

# AUTHOR VISIT AGREEMENT

This Agreement is entered into as of \_\_\_/\_\_\_/\_\_\_\_, by and between:

\_\_\_\_\_ (Publisher) and  
\_\_\_\_\_ (Host Organization)  
\_\_\_\_\_ Address  
\_\_\_\_\_ City, State, Zip

**1. Purpose:** This Agreement outlines the terms for the author visit by the Author at the Host Organization on \_\_\_/\_\_\_/\_\_\_\_\_.

**2. Visit Details:**

- **Date and Time:** \_\_\_/\_\_\_/\_\_\_\_\_ at \_\_\_\_\_ AM/PM
- **Set up time:** \_\_\_\_\_ and **Clean up time:** \_\_\_\_\_
- **Location:** \_\_\_\_\_
- **Duration:** [Full Day/ Half Day/ Two Hours]

**3. Services Provided:** The Author will provide [Workshop/Presentation/Book Signing].

**4. Compensation:**

- **Total Agreed Fee:** \_\_\_\_\_
- **Deposit:** \_\_\_\_\_ (Due \_\_\_/\_\_\_/\_\_\_\_\_)
- **Travel Expenses:** \_\_\_\_\_
- **Additional Costs:** \_\_\_\_\_

**5. Payment:** The Host Organization agrees to pay the Author the total fee on or before the scheduled visit.

**6. Cancellation:**

- 30+ days: Full deposit refund.
- 15-30 days: 50% deposit refund.
- <14 days: No refund.

**7. Promotion:** The Host Organization will collaborate on promotional efforts.

**8. Agreement Acceptance:** Both parties agree to the terms by signing below.

Author's Signature:

\_\_\_\_\_

Host's Signature:

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_