



Robby Kojetin

ROBBY KOJETIN
International Speaker · Author · Mountaineer
bookings@robby.co.za
+27 82 419 2767
robbySpeaks.com

BOOKING AGREEMENT AND TERMS

Client: _____

Contact: _____

Date: _____

Venue : _____

By signing and returning this document, you accept and agree to the conditions stated below and authorise the services of Robby Kojetin, professional motivational speaker, for the event/s with the details above.

GENERAL TERMS

Payment

- Payment in full is required upon receipt of invoice in order to secure the date and time of your event.
- If payment is not received within 48 hours of the event, the booking will be considered as cancelled and the cancellation clause will come into effect.
- If a purchase order is required to be added to your invoice, please supply this when the booking is confirmed.
- Any procurement / vendor registration documentation required must be provided when the booking is confirmed.
- The speaking fee of R32 000, includes a 60-minute audio visual presentation.

Travel and Accommodation

- Return flights, car hire and accommodation are included in the invoice
- Every possible effort will be made to arrive timeously, however delayed flights or high traffic delays are beyond our control

Audio Visual Requirements (Technical Rider)

- Please note, Robby presents from an Apple MacBook Pro using Keynote, not PowerPoint. Robby has the appropriate connectors for both VGA and HDMI ports
- Data projector and screen
- Sound cable to sound system for laptop
- Wherever possible, a lapel or headset microphone is preferred to enable Robby to present effectively

Commission and Fees

- Robby's fees are product-based and not time-based and cannot be reduced for time slots shorter than 60 minutes or smaller groups.
- Any bookings acquired /secured by Robby Kojetin are not subject to any commission to any 3rd party.
- Robby reserves the right to pay / gift a 3rd party as a courtesy for the introduction / business.
- Please note Robby Kojetin is not VAT registered - no VAT is charged on any invoices.

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Intellectual Property

- The ownership of the content, intellectual property and all aspects thereof remain the property of Robby Kojetin, sole proprietor.
- All ideas, notes, slides and audio-visual material are the intellectual property of Robby Kojetin and are protected under international copyright law as well as common law in South Africa.
- A running order including times, other speakers and event themes (if any) are to be supplied by the client at least 48 hours prior to the event.

Cancellations

- This agreement will secure the agreed date and time of your event and will exclude the possibility of any other bookings.
- Cancellations will be accepted up to 30 working days before the scheduled event.
- A cancellation fee of 50% will be levied for cancellations thereafter up to 15 working days prior to the scheduled event.
- The full fee shall fall due for any cancellation not received within 15 working days of the scheduled event.
- If the event cannot take place due to negligence or by request of the client or its representative/agent, the session will be cancelled and invoiced in full.
- In the case of more than one event being booked / secured, all dates must be honoured and the full fee is due.
- The cancellation clause is in effect from the date of the first event.
- Unfortunately, we do not accept any postponements of events whatsoever.

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PLEASE COMPLETE THE FOLLOWING

FULL NAME OF COMPANY TO BE INVOICED	
FOR THE ATTENTION OF	
EMAIL ADDRESS	
COMPANY POSTAL ADDRESS	
COMPANY VAT REGISTRATION NUMBER	
COMPANY TELEPHONE NUMBER	
EVENT LIAISON NAME	
EVENT LIAISON EMAIL ADDRESS	
EVENT LIAISON CELLPHONE NUMBER	

Signed _____

Full name _____

Date _____

Thank you for choosing Robby Kojetin, international motivational speaker. Should you have any questions regarding the content of this document, please do not hesitate to contact Robby directly.

Robby Kojetin • +27 82 419 2767 • me@robby.co.za