

NorthWest Personal Training and Fitness Education (NWPT) Speaker Requirements & Contract

The following is a list of requirements in order for Northwest Personal Training and Fitness Education to deliver the services required in a professional and effective manner.

Event Organizer/Corporation: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Details of Agreement: To be completed once details are finalized.

Specific Services Contracted:

Detailed Description of Services:

Date and Time of Services:

Total Fees:

Equipment Needs:

The conference/event organizers agree to the following:

1. If the event is NOT a local event:
 - Event organizer is responsible for payment of the airline fee for contracted presenter. NWPT will book flight schedule with a local travel agent and the event organizer will be contacted for credit information for payment of flights. Business class seating is appreciated especially for international flights.
 - Event organizer will provide presenter pick-up from the airport to hotel and from the hotel to the airport.
 - Event organizer is responsible for providing accommodation. A Non-share hotel room is to be provided for each night surrounding the date of the event and for a minimum of 5 nights for all international travels.
 - Event organizer will pay a \$50US daily per diem to cover food expenses.
2. If the event is within driving distance:
 - Event organizer will pay a pre-determined travel and gas fee.
3. For all events:
 - The event organizer will pay the speakers' fee as agreed upon based on type of service contracted. The conference organizers will provide a credit card number or check issued to NWPT in the following manner - Fifty percent will be due upon signing of the contract and the additional fifty percent will be due on the day of the event or at the completion of the project.
 - The event organizer is responsible for providing all equipment requirements as listed in Sessions Descriptions unless otherwise decided. Standard equipment needs include but are not limited to:
 - Keynote Presentations: Data projector, screen, wireless/head-set mic, IPOD hook-up
 - Lectures: Data projector, screen, wireless/head-set mic, IPOD hook-up
 - Practical Sessions: Required fitness equipment, wireless/head-set mic, IPOD/CD hook-up, Flip chart with markers
 - The event organizer is responsible for distributing Certificates of Completion and Evaluation Forms to all attendees if applicable
 - The event organizer is responsible for completing the application process and paying the fees for any Continuing Education Credits required for the event if applicable. NWPT can assist with this process.
 - The event organizer is responsible for photocopying any hand-outs if applicable.
 - The event organizer is responsible for sending a copy of the completed registration brochure to NWPT
 - The event organizer will provide a table for NWPT to sell educational products (books, DVDs etc.). The event organizer will also promote the booth and products to their delegates. If agreed upon, the event organizer can supply 1-2 volunteer individuals to be responsible for the booth and the collection of monies; in return, the event will receive 15% of any sales collected.
 - The event organizer agrees that if the event is cancelled 14 days or less prior to the departure date, a 50% presenters' fee will be charged.
 - In the event that for some reason the event organizer cannot guarantee the safety of the contracted presenter, they will be free to depart the country to seek such safety with no subsequent penalty.

Northwest Personal Training & Fitness Education agrees to the following:

- i) To provide high-quality, educational information based on current scientific research.
- ii) To be energetic, positive, entertaining, inspirational approachable and focused on servicing the attendees and providing them with the information that they are there for.
- iii) To provide high quality handouts by the deadline as indicated by the event organizers.
- iv) To provide excellent lectures, workshops and workouts that will obtain very high evaluation marks from attendees.
- v) To provide event organizer a 15% commission on all sales of educational products if event organizer takes on the responsibility of selling products.
- vi) The NWPT presenter agrees that if they are unable to satisfy the requirements of this agreement due to travel delays, act of God, illness or other unforeseen circumstance, that they will make every attempt to find a suitable replacement and/or offer their services at a future event for their normal fees minus the 50% deposit already collected.

Please sign and fax this page to 360.574.7283 if the terms are agreeable.

NWPT Representative:

Event Organizer:

Date:

Date:

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