

## Paralympic Speakers Program Booking Form & Client Agreement

This Agreement is entered by and between the Australian Paralympic Committee Limited ABN 41 810 234 213 ("APC") and \_\_\_\_\_ listed below ("the Client").

<b>Date</b>	
<b>Event</b>	
<b>Paralympic Speaker</b>	
<b>Speaker Contact Phone</b>	
<b>Client</b>	
<b>Client Contact Name</b>	
<b>Client Contact Phone</b>	
<b>Client Contact Email</b>	
<b>Time</b> Arrival Presentation Duration	
<b>Venue</b>	
<b>Appearance Brief</b>	
<b>Audience (Number &amp; Description)</b>	
<b>Dress Code</b>	
<b>Media</b>	
<b>Meal provided (Y/N)</b>	
<b>Appearance fee</b>	

As the APC is a charitable organisation and many of our Athletes support and fund their training and preparation for the Games, there is a fee involved in an appearance.

100% of the appearance fees will go directly to the athlete for their training and preparation.

Each athlete varies in the fees they charge, starting from \$1000 plus any travel costs.

There is an additional 20% booking fee charged on top of the athletes' appearance fee. This fee covers the administrative costs of the program.

The APC agrees to:

- Provide the Paralympic Speaker listed above at the time and place noted. In the event that a Paralympic Speaker becomes unavailable for this appearance, the APC will notify you immediately and arrange (if required and if possible) for another speaker to take their place.
- Invoice for payment of appearance fee on receipt of the signed Client Agreement. This appearance is not confirmed until the signed Agreement is received from the Client.

The Client agrees to:

- Notify the APC immediately in the event of cancellation of the appearance. In the event that the appearance is cancelled the following cancellation fees will be in effect from the time the APC received written notification:
 

Up to 21 days prior to the date:	25%
Between 21 and 14 days prior:	50%
Thereafter:	100%
- Arrange parking/transport/accommodation details (as notified to the Client) for the Paralympic Speaker. These arrangements will be made and expenses will be covered by the Client and details notified to the APC.
- Provide all relevant details of the event/presentation to the APC at least one week prior.  
Details to be provided include:
  - Topics to be covered in presentation
  - Venue directions
  - Onsite contact details and any meeting arrangement.
- Run sheet for event
- Ensure that the venue for the event is accessible Paralympic Speakers.

Contact for the Speakers Program:

Tori Pendergast [tori.pendergast@paralympic.org.au](mailto:tori.pendergast@paralympic.org.au)

0403 757 139

**Signed** as an agreement:

**Signed** for and on behalf of the  
**Australian Paralympic Committee Ltd**  
ABN 4181 023 4213  
ACN 061 547 957  
by:

\_\_\_\_\_  
Signature of APC representative

\_\_\_\_\_  
Name of APC representative in full (print)

\_\_\_\_\_  
Position

Date:

**Signed** for and on behalf of

\_\_\_\_\_  
ABN \_\_\_\_\_

by:

\_\_\_\_\_  
Signature of representative

\_\_\_\_\_  
Name of representative in full (print)

\_\_\_\_\_  
Position

Date: