

AUTHOR VISIT TERMS AND CONDITIONS

- 1. Booking Confirmation:** A signed Author Visit Agreement and a non-refundable deposit are required to secure the booking.
- 2. Cancellation Policy:** Cancellations made more than 30 days before the scheduled visit will receive a full refund of the deposit. Cancellations made within 15-30 days of the scheduled visit will result in a 50% refund of the deposit. Cancellations made within 14 days of the scheduled visit will not be eligible for a refund.
- 3. Travel Expenses:** Travel expenses, if applicable, will be discussed and agreed upon during the booking process. Travel expenses may include transportation, accommodation, and meals, and will be the responsibility of the hosting organization.
- 4. Additional Cost for Large Audiences:** For audiences exceeding 200, an additional fee is applied for the preparation and personalized attention required for larger groups.
- 5. Specialized Requests:** Tailored presentations, workshops, or extended sessions beyond the agreed-upon scope, may incur additional charges. These charges will be communicated and agreed upon in advance based on the nature and complexity of the request.
- 6. Accessibility Concerns:** The author is committed to making the visit accessible to all audiences. Please communicate any specific accessibility requirements or concerns during the booking process, and the author will work to accommodate them.
- 7. Promotional Efforts:** The hosting organization is encouraged to collaborate on promotional efforts to maximize the impact of the author visit. This may include joint promotion on social media, newsletters, and local media outlets.
- 8. Payment Terms:** The full payment for the author visit is due on or before the scheduled visit. Payments can be made via check, bank transfer, or another method agreed in advance.
- 9. Force Majeure:** In the event of unforeseen circumstances, such as natural disasters, severe weather, or other events, both parties will work together to reschedule the author visit.
- 10. Agreement Acceptance:** By signing the Author Visit Agreement and paying the deposit, the hosting organization agrees to these terms and conditions. These terms and conditions are designed to ensure a transparent and mutually beneficial collaboration. If you have any questions or concerns, please feel free to discuss them during the booking process.