

## TERMS AND CONDITIONS

US/Canada

This Terms and Conditions Agreement ("Agreement") is entered into between Hire Authority, Inc., 11682 Briarwood Circle, Suite 1, Boynton Beach, FL 33437 ("HIRE AUTHORITY") and you, the customer ("CLIENT") when you book a virtual workshop provided by HIRE AUTHORITY. **By booking a workshop, CLIENT acknowledges that they have read, understood, and agree to the following terms and conditions:**

**Deposit:** A 50% deposit is required to reserve dates. This agreement shall become effective upon receipt of deposit. Deposit can be paid online via credit card at checkout. CLIENT may select purchase order at checkout, however, workbooks will not be shipped and booking dates will not be reserved until deposit has been received. The deposit is non-refundable.

**Maximum Attendees:** The virtual workshop is limited to a maximum of 18 attendees. No refund will be given for overbooking or for individuals who fail to attend.

**Workbooks:** One workbook per participant is included in the price of the workshop.

**Shipping:** The cost of shipping is not included in the price of the workshop. The shipping cost will be added to the initial deposit at the time of booking, and it is non-refundable.

**Transit Delays:** HIRE AUTHORITY is not responsible for delays in transit. CLIENT is responsible for booking far enough in advance to ensure timely delivery based on the shipping carrier and service CLIENT selects at the time of booking, including 3 business days for handling prior to shipment.

**Trainers:** HIRE AUTHORITY designates all trainer(s) for the workshop. HIRE AUTHORITY reserves the right to change trainers at any time.

**Cancellation by Client (if no alternate dates are established):**

- CLIENT agrees to return workbooks at CLIENT'S expense.
- Cancellation prior to 60 days from workshop date: CLIENT agrees to forfeit deposit.
- Cancellation within 60 days of workshop date: CLIENT agrees to forfeit deposit and pay remaining balance in-full at time of cancellation.

**Cancellation by HIRE AUTHORITY:** In the event of cancellation of this agreement at any time by HIRE AUTHORITY due to trainer illness or other unforeseen emergency, HIRE AUTHORITY will have no liability for expenses or losses incurred by the CLIENT. HIRE AUTHORITY agrees to make a best effort to reschedule at CLIENT'S convenience, or to refund any money received from the CLIENT in the event no alternate dates are mutually acceptable.

**Acts of God:** If HIRE AUTHORITY is unable to fulfill the terms of this contract due to an Act of God, HIRE AUTHORITY and CLIENT mutually agree to reschedule workshop date(s).

**Indemnity:** CLIENT agrees to indemnify and hold HIRE AUTHORITY, its trainers, and employees harmless from any claims, damages, losses, or expenses arising out of or in connection with the workshop.

**Jurisdiction:** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any disputes arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts located in the State of Florida.

**Entire Agreement:** This Agreement constitutes the entire agreement between HIRE AUTHORITY and CLIENT, and supersedes all prior agreements, understandings, or representations, whether oral or written.

**Acknowledgment of Terms:** By booking a workshop, CLIENT acknowledges that they have read, understood, and agreed to these terms and conditions.

Revision 1.9

8/23/2023

Thank you for your business. Hire Authority (561) 231-0313 [info@hireauthority.com](mailto:info@hireauthority.com)