



## BOOKING AGREEMENT

Host Name:

Host Organization:

Address:

City, State, Zip:

Phone:

Email:

This agreement is made between Silke Wittig, of HeRo Canine Consulting LLC (hereinafter referred to as "HeRo") and \_\_\_\_\_ (hereinafter referred to as "Host") regarding the following event(s):

Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Event location(s): \_\_\_\_\_

### **Terms of Agreement:**

Silke Wittig ("HERO") is hired as an independent contractor to present the aforementioned events.

Presenter fee will be \$ \_\_\_\_\_

Presenter will be paid by check made payable to HeRo Canine Consulting, LLC at the end of the event.

Host will reimburse travel expenses made payable to HeRo Canine Consulting LLC.

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Travel expenses include flights, lodging, rental car, meals, airport parking, shuttle service and/or fuel costs to and from departure/return location, or mileage if the presenter drives to the host location.

Expense receipts will be submitted to host within two weeks of the event, and reimbursement is due upon receipt of submissions. All travel rewards membership points for airfare or lodging are claimed by presenter.

Meal/Food allowance of \$\_\_\_\_\_ per day for breakfast and dinner unless other arrangements have been agreed upon in advance. Lunches to be provided at the seminar or by host unless meal allowance is adjusted or if other arrangements are made in advance.

If host elects to offer CEUs for CNWI, CCPDT or other organizations, it is the responsibility of the host to arrange any necessary paperwork with those organizations (note: private coaching and other events that are not open to the public are usually not eligible for CEUs).

## **Cancellation Terms:**

All cancellations must be made in writing and received by HeRo within the designated time frame. HeRo is not responsible for any correspondence not received in a timely manner.

- 30+ days prior to scheduled event: No presenter fees – except for non-refundable deposit - will be due.
- Within 22-29 days of the event: Host is responsible for 50% of fees. Non-refundable deposit will be applied to the fee.
- Within 15-21 days of the event: Host is responsible for 50% of fees. Non-refundable deposit will be applied to the fee.
- Within 0-14 days of the event: Host is responsible for 75% of fees. Non-refundable deposit will be applied to the fee.

Any event-related expenses (e. g. travel booking) incurred by HeRo are payable by host regardless of cancellation date.

In the event of “acts of war, nature or other uncontrollable/unforeseeable occurrence” (not including cancelling for lack of registration or other similar cause) fees can be waived up to 14 days prior to the scheduled event. After the 14-day mark expenses incurred by the presenter must be reimbursed by the organizing host / facility in full to the speaker.

If the presenter must cancel for any reason, an alternate date for the event may be arranged

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with the host. All costs related to the organization of any event remain the sole responsibility of the host.

This is the entire agreement between the parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings. Modifications and amendments to this agreement, including any exhibit or appendix, shall be enforceable only if they are in writing and are signed by authorized representatives of both parties.

PLEASE SIGN, SCAN and EMAIL to HeRo Canine Consulting LLC, to: [contact@hero-dog.com](mailto:contact@hero-dog.com)

I have read, understand and agree to all terms of this agreement and the cancellation policy.

\_\_\_\_\_  
Host's signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Presenter's signature:

\_\_\_\_\_  
Date