



THE  
SPEAKERS FIRM™

OUR VOICE, DRIVING EXPONENTIAL GROWTH

#IamTheSpeakersFirm

[www.thespeakersfirm.co.za](http://www.thespeakersfirm.co.za)

# General Terms & Conditions

 Isle of Houghton Office Park, 36 Boundry Road,  
Houghton Estate, Old Trafford 1

 +27 (0) 11 482 7256/7257

 +27 (0) 11 482 8905

 [bookings@thespeakersfirm.co.za](mailto:bookings@thespeakersfirm.co.za)

 [www.thespeakersfirm.co.za](http://www.thespeakersfirm.co.za)



## DISCLAIMER

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# PROFILE

**The SpeakersFIRM™** is a property of Empowaworx Events and Communications, one of the largest black owned and managed companies in the South African creative industry.

**The SpeakersFIRM™** represents a diverse pool of thought engineers who are committed to crafting relevant, insightful and cutting-edge content that is specifically tailored for your audience.

We represent influential and inspirational speakers who are best placed to lead thought provoking conversations focused on trends, disruption, technology and innovation, media, reputation management and branding-building, leadership, culture and creative strategy, corporate governance, politics and economics.

We represent specialists with a wealth of knowledge and experience, who are professional **Keynote Orators, Moderators, MCs, Facilitators, Academics, Coaches and Consultants.**

Our pool of exceptional speakers include **Nobel Laureates, best-selling authors, CEOs and executives of multi-national corporations, internationally acclaimed thought Leaders, Entrepreneurs, Celebrities, Comedians and Economists.**

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# VALUE PROPOSITION

Why don't you learn the art of delegation, as event organizers you can be assured that we would be the one item ticked off on your to-do-list. Mandate us in carrying out all of your logical and administrative requirements pertaining to **Speakers, Facilitators, Moderators, Comedians, MC's to name a few.**

We bridge the gap between talent and stakeholder. You brief us on your unique event requirements and budget; we take care of the rest. Our value add is providing the right content to the right people, at the right time.

Our Firm has personality and so do our Speakers and the way their message gets delivered to the audience whom seeks something different, something relevant from someone credible with a premium service like **The SpeakersFIRM™**. We are level 1 BBBEE & CSD Compliant.

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# FEE STRUCTURE

## ***SPEAKER RATES:***

Quotations exclude the following Technical Rider required for the delivery of this speaking/facilitation engagement:

- Travel & Accommodation
- Airport and Venue Transfer
- Hospitality Refreshments

All of the requirements listed are compulsory. The list entails but is not limited to, any Technical or Audio formatting requirements, catering or Dietary requirements, Travel & Accommodation. If you or your organization, may foresee challenges regarding fulfilling all the requirements as requested by the Speaker / Talent, please contact us directly no later than 7 working days prior to the event.

Upon accepting the quotation, you hereby automatically agree and confirm the ability to provide all the requirements requested.

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# GENERAL TERMS & CONDITIONS

## **CONFIRMATION:**

Your request is a preliminary booking; therefore it is subject to the availability of the Speaker. Acceptance is at the sole discretion of the Speaker or Talent. Your booking is only confirmed and secured when the Speaker or Talent confirms and once payment has been received. Payment terms and requirements will be corresponded to you.

## **ADMINISTRATION:**

For quality purposes, all administration documents i.e. event briefing documents, scripts, flight/accommodation documents or confirmations to be received no later than 2-3 days before the event. It is vital that all nominated administrators for this booking be available within/ out of business hours should the Team/Talent/Speaker require any further assistance or clarity. Should the nominated administrator not be available or absent, please inform the Team and provide us with the alternate person/s contact information.

## **COMMUNICATION:**

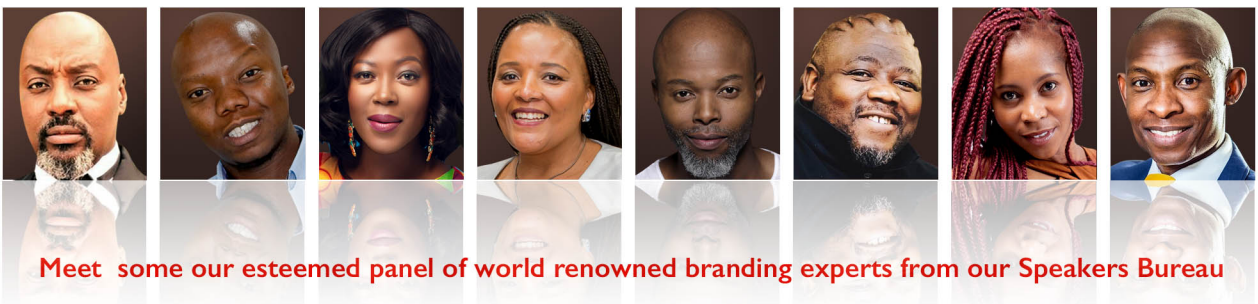
The client is to communicate at all times directly with The SpeakersFIRM™ and not with Speaker; this includes the day of the speaking engagement. All liaising, confirmation and/or feedback will be done via the Firm.

## **REPRESENTATION & BRANDING ON EVENT DAYS:**

It is a standard requirement 1-2 representatives from The SpeakersFIRM™ namely but not limited to will accompany our speaker on event days, the Client Relations Officer and/or Executive Management. Therefore kindly make allowance for our representatives alongside our Speaker in terms of catering and seating. Our Speaker is to be seated next to our representative. Our branding will be displayed namely our branded pull-up banner/s and our postcards will be distributed amongst the attendees.

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## **FEES EXCLUDED**

Speaker/Talent's transport (flights, car rental), accommodation and catering logistics; this is the responsibility of the client.

## **RECORDINGS AUDIO & VISUAL**

No Audio or Visual recordings of our Speakers' presentations are permitted unless negotiated before the event.

## **PAYMENT TERMS**

The Speakers Firm reserves the right to cancel the booking should the client not pay the full quoted fee at least ten (10) business days prior to the date of the event. The full payment of the quoted engagement fee will serve as confirmation of the engagement of the Talent for the event.

## **CANCELLATION**

Should the Client cancel the event or engagement within five (5) business days from the date of the event, then the Client will forfeit the full engagement fee paid.

## **TRAVEL & ACCOMMODATION**

The quoted engagement fee is exclusive of travel and accommodation. Travel and accommodation are for the Client's account whenever the engagement is outside of the province of residence of the Talent. Accommodation is required to be at a minimum of a 4 star hotel and may include travel and accommodation of the Talent's assistant. Visa registration is also at cost to the client for international engagements.

## **USAGE**

The use of the Speaker/s image or name may only be used for marketing or branding purposes when full payment has been received.

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The Speakers Firm™ is one of South Africa's largest talent firms, representing the country's leading thought engineers including but not limited to professional keynote orators, facilitators, academics, coaches, consultants, inspirational speakers, influencers, best-selling authors, CEOs and executives of multi-national corporations, internationally acclaimed thought leaders, entrepreneurs, celebrities, comedians, economists and analysts.



FACILITATORS « MCS « COMEDIANS « KEYNOTE SPEAKERS « INFLUENCERS « THOUGHT LEADERS

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