

Performance Agreement

Speaker: Joeann Fossland

Client:

Event:

Date:

Time:

Program Title:

Location:

Fee & Expenses: \$_____ plus expenses. Fifty percent of the fee is due with the signing of this agreement. Balance of the fee is due the day of the event.

Expenses to be reimbursed within 30 days of the event. Client will make hotel accommodations for _____ at the (location: _____). Their telephone number is (_____)_____. Travel expenses consisting of coach plane fare, meals for travel and speaking day, and transportation to and from the airport to the hotel will be reimbursed upon receipt.

Equipment: Client will provide cordless lavalier microphone, minimum 10' x 10' screen, LCD projector and a power strip. Speaker will provide laptop computer. Room will be set classroom style.

Additional Agreements: Client will copy handouts for program attendees up to ten (10) pages. Speaker to provide handout master by the following date: _____.

Speaker will be provided a table for promotional material at the back of the room where the presentation occurs or in the exhibition area.

Cancellation Policy – In the event of cancellation on the part of Client, the fee is considered earned. However, Client may reschedule for another date, mutually acceptable, within 12 months and have the deposit transferred to that date.

Please sign and return this form to: Joeann Fossland, PO Box 133, Tucson, Arizona 85652, or email it to Joeann@joeann.com. Phone number: 520-744-8731

Please print name

Advantage Solutions Group, LLC
EIN: _____

Signature

Date: _____

Date: _____