, whether due to acts of God, weather, transportation cancellations, breakdowns, accidents, sickness, hospitalization or unforeseen circumstances, Austin Building Company will credit the deposit paid to schedule a future engagement within two (2) years of the cancellation date. Tim has never missed an appointment due to inclement weather, even in Colorado.

Ethical Standards: Tim Austin agrees to abide by the professional and ethics guidelines set forth by the National Speakers Association.

Both parties hereby agree to abide by the agreement outlined above. This agreement is executed by the following signatures:

Austin Building Company

Client

Tim Austin

Organization

Date

Signature

Printed Name

Date

