SPEAKING AGREEMENT
BETWEEN "EXPERT INSTITUTE" *and*

Client _

Client Address _____

_____

Program Dates and Times: _____,

_____

Program Location _____Phone: _____

<small>Place</small>

_____

<small>Address</small>

_____

<small>City</small>   <small>Prov / State</small>   <small>PC / Zip</small>

SPEAKER _____*Jim Ruta*_____   **SPEAKING FEE:** _____ **(Plus GST for Canadian Events)**

PLUS TRAVEL AND HOTEL EXPENSES including roundtrip airfare, meals, mileage at $0.40/km if applicable, airport transfers, taxis and tips

AIRFARE: Due to frequently changing travel schedules, it is not usually possible to utilize restricted or charter airfares. Full coach fare will be applicable except with prior arrangement. Business Class Airfare will be charged for flights over 3 hours.

HOTEL ACCOMMODATIONS: Arranged by client, guaranteed for late arrival and billed directly to the client at their business address.

Our fee is with the understanding that Expert Institute and our representatives have the exclusive right to market all Expert Institute books, audio and video recordings at your event. The marketing shall take place at the same time and location listed in the program above and acceptable to Mr. Ruta and/or his representatives. Your Expert Institute contact is Pauline Houlahan, Executive Director.

Client agrees to provide room set-up at facility as discussed between Expert Institute and the client. A lapel microphone is requested for audiences of more than 25 people. Expert Institute reserves the right to offer additional learning systems at the program. Audio or video recording of the presentation is not a part of this agreement. If recording is required, we will be pleased to provide a separate quotation. Please review Appendix I attached for complete information.

DEPOSIT: 50% of the speaking fee plus one half of the airfare. Deposit is non-refundable deposit and due upon acceptance of this contract. Deposit due _____. Date deposit and contract due: _____.

Balance of the speaking fee and airfare is payable immediately prior to the program. All other miscellaneous reimbursable expenses are to be paid no later than fifteen (15) days after receipt of invoice from the Expert Institute. Please make all checks payable to **"Expert Institute".**

Cancellation Policy: If the client cancels their program for any reason more than sixty (60) days prior to the agreed date, it is the policy of Expert Institute to reschedule within six (6) months for the same fee, at the convenience of both parties. If the client cancels their program sixty (60) days or less before the date of the program, the full speaking fee is due and payable on or before the date of the original program.

Client Signature_____**Date** _____

Print Name and Title _____

<small>I have authority to bind the organization, association or company</small>

Accepted EI _____**Date** _____

NOTE: Only a fully executed and returned contract will secure your program date. Please keep a copy and return original with your payment within seven (7) days to:

EXPERT INSTITUTE
3425 Harvester Road, Suite 215, Burlington, Ontario, Canada L7N 3N1
Email: ph@expertinstitute.com Fax: 905.333.7112 Call: 1.866.546.7882 or 905.337.7882

Appendix

1. **Presentations available** from 30 minute keynote to a full day seminar.

2. **Mr. Ruta will customize his presentation** to help meet your objectives, special needs or requirements.

3. **Fees:** $12,500 up to 4 hours

4. **Only a deposit of 50%** of the expected fee and expenses secures your engagement.

5. **Balance of fee payable prior** to the engagement.

6. **No refunds are given for any reason.** Engagement will be rescheduled at mutual convenience within 6 months.

7. **If the organizer reschedules,** final payment is due and payable on the original engagement date.

8. **Subsequent engagements for the same organizer** in the following 12 months are eligible for a 15% discount.

9. **Hotel accommodation the night before required** for a morning presentation. Hotel accommodation required the night before and the night after for an afternoon presentation. Accommodation needs may be adjusted depending on travel required.

10. **Economy air travel acceptable for any flight less than 3 hours.** Business Class Air travel for any flight over three hours. Expert Institute will book all travel arrangements.

11. **Travel expenses include** hotel and venue transfers by taxi or airport limo as available.

12. **Necessary mileage may be charged.** Rate is $.40 per kilometre from Burlington or Ft. Lauderdale when appropriate.

13. **Travel expenses are invoiced as incurred** and payable upon receipt.

14. **Special arrangements may be considered** for a limited number of insurance organization presentations depending on schedule availability, size of organization and type of meeting.

15. **VISA, MasterCard and American Express accepted** for all payments. Please call Expert Institute to make arrangements.

16. **License to print power point handouts is $2.00 per attendee** and invoiced separately. Expert Institute retains copyright on all materials.

17. **A break immediately following Mr. Ruta's presentation is requested** to allow for product and program purchases. No commission or fees are paid to the organizers on such sales.

18. **Product and program sales will not be promoted** during a presentation but brochures and cards may be distributed.

19. **A brief introduction is provided** the organizer to be read as written.

20. **Mr. Ruta requires a lapel or Countryman microphone** for any room audience greater than boardroom size (about 25 attendees).

21. **Presentation is usually supported with a PowerPoint presentation.** The organizer will supply a computer and media projector with screen. Mr. Ruta will bring his presentation on a USB flash drive.

22. **Mr. Ruta works with a small bistro table** on the stage.

23. **Please provide room temperature bottled water** on the podium.

24. **To VIDEO RECORD presentation**, add 50% to the fee. To AUDIO RECORD, add 25%. A copy of the master also must be given to Expert Institute.

25. **Jim Ruta and Expert Institute retain copyright** for all materials and presentations.

26. **Organizer to initial a copy of these pages and return with payment and a copy of the Invoice.**

Organizer's Initials