

Terms & Conditions

Wayne Malcolm is a master motivator and leading life coach. Before finalising your booking for Wayne Malcolm to speak at your event, please read through the following terms and conditions.

1. Payment terms

- Wayne Malcolm's fees for speaking at any event (approximately 1 – 2hrs) may range from £1000-3000, depending on the size, scale and nature of the event. This is negotiable for charities and non-profit organisations on discussion with Wayne Malcolm's office. Any other rate agreed will be confirmed in writing.
- 25% of Wayne Malcolm's fee is due with confirmation of the booking as a holding deposit. The balance is payable on the day of the event at the end of Wayne Malcolm's session. The deposit is fully reimbursable should Wayne Malcolm cancel the booking for any reason. This amount is not reimbursable if your organisation cancels the agreement within 21 days of the event.
- All cheques should be made payable to 'ICAN'

2. Expenses

- All expenses incurred by Wayne Malcolm and his team should be reimbursed on the day of the event. Wayne Malcolm's office will advise you what these expenses are likely to be. Expenses should not be factored into his fee.
- Cancellation of Wayne Malcolm to speak at your event must be confirmed in writing (email is acceptable) at least 21 days before the event to avoid a cancellation charge.

3. Publicity and Promotion

- On receipt of the signed contract, publicity material – Official photo and biography – will be released by Wayne Malcolm's office via email. Wayne Malcolm does not allow photos from his website to be used in any promotional material. All promotional and publicity materials must be approved by Wayne Malcolm's office before going to print. Failure to have an approval by way of

email or letter for your publicity material may result in Wayne Malcolm not being able to speak at your event.

4. Personal requirements – Ryder

- Before, during and after his session, Wayne Malcolm requests plenty of bottled water. His beverage of choice is cranberry juice.
- Even if Wayne will not be staying overnight, he will require a changing room and privacy before the session.
- Further to this, parking should be reserved for his vehicles as close to the venue as possible.

5. Travel and Accommodation

- Where air travel is necessary, Wayne Malcolm should be sent a business class return ticket together with an economy class ticket for one assistant.
- During his stay with you Wayne Malcolm's accommodation, transportation and meals must not be factored into his fee, but should be taken care of in full by you.
- Wayne Malcolm and his assistant should be placed in no less than a four star hotel in separate rooms and should be driven to and from the venue in a modern and comfortable vehicle.

6. Products

- A space should be allocated in the appropriate area for Wayne Malcolm to sell his products including tapes, books and any other material.
- A master copy of any audio/video tapes made of Wayne Malcolm at your event should be forwarded to **'Wayne Malcom'** with all rights pertaining thereto.

Should your organization wish to sell these products, a written agreement must be made prior to the event.

- Wayne Malcolm reserves the right to bring in his own camera crew to film the event for television.
- The final payment for Wayne Malcolm should be delivered to him personally and made payable to **'ICAN'**
- If Wayne Malcolm is using handouts, he will require the assistance of your ushers/stewards in giving them out.

7. Copyright Agreement and Intellectual property

All recordings whether audio or visual made of Wayne Malcolm at your event are subject to the following conditions:

- That a master copy of the product be given to **'Wayne Malcolm'** without prejudice.
- That no segment of the Wayne Malcolm's session be aired or broadcast on TV or radio without the prior written consent of **Wayne Malcolm.**