

## HEADS UP, HERE'S OUR

# General Booking Agreement

*For us, a key to a trusting and effective working relationship is transparency and open communication. Please take a look at our following terms and conditions—and then let's agree!*

*Our intention is to make things simple for both of us to get money out of the way, so we both can focus on creating conversations that matter.*

## Payment Terms

- > All fees quoted are based on advanced payment, and are valid for 30 days.
- > As any booking effectively removes Chad from the market for the agreed date(s), payment of an invoice is required to secure your booking. This will also allow Chad to commence with any research, preparation, experience design, customization and support required for your event. An invoice will be emailed to you and unless otherwise stated, is payable within 30 days. A fee of 2% will be added to late invoices after 14 days of non-payment.
- > For all engagements under \$50,000 USD, the full fee is required upfront to secure and confirm your booking. Engagements over \$50,000 USD require at least 50% of the total payment to secure and confirm your booking (with the balance due no later than the day of the engagement). 'No pay, no date.'
- > We accept payments via wire transfer or checks can be made to *We and Me, Inc.* Account info provided upon request.

*Transporting humans is complex and we recognize each organization may have their own policies to make things easy, below are two options. **Note:** Chad prefers to make his own travel arrangements (as his itinerary is often complex).*

## Travel & Expenses

- > **Option 1:** (*preferred to reduce admin*): We estimate our costs for flight and lodging and build it into our invoice as a separate line item. Then we take care of the rest (e.g., meals, ground transportation, etc.). This is simple and allows us to avoid receipts. This generally comes out to about \$1000 USD for domestic and \$3500 USD for international (per person).
- > **Option 2:** *We send a separate invoice with all travel expenses including meals, ground transportation, mileage, etc. within 14 days after our the conclusion of our engagement. Note: we do not provide scanned copies of tax receipts for expenses unless absolutely required by company policy.*

Here's the stuff that helps smooth our collaboration. Please let us know if there are some things you'd like to add to this list or discuss beforehand.

## Other Important Details

- > **Sound:** For audiences of 100+, a wireless (headset) headset mic would be amazing. Chad uses his hands, move around, and interact with every group. It's therefore essential to have a headset mic available, with fresh batteries.

If a headset mic is unavailable, a wireless lapel microphone will do—but please: no hand-held or lectern mic. Please have an audio tech available too as we may bring our

### **Catchbox.**

- > **Cancellations:** Cancellations made within 30 days of the agreed date(s) will result in a charge of the full booking fee. Postponements, changes to scope, or cancellations (with more than 30 days notice) will result in a charge of 50% of the total cost (in other words, 50% of the total fee is non-refundable). All situations involving Acts of God or uncontrollable weather events will be discussed on a case by case basis to find a win-win for everyone. In the extremely unlikely event of cancellation by Chad and all monies paid will be refunded immediately, or invested in credit towards an alternative engagement.

- > **Dress:** Chad tends to dress business casual unless otherwise discussed.

- > **Recording:** If it's a keynote, you may record our work, as long as you provide a master copy (and rights) to us for confirmation and authorization before publication. We appreciate advance notice of this, and reserve the right to deny publication if the film, sound quality or context is poor.

- > **Legal:** Advice by Chad Littlefield, or We and Me, Inc. is general in nature. general in nature. By proceeding with confirmation, you agree to release Chad Littlefield and We and Me, Inc. and all representatives from any and all liability.

- > If relevant, click below to download sign the PDF version of this agreement and email to [hello@weand.me](mailto:hello@weand.me). Payment of an invoice to We and Me, Inc. or accepting these terms in our Welcome Questionnaire also indicates and confirms your agreement to all of the above as well.

**Force Majeure:** Neither party shall be liable for any delays in performance hereunder due to circumstances beyond its control including, but not limited to, acts of nature or acts of governments.



\_\_\_\_\_  
We and Me Inc. Signature

**Chad Littlefield**

\_\_\_\_\_  
Printed Name

**CEO**

\_\_\_\_\_  
Title

**03/01/2023**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date