



NGC CORPORATE EVENTS MANUAL

National Garden Clubs, Inc.

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SECTION I: INTRODUCTION

This Events Manual 2023 is designed to set forth the key components and participants in the NGC event planning process. Since the event management function for Fall Board Meetings has been “brought” in house” to be managed by the NGC Meetings Coordinators and NGC Headquarters staff with professional event planning services available, the focus of this Manual is the design, development and delivery of an NGC Convention. The following sections will provide the reader with the

WHAT

WHERE

WHO

and

HOW

of bringing a great event to life for our members.

WHAT: An NGC Convention is presented by the corporation for the benefit of its members. It is an opportunity for NGC to fulfill its mission of member education while conducting the business of the corporation. The goal is to have experiences representing each of the 4 disciplines represented in NGC: gardening, landscaping, floral design, and the environment. Doing so supports NGC’s educational goals for the attendees and offers “something for everyone.”

WHERE: One means of providing educational opportunities for our membership is locating NGC Conventions throughout the country, thereby exposing members to the variety of extraordinary and breathtaking natural features of new locations.

WHO: An NGC Convention is a cooperative effort among many parties, including the NGC President as the elected representative of the membership, the President Elect (if appropriate), certain other NGC elected officers as appropriate, select NGC staff, relevant NGC Board of Directors members/committee chairs, and the team from the host state. At the President’s discretion, a corporate event planning firm may be invited to provide either or both site selection and on-site management services. As of the drafting of this edition of the Manual, ConferenceDirect, Corporate Event Planner, was providing site selection and on-site management services.

HOW: NGC’s members hold a vast array of professional and life experience. When joined by the NGC staff and the services of a professional event planner, these resources are unparalleled!

The authors wish you great success in delivering an event that will be talked about for years!

SECTION II: CONVENTION TEAM ROLES

An NGC Convention is a cooperative effort among many parties, including the NGC President as the elected representative of the membership, certain other NGC elected officers as appropriate, select NGC staff, relevant NGC Board of Directors members/committee chairs, and the team from the host state. At the President's discretion, a corporate event planning firm may be invited to provide either or both site selection and on-site management services.

PRESIDENT

The NGC President, as the elected representative of the NGC members, is the Convention Team's primary client and the signatory for all Convention contracts and agreements. As the primary client, the President will work with the Convention Team to convey her locational, programming and scheduling preferences and the Team will work to put those preferences into effect. While different Presidents have different management styles, the President's input and decisions must always be sought out by the Convention Chair during the development of the Convention.

In certain cases, the Convention Team will be working on a Convention that is several years out. In that event, the NGC VP who will be President at the time of the Convention becomes the primary client.

PRESIDENT-ELECT/VP WHO WILL BE PRESIDENT AT THE TIME OF THE CONVENTION

In Installation years and at the invitation of the President, the NGC President-Elect becomes a second primary client of the Convention Team. Her input regarding locational, programming and scheduling preferences must be sought out by the Convention Chair and reconciled with the President's.

NGC ACCOUNTANT/NGC EXECUTIVE DIRECTOR/NGC ASSISTANT EXECUTIVE DIRECTOR

NGC Headquarters staff ("HQ") has taken on responsibility for the finances of the Convention.

Among other responsibilities, HQ will work with the Convention Team on the following items:

- provide access to and instruction in the use of the Portal
- manage the Event registrations/refunds and cash flows
- pay the Event Hotel the amount(s) due under the NGC Master Account
- manage Event disbursement requests
- provide assistance in reconciling differences between the Portal and the Event Budget and between the Portal and the Event Planner's reporting
- prepare Event reports and corporate financial reporting [in which Event performance is reported]
- periodically work with the NGC Meetings Coordinator and Convention Chair to iron out operating issues

NGC MEETINGS COORDINATOR

The NGC Meetings Coordinator manages the meetings function for the corporation. As a member of the Convention Team, his/her responsibilities include the following:

- manages the solicitation and selection of a host state
- contributes to the selection of the Convention location/hotel (the “Event Hotel”)
- contributes to the negotiation of the agreements with the Event Hotel (the “Hotel Contract”) and the AV supplier (the “AV Quote”)
- introduces the Convention Team members to the processes, procedures and documents used by NGC in the design, development and operation of a Convention
- coaches the Convention Team in the preparation of certain Convention documents (Event Budget, Schedule and Registration) and delivery of those documents in a timely manner to the various oversight entities (Finance Committee, Executive Committee and the Board of Directors) as required by the NGC Standing Rules
- manages the relationship with the Event Planner
- works with HQ to maintain and update the Meetings Database, providing NGC decision makers and Convention Teams with information on the performance of prior Conventions and adding the subject Convention’s data into the Database
- provides Convention Trivia upon request

CORPORATE EVENT PLANNER

For each of its corporate meetings, the NGC President elects whether or not to enter into an agreement with a Corporate Event Planner to provide site selection and/or on-site event management services. For each of the services, the Corporate Event Planner performs the tasks noted below.

Site Selection

- presents locations/hotel properties for the consideration of the Convention Team
- prepares a Request for Proposal (“RFP”) on behalf of NGC and delivers the RFP to the hotels selected by the Convention Team
- presents a *Summary of Candidate Facilities* to the Convention Team and participates in the selection of the successful facility
- notifies the Event Hotel of its selection and requests that a draft contract be delivered
- presents contract drafts to the NGC Meetings Coordinator for review and refinement
- presents final draft to the President, President-Elect (at the invitation of the President if the Event is held in an installation year), VP who will be President at the time of the Convention, NGC Meetings Coordinator, and Convention Chair for review and acceptance
- obtains signatures from NGC President and Event Hotel and provides the fully executed copy of the Hotel Contract to Meetings Coordinator and Convention Team members
- participates in the development of any amendment of the Hotel Contract and presents the amendment to the Event Hotel
- presents any NGC notice of cancellation to the Event Hotel

On-Site Event Management

- manages communication with the Event Hotel and the Convention Team
- manages any issues that arise before or during the Convention

- implements the following components of the Hotel Contract
 - Registration/Room Minimum
 - Food & Beverage
 - AV – business meetings, banquets and other programming needs
 - Meeting room logistics
- coordinates daily review of charges against the NGC Master Account with Event Hotel contact person and Meetings Coordinator or her designee (e.g., Convention Chair)
- submits any billing disputes to the Event Hotel on NGC's behalf and works through any discrepancies to arrive at the final and accurate bill
- provides to NGC a detailed final Event report (the "Meeting Resume")

CONVENTION CHAIR

The Convention Chair is selected by the host state garden club in conjunction with the NGC President or the President and President-Elect (at the President's invitation if the Event is held in an installation year) or VP who will be President in the Convention year (whichever is relevant to the subject Convention). By virtue of holding this position, s/he will become a member of the NGC Board of Directors as set forth in the NGC Standing Rules.

The Chair is the leader of the host state components of the Convention Team and the chief advocate for delivering the Convention's educational components that showcase the unique and breathtaking features of the host state while working with the President's locational, programming and scheduling preferences and determining how the Team will put those preferences into effect. To manage the communication flow between the Team and President, the Convention Chair will deliver a monthly report to the President and, if applicable, the President-Elect or the VP who will be President at the time of the Convention. Additionally, the Chair will work closely with the NGC Meetings Coordinator and HQ to follow NGC Meetings standards and practices and document the performance of the Convention. Drawing on the resources provided through the host state garden club, the Chair will select two Vice Chairs (and designate the areas they are to oversee, such as programming) as well as the Convention Committee Chairs noted below. Finally, it is the Chair's responsibility to coordinate with the President, NGC Sponsor Committee chair, Sponsors/Exhibits Convention Committee Chair, and Event Planner to manage the NGC National Sponsors' experience at the Convention.

CONVENTION VICE CHAIRS

As noted above, the Chair may select two (2) Vice Chairs. By virtue of holding this position, a Vice Chair will become a member of the NGC Board of Directors as set forth in the NGC Standing Rules. Further, the Chair designates the areas/committees of the Convention that each Vice Chair is to oversee. The recommended allocation of responsibilities is noted below.

VICE CHAIR: PROGRAMMING

The Vice Chair overseeing Programming is selected by the Chair in conjunction with the host state garden club and with the concurrence of the NGC President or the President and President-Elect (at the President's invitation if the Event is held in an installation year) or VP will be President in the Convention year (whichever is relevant to the subject Convention). By virtue of holding this position, s/he will become a member of the NGC Board of Directors as set forth in the NGC Standing Rules.

The Chair of Programming's chief responsibility is management of the Convention Committee Chairs that will design and deliver the Convention's educational programming. The Convention Committee Chairs will be discussed in detail in the Convention Programming Committee section and include the following:

- Speakers & Workshop Leaders
- Guest Designer
- Table Designs
- Tours
- Vendors
- Hostesses
- Sponsors/Exhibits

Should it be necessary, the Vice Chair must be able to step into the Chair's position and s/he should share the qualities held by the Chair.

VICE CHAIR: OTHER

Another Vice Chair may be assigned oversight of communications, budgets, meetings, logistics, etc. and, as such, should have a working knowledge of finance as well as Excel (the program in which the Event Budget, Budget Sub-Spreadsheets, Variance Analysis, Portal Reports, and Event Planner reports are designed and delivered). Responsibilities could include the following:

- development and reconciliation of the Event Budget with the NGC Meetings Portal and HQ
- preparation of Event contractor disbursement requests
- development and reconciliation of the Event Variance Analysis and Event Sources & Uses of Funds with the NGC Meetings Portal and HQ
- assistance in preparation of the Preliminary and Final Convention Reports by HQ

Finally, should it be necessary, this Vice Chair must be able to step into the Chair's position and s/he should share the qualities held by the Chair.

SECTION III: CONVENTION PROGRAMMING COMMITTEE CHAIR ROLES

PURPOSE

The Convention Vice Chair for Programming and each of the Convention Committee Chairs working for him/her have the best jobs in the Convention! It is through their hard work and innovation that an event is delivered that meets the clients' expectations and achieves NGC's educational goals while highlighting the extraordinary and breathtaking natural features of the Convention's location.

CLIENTS

The NGC President, as the elected representative of the NGC members, is the Convention Team's primary client and the signatory for all Convention contracts and agreements. As the primary client, the President will work with the Convention Team to convey his/her locational, programming, and scheduling preferences and the Team will work to put those preferences into effect. While different Presidents have different management styles, the President's input and decisions must always be sought out by the Convention Chair during the development of the Convention.

In certain cases, the Convention Team will be working on a Convention that is several years out. In that event, the NGC VP who will be President at the time of the Convention becomes the primary client.

In Installation years, at the invitation of the President the NGC President-Elect becomes a second primary client of the Convention Team. His/her input regarding locational, programming, and scheduling preferences must be sought out and reconciled with the President's.

PROGRAMMING TEAM

The Programming Team is composed of the Convention Vice Chair for Programming and each of the Programming Committee Chairs. The Convention Committee Chairs include the following:

- Speakers & Workshop Leaders
- Guest Designer
- Table Designs
- Tours
- Vendors
- Hostesses
- Sponsors/Exhibits

CONVENTION VICE CHAIR for PROGRAMMING

The Convention Vice Chair for Programming is selected by the Convention Chair in conjunction with the host state garden club and the NGC President or the President and President-Elect (at the President's invitation if the Event is held in an installation year) or VP will be President in the Convention year (whichever is relevant to the subject Convention). By virtue of holding this position, s/he will become a member of the NGC Board of Directors as set forth in the NGC Standing Rules. Should it be necessary, the Vice Chair must be able to step into the Chair's position and s/he should share the qualities held by the Chair.

Beyond that, the Chair for Programming's chief responsibility is management of the Convention Committee Chairs that will design and deliver the Convention's educational programming. S/he must convey the clients' preferences to her team members as well as proffer her team members' ideas to the

Convention Chair, Meetings Coordinator and ultimately to the clients. While new, innovative ideas are appreciated, there will be times when the Committee Chairs' ideas will not be selected. The Chair for Programming must be able to convey those decisions as well as the "good news" to her team members. S/he will also interface with the Event Planner and Meetings Coordinator for any meeting room, food/beverage and hotel accommodations issues.

SPEAKER AND WORKSHOP LEADER COMMITTEE CHAIR

This Committee Chair will be responsible for speaker and workshop leader selection, contracting and on-site management. The Speaker & Workshop Leader Committee should be constructed by the Committee Chair with people having a wide array of experience. The goal is to have a speaker representing each of the 4 disciplines represented in NGC: gardening, landscaping, floral design, and the environment. Doing so supports NGC's educational goals for the attendees and offers "something for everyone."

In seeking to achieve this goal, there are three very good sources: 1) the NGC President, who will have in mind one or two people of whom she thinks very highly and are excellent speakers; 2) NGC Award of Excellence applicants who were not chosen; and 3) speakers from the host state, who can fascinate an audience on a variety of topics. Of course, don't overlook talented NGC members who can lead workshops that can be hands-on for attendees. Search for the best of the best and ask everyone you know. Don't forget to work with the Tours Committee Chair to see if you can develop speakers that complement the tours and vice versa. There will be surprises for the Committee Chair and the attendees!

Once the speakers and workshop leaders are selected, the Chair must work with the Convention Vice Chair for Programming to complete the Speaker Contract for each speaker/workshop leader (see Exhibit D: Meal & Seminar Speaker Agreement Form). The key components of the contract are the following:

- Day/date/time of the presentation
- Topic
- Fee
- Additional possible compensation
 - Hotel room for one night
 - One meal (lunch for all presenters, except a dinner speaker who receives that dinner)
 - Travel (either airfare or mileage)
 - Materials (workshops only)

As this information is confirmed for each speaker or workshop leader, the information should be loaded into the Excel Speaker Sub-Spread (See Exhibit B: Speaker Sub-Spread). The information from this sub-spread will be provided by the Convention Vice Chair for Programming and Convention Chair to HQ for inclusion in the Event Budget and all Event Reporting.

Once the speaker or workshop leader is on site, it is the Chair's responsibility to make certain that our guest does not run into any problems. Should an issue arise, the Chair must be there to resolve it on the guest's behalf. The Committee Chair and his/her committee members are the guest's hosts/chaperones from arrival through departure. Should there be more than one speaker on site at the same time, the Committee Chair or certain committee members must fill this role. Make these guests comfortable and make NGC proud.

One last topic must be addressed here with regard to the workshops. Should a fee be charged to attend a given workshop? If so, should it cover just the materials used by the attendee or should there be a mark-up added to help support the Event's financial performance? It should be noted again here that the event is not designed to be a revenue producing opportunity, rather it is an opportunity for NGC to fulfill its

mission of member education. This is a decision to be made by the Convention Chair and the President with input from the Convention Team.

GUEST DESIGNER COMMITTEE CHAIR

This Committee Chair will be responsible for the selection, contracting and on-site management of an extraordinary Guest Designer for the Event. The Guest Designer Committee should be constructed by the Committee Chair with persons having a wide array of experience in floral design or who attend design presentations offered by other institutions such as museums. This will aid in the selection of an extraordinary designer. Featuring a Guest Designer that not only designs beautifully but can explain what/why s/he is doing at each step along the way, supports NGC's educational goals and makes for a much more enjoyable experience for the attendees.

In seeking to achieve this goal, there are three very good sources: 1) the NGC President, who will have in mind one or two people of whom she thinks very highly and are excellent speakers; 2) well respected designers within NGC; and 3) contacts at other institutions where your committee members have seen skilled designers. Search for designers whose work enchants the audience but can also tell the stories of why they became designers and why the designs they create are important to them. We all look forward to being dazzled!

Once the Guest Designer is selected, the Chair must work with the Convention Vice Chair for Programming to complete the Designer Contract (see Exhibit E: Designer Agreement Form). The key components of the contract are the following:

- Day/date/time of the presentation
- Topic
- Fee
- Additional possible compensation
 - Hotel room for one night
 - One meal (lunch for all presenters, except dinner speaker who receives that dinner)
 - Travel (either airfare or mileage)
 - Materials
- Inclusion of a Design Assistant provided by the Guest Designer and determination of any benefits the Assistant will receive.

As this information is confirmed, the information should be loaded into the Excel Speaker Sub-Spread (See Exhibit B: Speaker Sub-Spread). The information from this spread will be provided by the Convention Vice Chair for Programming and Convention Chair and given to HQ for inclusion in the Event Budget and all Event Reporting.

Once the Guest Designer is on site, it is the Chair's responsibility to make certain that our guest does not run into any problems. Should an issue arise, the Chair must be there to resolve it on the guest's behalf. You are the guest's host and chaperone from arrival through departure. The Committee Chair and certain committee members also may be asked by the guest designer to assist in the design room. Make our guest comfortable and make us proud.

One last topic must be addressed here with regard to any offer made by the Guest Designer to lead a workshop. This is a decision to be made by the Convention Chair and the President. If this is offered and agreed upon, then the number of attendees and the amount fee must be determined. In setting the fee, it must be determined if the fee will cover just the materials used by the attendee or a mark-up added to

help support the Event's financial performance. It should be noted again here that the event is not designed to be a revenue producing opportunity, rather it is an opportunity for NGC to fulfill its mission of member education.

TOURS COMMITTEE CHAIR

This Committee Chair will be responsible for tours selection, contracting and on-site management. The Tours Committee should be constructed by the Committee Chair with people having a wide array of experience and a willingness to serve as a monitor on a tour bus. The goal is to have tours representing each of the four disciplines represented in NGC: gardening, landscaping, floral design, and the environment. Doing so supports NGC's educational goals for the attendees and offers "something for everyone." The team also may choose to have Guest Tours to provide some off-site entertainment for attendees' guests during the business sessions of the Event.

In seeking to achieve this goal, there are two very good sources: 1) the NGC President, who will have in mind one or two locations she has seen and remembers fondly or is anxious to see; and 2) members of your state garden club who are members of gardens/arboretums or have visited places within one hour of the hotel that would be of interest to attendees. Don't forget to work with the Speaker/Workshop Leader Committee Chair to see if you can develop tours that complement the speakers and vice versa. Ask everyone you know and search for places that our attendees will talk about for years to come!

Once the locations are selected, the Chair must review with the Convention Vice Chair for Programming each contract provided by either the venue or the bus company selected to transport attendees/guests on the tours. The Convention Vice Chair for Programming will then recommend to the Convention Chair that the President execute the contract and bind NGC.

As this information is confirmed for each tour, the information should be loaded into the Excel Speaker Sub-Spread (See Exhibit B: Tour Sub-Spread). The information from this spread will be provided by the Convention Vice Chair for Programming and Convention Chair to HQ for inclusion in the Event Budget and all Event Reporting.

Each bus on each tour must be staffed by a member of the Tours Committee who will act as a monitor. It is the monitor's responsibility to make certain all attendees are on the bus and get to and back from each component of a tour. Should there be an issue along the way, it is the monitor's responsibility to contact the Tours Committee Chair and resolve the issue.

VENDOR COMMITTEE CHAIR

This Committee Chair will be responsible for vendor selection, contracting and on-site management. The Vendors Committee should be constructed by the Committee Chair with members having a wide array of experience. The goal is to have products appealing to each of the 4 disciplines represented in NGC: gardening, landscaping, floral design, and the environment. Doing so supports NGC's educational goals for the attendees and offers "something for everyone." This is a wonderful opportunity to show all of our attendees the creative gifts of the artisans and businesses in your state/region and enable them to bring a bit of it home with them.

In selecting vendors, it should be kept in mind that most attendees fly to the event and will have limited ability to transport purchases. In consideration of the attendees, select products that are easily transported and try to have shipping services available at the Event Hotel. The Committee Chair should work with the Vice Chair for Programming and Convention Chair to determine what, if any, shipping services are available at the Event Hotel.

In seeking a good variety of products, there are three very good sources: 1) the NGC President, who will have in mind a few vendors whom she has noted as popular with attendees 2) prior event chairs, who maintain lists of vendors contacted with notes re: who attended and who were difficult to deal with; and 3) members of your state garden club who have attended other events and come up with a few of their favorite vendors. Don't forget to work with the Tours Committee Chair to see if there are vendors whose product would complement the tour experience. Finally, read your state, regional and local magazines and note the local business/artisans in the articles and ads. Ask everyone you know and search for vendors/products that our attendees will seek out for years to come!

There are two ways to charge vendors: per square foot of space and per table. Vendors with their own means of display such as racks will prefer to pay per square foot and those that use only table space will prefer that form of pricing. The choice is left up to the Convention Team. There may be an extra charge by the Event Hotel for vendor access to electricity that you will want to pass on to the vendor. Check with the Event Hotel prior to filling in the Vendor Contract form.

Once the vendors and the pricing methodology are selected, the Chair must work with the Convention Vice Chair for Programming to fill in the Vendor Contract for vendor (see Exhibit F: Vendor Contract Per Square Foot and Exhibit G: Vendor Contract Per Table). The key components of the contract are the following:

- Location
- Hours of operation
- Access for set-up and tear down
- Fee (per square foot or per table), including any electrical fee
- Storage
- Shipping to the hotel/freight
- Vendor documentation: Sales Tax Collection, Business Registration and Insurance

As this information is confirmed for each vendor, the information should be loaded into the Excel Speaker Sub-Spread (See Exhibit B: Vendor Sub-Spread). The information from this spread will be provided by the Convention Vice Chair for Programming and Convention Chair to HQ for inclusion in the Event Budget and all Event Reporting.

Once the vendors have access to set up their operations, the Vendor Committee Chair and/or Vendor Committee members must be on site to manage the set-up process. The Vendor Committee Chair/members must also be on site during the hours of operation and tear down. Any issues should be brought to the Vendor Committee Chair for resolution or reported by the Vendor Committee Chair to the Convention Vice Chair for Programming for resolution.

HOSTESS COMMITTEE CHAIR

There are 2 hostesses stationed at each doorway to the banquet hall collecting meal tickets. These tickets are the means by which we double check the hotel's number of meals served at either lunch or dinner, so that NGC is charged the correct amount. The Hostess Committee Chair must staff up the committee with enough members to cover each doorway for each meal and coordinate with the NGC Committee Protocol Chair for each meal.

SPONSORS/EXHIBITS COMMITTEE CHAIR

The Sponsors/Exhibits Committee Chair must work with the Convention Vice Chair for Programming and the Event Planner as well as the NGC Sponsor Committee Chair and any other NGC Committee chairs whose work may be exhibited to stake out a location for each of these functions. The Sponsors must have a prime location close to the major events attended by all attendees. Each sponsor is provided with a table and room for any marketing collateral they choose to bring. Exhibits are best located near the vendors so that they have good foot traffic. The floor space, tables and tripods vary greatly – plan ahead.

On-site management of the sponsors is the purview of the NGC Sponsor Committee Chair, but s/he may ask the Sponsors/Exhibits Committee Chair for assistance. Please be prepared to pitch in.

SECTION IV: CONVENTION SITE SELECTION

An NGC Convention is presented by the corporation for the benefit of its members. It is an opportunity for NGC to fulfill its mission of member education while conducting the business of the corporation. One means of providing educational opportunities for the NGC membership is locating Conventions throughout the country, thereby exposing members to the variety of extraordinary and breathtaking environmental features of new locations.

HOST STATE SELECTION

A Convention is a joint effort among the corporation, a host state garden club and any professional event planning services contracted by NGC for the Convention (the “Corporate Event Planner”) (collectively, the “Convention Team”). In an Installation Year, it has been the tradition that the Convention is held in the NGC incoming president’s home state and that state garden club is the host state garden club. In a non-Installation year, any state garden club may notify the NGC Meetings Coordinator of its interest in acting as the host state garden club for an upcoming Convention. Conversely, the NGC Meetings Coordinator may seek out certain state garden clubs as potential host state garden clubs for a specific upcoming Convention. The NGC Meetings Coordinator, in consultation with the sitting NGC President and the Vice President who will be President at the time of the Convention, will consider all expressions of interest to be the host state garden club and issue the invitation to the successful club.

State Garden Club Actions

The procedure for a state garden club to deliver its expression of interest in being the host state garden club for a specific upcoming Convention includes the following actions and approximate time frames:

- Three to four years prior to the subject Convention, the state garden club’s governing body must vote to act as the host state garden club and deliver to the NGC Meetings Coordinator its expression of interest.
- Upon receiving the NGC Meeting Coordinator’s invitation to be the host state garden club, the club must name its Convention Chair and up to 2 Convention Vice Chairs and provide those names to the Meeting Coordinator. The Convention Chair should not be the host state garden club’s president at the time of the Convention.

NGC Actions

The NGC Meetings Coordinator, in consultation with the sitting NGC President and the Vice President who will be President at the time of the Convention, will consider all expressions of interest to be the host state garden club. Upon selection of the successful expression of interest, the NGC Meetings Coordinator will notify the President of the state garden club and schedule an online meeting of the Convention Team members. The NGC President also will elect to hire/not hire the Corporate Event Planner to provide site selection and/or on-site management services for the subject event.

The actions of the initial meeting include, but are not limited to:

- Introduction of the Convention Team members
 - Sitting NGC President
 - NGC President-Elect, if the event is held in an Installation Year, or the NGC Vice President who will be NGC President at the time of the Convention.
 - NGC Staff
 - NGC Meetings Coordinator
 - Convention Chair
 - Convention Vice Chair(s)
 - Corporate Event Planner (subject to NGC's election to use a Corporate Event Planner)
- Discussion of the members' roles on the Convention Team, including:
 - NGC officers, NGC Meetings Coordinator and NGC staff
 - Corporate Event Planner (subject to NGC's election to use a Corporate Event Planner)
 - Convention Chair, Vice Chairs
- Discussion of possible cities and hotel facilities for the Convention
- Issuance of an event RFP to certain of the facilities discussed. If NGC has elected to use the Corporate Event Planner, Corporate Event planner is requested to prepare/issue the RFP and deliver the Summary of Candidate Facilities prior to the second Convention Team meeting.
 - Note: Candidate facilities must meet the criteria noted in the Criteria section below
- Scheduling of the second Convention Team meeting

During the second Convention Team meeting, the following actions will be taken:

- Introduction of any new members of the Convention Team from the host state garden club, such as Convention Committee Chairs (e.g., speakers, tours, vendors, and design)
- Review of the Summary of Candidate Facilities
 - Select a facility and develop a draft contract. If NGC has elected to use the Corporate Event Planner, instruct the Corporate Event Planner to develop the draft contract for the Team's review.
- Overview of the procedures, systems and documents that have been developed for use in an NGC Convention. These items include:
 - Event Budget and sub-schedules
 - NGC Meeting Portal
 - Contracts for designers, speakers and vendors
 - Convention Schedule and Registration Form

CONVENTION CRITERIA

Certain criteria or parameters for NGC Conventions are set forth in the corporation's governing documents (Bylaws and Standing Rules). The criteria affecting facility selection noted below are based on the governing documents and have been developed/modified over time to reflect changes NGC has undergone. Print the relevant sections of the current editions of the governing documents and keep them in your files. Key parameters include the following:

- Dates: The Convention target month is May. However, it may be held as early as the last week in April or as late as the first week in June. (Bylaws, XII, Conventions & Meetings, #1.A.) The timing of holidays and the President's schedule also must be considered in selecting the dates.

- Length: In non-Installation years, the length shall not exceed 3 days. In Installation years, the length shall not exceed 4 days, with only the New Board Meeting being held on the 4th day.
- Related Activities: There shall be no Affiliate or State Garden Club events included in the NGC schedule from the beginning of the BOD meeting until the end of the Convention or Fall Board Meeting. (Standing Rules: Conventions, #25)
 - The host state garden club should not schedule its annual meeting immediately preceding an NGC Convention.
- Accessibility: The location should be in an area near other attractions and accessible by plane, train, and car. Locations within 30 miles of an airport are preferable as is transportation between the airport and the hotel such as a hotel shuttle.
- Hotel: The Convention requires adequate facilities for NGC to deliver the required corporate business meetings as well as the educational events for the attendees. To do so, the hotel should meet the standards noted below.
 - The hotel cannot be under construction or in receivership.
 - Minimum number of sleeping rooms: 300-350 rooms, including a suite for the President and President-Elect in Installation years; certain officers will need to be in rooms near the presiding officer.
 - Consider the cost of the rooms to attendees and whether the hotel will create separate bills for attendees who are sharing a room.
 - Banquet facilities: 400-600 persons (at tables for 6-8 persons + the dais)
 - Business meeting facilities: 300-400 persons set theatre style.
 - Meeting rooms for committees (8-25 persons/room set conference style) used the first 1-2 days of the Convention, depending on the needs expressed by NGC Committee chairs.
 - Seminars/Workshops: Can be held in either the Business Meeting Facilities or Meeting Rooms, whichever the facility includes and conform better to the meetings' needs.
 - Board Room: set for the app. 20 members of the Executive Committee for the entire Convention.
 - Design rooms: 1 for any guest designer and 1 for the host state team doing table designs; should be located near the Banquet facilities and a water source; tables to be set up in the middles of the room over Visquene or another protective covering.
 - Vendor room: vendors should be located in a room that is able to be locked overnight. A less desirable layout for the vendors is in designated hallways with a secure storage room where the vendors can store extra products and/or can place their product overnight.
 - NGC National Sponsors: Sponsors provide significant support to NGC and its local member clubs and so require prominent hallway space with good lighting, room for signage and access to attendees.
 - Exhibits: Exhibits often introduce members to new initiatives or provide important updates, which require hallway space with good lighting and attendee access.
 - Registration/Credentials: optimal space is counter space with a secured room behind it (e.g., coat check room) near the front entrance of the hotel or the entrance to the hotel's event area with room for large signage; less optimal is 2 tables set up in one of these 2

areas with a nearby room in which to secure computers and other equipment or files overnight.

- Other items:
 - Sufficient parking should be available at no cost or a steeply discounted rate.
 - AV is provided by a house AV firm via a separate contract known as an AV Event Order. This is a “big ticket” item. Confirm the AV contractor and obtain the price list at the earliest possible time. The Hotel contract should give NGC a discount on the AV rates as one of the “Concessions” noted in the Hotel contract.
 - Security provided by a third-party vendor (not the Event Hotel) may be contracted by NGC should there be a need (e.g., vendor display areas in hallways, rather than a secure room). This type of third-party contract usually is subject to review and approval by the Event Hotel and will be noted in the Hotel Contract.
- If the Convention is to be held in a location where labor unions provide services within the hotel (e.g., freight elevator operator), determine how this may affect Convention cost and operations, including set-up and teardown for vendors and delivery of floral design supplies.

SECTION V: TIMELINE

3 YEARS PRIOR

- NGC Meetings Coordinator confers with the Boards of Directors of state garden clubs interested in hosting upcoming NGC Conventions.
- The Board of Directors of each state garden club interested in hosting a specific NGC Convention acts to approve hosting the event and naming the Event Chair.
- Host state is named by NGC.
 - NGC determines if it will elect to enter into a contract with the Corporate Event Planner to perform site selection and/or on-site management services.
 - NGC and host state will determine convention dates and venue.
 - NGC Meetings Coordinator requests NGC Accountant to contact host state government to file application/fee to obtain sales tax exempt status in the host state. The Notification of Tax-Exempt Status shall be delivered to and held by NGC Accountant, but be made available to the Event Hotel and be available on site during the event.
- The Event Chair names 2 Vice Chairs who will oversee various committees selected by the Chair
- The NGC Meetings Coordinator sets virtual meeting to review event process and Team member responsibilities as well as discuss potential hotels at which to hold the Convention. Attendees include NGC Meetings Coordinator, NGC President (and incoming president if it is an Installation year), Event Team members, and Corporate Event Planner (subject to NGC's election to contract with Corporate Event Planner).
- NGC selects Event Hotel and NGC Meetings Coordinator begins working with Corporate Event Planner to develop the hotel contract.
- NGC Meetings Coordinator convenes working group of Corporate Event Planner, Event Chair, Vice Chair(s), Committee Chairs, NGC Headquarters staff, and NGC President (and President-Elect), if the Convention is held in an Installation Year) to review draft hotel contract.
- Final Event Hotel contract is executed by the sitting NGC President.
 - NGC Meetings Coordinator requests NGC Headquarters staff to complete and file the Event Hotel credit application.
 - NGC staff provides to the Event Hotel a copy of the NGC Certificate of insurance effective at contract execution and an updated Certificate of Insurance effective during the dates of the Convention.
- NGC Meetings Coordinator notifies NGC staff of the names of the Event Chair so that they may be given access to the NGC Meeting Portal.

2 YEARS PRIOR

- Event Chair contacts NGC staff to set up NGC Meeting Portal training sessions.
- Event Chair and Vice Chairs are named as members of the NGC Board of Directors.
- Event Chair delivers completed organizational chart to NGC Meetings Coordinator.
- HQ convenes the Event budget working group (NGC Meetings Coordinator, Event Chair, Vice Chair(s), NGC staff, and NGC President and President-Elect, (if the event is held in an Installation Year) to begin development of the Event Budget (attached as Exhibit A: Event Budget Form).

18-12 MONTHS PRIOR

- Review sub-budgets with Event Chair and Committee Chairs.
- Review contracts for budget information, payment structures and timelines.
- Continue Event Budget development. Review with NGC Meetings Coordinator and NGC staff
- Identify potential convention speakers and seminar leaders.
- Audio/visual requirements determined by convention speakers and hotel.
- Begin planning vendor tables (if there is no Event Planner).
- Extend an invitation for the next convention (optional to have table of promotional for the next convention).

12-6 MONTHS PRIOR

- Implement regular reviews of the Event Budget against the NGC Meetings Portal. Any difference between the Event Budget and Portal should be addressed immediately and resolved as quickly as possible.
- HQ submits Event Budget to NGC Meetings Coordinator for budget conformance review.
- NGC Meetings Coordinator submits conformed Event Budget to NGC Finance Committee Chair for review and approval by the Finance Committee one (1) month before the Finance Committee's meeting scheduled to be held as part of the Fall Board meeting that preceded the subject meeting.
- Prepare and submit disbursement requests for contracts requiring a deposit (e.g., buses for tours).
- Prepare convention information for publication in *The National Gardener* winter edition.

2 MONTHS PRIOR

- No later than March 1st, the President provides to the Corresponding Secretary the names for members to give introductions, Pledge of Allegiance, blessings, inspirations, memorials, etc.
- Once members accept, forward the above list to the Protocol Chair to designate seating for them.
- Plan to designate hotel rooms for NGC President, President-Elect, Convention Chair and Vice Chairs, three Award of Excellence winners and guests, Event Planner (if used), NGC Executive Director and Assistant Executive Director, and speakers.
- Publicize NGC Convention in *The National Gardener* winter edition and social media (optional).
- Prepare and submit disbursement requests for contracts requiring payment during the Event.

DURING EVENT

- Coordinate with NGC staff for any extraordinary expense that requires use of the NGC corporate credit card.
- Obtain participant (i.e., speakers, tour companies, bus companies) checks from NGC staff and deliver upon performance of contract.
- Obtain cash from NGC staff for any pre-determined Event Hotel staff tips (e.g., dedicated bell persons). NOTE: It is NOT recommended that cash be used, but tips be added to the Master Account.

AFTER EVENT

- Chair confirms with Corporate Event Planner and NGC staff any remaining payments to the Event Hotel. NGC staff delivers payment.
- Chair works with NGC Meetings Coordinator and NGC Headquarters staff to prepare the Preliminary Financial Report to be delivered to the NGC Board of Directors at the Fall Board Meeting following the Convention.
- Chair works with NGC Meetings Coordinator and NGC staff to prepare the Final Financial Report to be delivered to the NGC Board of Directors at the following Convention.
- Chair delivers all reporting and documentation to the NGC staff to become part of the NGC permanent files.

SECTION VI: EXHIBITS

EXHIBIT A: EVENT BUDGET

EXHIBIT A: EVENT BUDGET												
	BUDGETED INCOME AND EXPENSE ITEMS								ACTUAL INCOME AND EXPENSE ITEMS			
	Base Price	Disc. Price	Serv. Chge.	Taxes/Fees	Unit Price	# Units	Line Total	Group Total	Unit Price	# Units	Line Total	Group Total
INCOME												
NGC Corporate Funds												
NGC: Other					\$0.00	0	\$0.00		\$0.00	0	\$0.00	
NGC: Award of Excellence Dinners					\$54.00	6	\$324.00		\$54.00	0	\$0.00	
NGC: Sponsor Committee Lunches					\$36.75	3	\$110.25		\$36.75	0	\$0.00	
NGC: Staff Meals												
								\$434.25				\$0.00
Total NGC Funds												
Sponsor & Other Donations												
Sponsors: Grants					\$2,500.00	1	\$2,500.00		\$2,500.00	0	\$0.00	
Sponsors: Targeted Expense Offset					\$1,500.00	1	\$1,500.00		\$1,500.00	0	\$0.00	
Corporate & Individual Donations					\$5,000.00	1	\$5,000.00		\$5,000.00	0	\$0.00	
								\$9,000.00				\$0.00
Total Donations												
Registration Fees												
Member Registrants					\$75.00	400	\$30,000.00		\$75.00	0	\$0.00	
Spouse/Guest Registrants					\$75.00	25	\$1,875.00		\$75.00	0	\$0.00	
Late Fees					\$50.00	10	\$500.00		\$50.00	0	\$0.00	
								\$32,375.00				\$0.00
Total Registration Fees												
Meals												
Full Time Package Plan for Members					\$320.00	350	\$112,000.00		\$320.00	0	\$0.00	
Full Time Package Plan for Spouses/Guests					\$320.00	10	\$3,200.00		\$320.00	0	\$0.00	
Ala Carte: Tuesday Lunch					\$45.00	0	\$0.00		\$45.00	0	\$0.00	
Tuesday Dinner					\$70.00	65	\$4,550.00		\$70.00	0	\$0.00	
Wednesday Lunch					\$45.00	0	\$0.00		\$45.00	0	\$0.00	
Wednesday Dinner					\$70.00	65	\$4,550.00		\$70.00	0	\$0.00	
Thursday Lunch					\$45.00	0	\$0.00		\$45.00	0	\$0.00	
Thursday Dinner					\$70.00	65	\$4,550.00		\$70.00	0	\$0.00	
Monday Lunch Optional					\$45.00	75	\$3,375.00		\$45.00	0	\$0.00	
Wednesday Regions Breakfast Optional					\$40.00	225	\$9,000.00		\$40.00	0	\$0.00	
Thursday Hort. Luncheon: 1 lunch/NGC Sponsor					\$0.00	3	\$0.00		\$0.00	0	\$0.00	
Tuesday Awards Dinner: 3 Winners + 1 guest/winner					\$0.00	6	\$0.00		\$0.00	0	\$0.00	
Mon. Optional Lunch: Speaker					\$0.00	1	\$0.00		\$0.00	0	\$0.00	
Wed. Hort Luncheon: Luncheon Speaker + 3 wkshp speakers					\$0.00	4	\$0.00		\$0.00	0	\$0.00	
Thurs. Design Luncheon: Luncheon Speaker + 2 wkshp speakers					\$0.00	3	\$0.00		\$0.00	0	\$0.00	
Wednesday Hort Dinner: Keynote Speaker					\$0.00	1	\$0.00		\$0.00	0	\$0.00	
Thursday Design Dinner: Designer & Assistant					\$0.00	2	\$0.00		\$0.00	0	\$0.00	

	Corporate Event Planner 6 breakfasts					\$0.00	6	\$0.00		\$0.00	0	\$0.00	
	Corporate Event Planner 6 dinners					\$0.00	6	\$0.00		\$0.00	0	\$0.00	
	Corporate Event Planner 6 lunches					\$0.00	6	\$0.00		\$0.00	0	\$0.00	
	Total Meals								\$141,225.00				\$0.00
Beverage													
	Social Hour: Tuesday 300 persons; 2 set-ups req'd					\$0.00	2	\$0.00		\$0.00	0	\$0.00	
	Social Hour: Wednesday 525 persons; 4 set-ups req'd					\$0.00	4	\$0.00		\$0.00	0	\$0.00	
	Social Hour: Thursday 500 persons; 4 set-ups req'd					\$0.00	4	\$0.00		\$0.00	0	\$0.00	
	Total Beverage								\$0.00				\$0.00
Tours													
Tuesday	Attendee Tour 1					\$100.00	50	\$5,000.00		\$100.00	0	\$0.00	
	Attendee Tour 2					\$100.00	50	\$5,000.00		\$100.00	0	\$0.00	
Wednesday	Spouse Tour A					\$100.00	15	\$1,500.00		\$100.00	0	\$0.00	
Thursday	Spouse Tour B					\$100.00	15	\$1,500.00		\$100.00	0	\$0.00	
Friday	Attendee Tour 3					\$100.00	50	\$5,000.00		\$100.00	0	\$0.00	
	Attendee Tour 4					\$100.00	50	\$5,000.00		\$100.00	0	\$0.00	
	Total Tours								\$23,000.00				\$0.00
Vendors													
	Vendor @ \$5.00 psf					\$5.00	2,000	\$10,000.00		\$5.00	0	\$0.00	
	Total Vendors								\$10,000.00				\$0.00
Workshops													
	Hands-on/Takeaway Design Workshop					\$40.00	40	\$1,600.00		\$40.00	0	\$0.00	
	Hands-on/Takeaway Armature Nest					\$40.00	40	\$1,600.00		\$40.00	0	\$0.00	
	Total Workshops								\$3,200.00				\$0.00
Designs													
	Centerpiece Sales							\$500.00			0	\$0.00	
	Total Designs								\$500.00				\$0.00
TOTAL INCOME									\$219,734.25				\$0.00
EXPENSE													
Meals	20% lunch discount + dinner discount for lunch-size portions, pd. 25% Sv.Chg. on full price												
Monday	Day 1 Lunch Optional = \$30.40 + 25% Sv. Chg. on \$38.00	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	75	\$2,992.50		\$39.90	0	\$0.00	
Tuesday	Day 2 Opening Luncheon = \$30.40 + 25% Sv. Chg. on \$38.00	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	310	\$12,369.00		\$39.90	0	\$0.00	
	Day 2 Awards Banquet = \$40.00 + 25% Sv. Chg. on \$56.00	\$56.00	\$40.00	\$14.00	\$0.00	\$54.00	425	\$22,950.00		\$54.00	0	\$0.00	
Wed.	Day 3 Regions Breakfast Opt'l = \$24.80 + 25% Sv. Chg. \$31.00	\$31.00	\$24.80	\$7.75	\$0.00	\$32.55	225	\$7,323.75		\$32.55	0	\$0.00	
	Day 3 Hort Luncheon = \$32.00 + 25% Sv. Chg. on \$40.00	\$40.00	\$32.00	\$10.00	\$0.00	\$42.00	360	\$15,120.00		\$42.00	0	\$0.00	
	Day 3 Hort Banquet = \$43.00 + 25% Sv. Chg. on \$43.00	\$43.00	\$43.00	\$10.75	\$0.00	\$53.75	425	\$22,843.75		\$53.75	0	\$0.00	
Thurs.	Day 4 Design Luncheon = \$28.00 + 25% Sv. Chg. on \$35.00	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	360	\$13,230.00		\$36.75	0	\$0.00	
	Day 4 Design Banquet = \$39.00 + 25% Sv. Chg. on \$39.00	\$39.00	\$39.00	\$9.75	\$0.00	\$48.75	425	\$20,718.75		\$48.75	0	\$0.00	
	Sponsor Committee: 3 Thursday lunches; \$28, 25% SC on \$35	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	3	\$110.25		\$36.75	0	\$0.00	
	Mon. Optional Lunch: Speaker	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	1	\$39.90		\$39.90	0	\$0.00	
	Tues. Awards Dinner: 3 Winners + 3 guests; \$40.00, 25% on \$56	\$56.00	\$40.00	\$14.00	\$0.00	\$54.00	6	\$324.00		\$54.00	0	\$0.00	
	Wed. Luncheon: Keynote + 3 wkshp spkrs; \$32.00, 25% on \$40	\$40.00	\$32.00	\$10.00	\$0.00	\$42.00	4	\$168.00		\$42.00	0	\$0.00	

	Thurs. Luncheon: Keynote + 2 wkshp spkrs; \$28,25% on \$35	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	3	\$110.25	\$36.75	0	\$0.00
	Wed. Banquet: Keynote: \$43.00 + 25% Sv. Chg. On \$43.00	\$43.00	\$43.00	\$10.75	\$0.00	\$53.75	1	\$53.75	\$53.75	0	\$0.00
	Thurs. Banquet: Designer/Asst.: \$39.00, 25% Sv.Ch. on \$39.00	\$39.00	\$39.00	\$9.75	\$0.00	\$48.75	2	\$97.50	\$48.75	0	\$0.00
	CorpEvPlnr 6 breakfasts: 6 @ \$20 = \$120, inclusive of tax & tip	\$20.00	\$20.00	\$0.00	\$0.00	\$20.00	6	\$120.00	\$20.00	0	\$0.00
	CorpEvPlnr 6 lunches:3@\$40 + \$39.90 + \$42.00 + \$36.75 = \$238.65, av. \$40	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	6	\$240.00	\$40.00	0	\$0.00
	EvPlnr 6 dinners:3@\$50 + \$54.00 + \$53.75 + \$48.75 = \$306.50, av. \$51.08	\$0.00	\$0.00	\$0.00	\$0.00	\$51.08	6	\$306.48	\$51.08	0	\$0.00
	NGC Staff Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0	\$0.00
	Total Meals						2,643	\$119,117.88			\$0.00
Beverage											
	Reception: Tuesday 300 persons; 2 set-ups req'd					\$200.00	2	\$400.00	\$200.00	0	\$0.00
	Reception: Wednesday 525 persons; 4 set-ups req'd					\$200.00	4	\$800.00	\$200.00	0	\$0.00
	Reception: Thursday 500 persons; 4 set-ups req'd					\$200.00	4	\$800.00	\$200.00	0	\$0.00
	Total Beverage							\$2,000.00			\$0.00
AV											
	Audio Visual					\$12,000.00	1	\$12,000.00	\$12,000.00	0	\$0.00
	Flag Bearers Honorarium					\$200.00	1	\$200.00	\$200.00	0	\$0.00
	Total AV							\$12,200.00			\$0.00
Speaker Fees Only											
	Mon. Optional Lunch Speaker				TBD	\$0.00	1	\$0.00	\$0.00	0	\$0.00
	Hort Luncheon Speaker				TBD	\$0.00	1	\$0.00	\$0.00	0	\$0.00
	Hort Dinner: Keynote Speaker					\$1,000.00	1	\$1,000.00	\$1,000.00	0	\$0.00
	Design Luncheon: Keynote Speaker					\$500.00	1	\$500.00	\$500.00	0	\$0.00
	Design Dinner: Designer & Assistant					\$2,400.00	1	\$2,400.00	\$2,400.00	0	\$0.00
	Total Speakers							\$10,000.00			\$0.00
Workshop Fees Only											
	Member Wkshps: 4 workshops presented by members; no fees					\$0.00	4	\$0.00	\$0.00	0	\$0.00
	Wed. Wkshp. #1					\$250.00	1	\$250.00	\$250.00	0	\$0.00
	Wed. Wkshp. #2					\$250.00	1	\$250.00	\$250.00	0	\$0.00
	Wed. Wkshp. #3					\$350.00	1	\$350.00	\$350.00	0	\$0.00
	Thurs. Wkshp. #1					\$250.00	1	\$250.00	\$250.00	0	\$0.00
	Thurs. Wkshp. #2					\$200.00	1	\$200.00	\$200.00	0	\$0.00
	Other Speakers to be named					\$1,200.00	1	\$1,200.00	\$1,200.00	0	\$0.00
	Total Workshops							\$2,500.00			\$0.00
Travel & Lodging											
	Speaker Travel (Airfare, Mileage, Taxi to/from Hotel)					\$2,557.00	1	\$2,557.00	\$4,000.00	0	\$0.00
	Speaker Lodging (On-site Hotel Rooms)					\$149.00	1	\$149.00	\$149.00	0	\$0.00
	Corp. Event Planner Travel (Airfare, Mileage, Taxi to/from Hotel)					\$400.00	1	\$400.00	\$400.00	0	\$0.00
	Corporate Event Planner Lodging (On-site Hotel Rooms)					\$149.00	6	\$894.00	\$149.00	0	\$0.00
	Total Travel & Lodging							\$4,000.00			\$0.00
Tours											
Tuesday	Attendee Tour 1					\$61.33	50	\$3,066.50	\$61.33	0	\$0.00
	Attendee Tour 2					\$30.00	50	\$1,500.00	\$30.00	0	\$0.00
Wednesday	Spouse Tour A					\$95.43	15	\$1,431.45	\$95.43	0	\$0.00
Thursday	Spouse Tour B					\$92.60	15	\$1,389.00	\$92.60	0	\$0.00
Friday	Attendee Tour 3					\$43.50	50	\$2,175.00	\$43.50	0	\$0.00

	Attendee Tour 4					\$34.48	50	\$1,724.00		\$34.48	0	\$0.00	
		Total Tours							\$11,285.95				\$0.00
Design													
Materials	Centerpieces: Luncheons \$5/table for 55 tables					\$275.00	3	\$825.00		\$275.00	0	\$0.00	
	Centerpieces: Dinners \$12/table for 55 tables					\$660.00	3	\$1,980.00		\$660.00	0	\$0.00	
	Hands-on/Takeaway Design Workshop Materials					\$30.00	80	\$2,400.00		\$30.00	0	\$0.00	
	Hands-on/Takeaway Armature Workshop Materials					\$20.00	40	\$800.00		\$20.00	0	\$0.00	
	Honor Designs					\$300.00	3	\$900.00		\$300.00	0	\$0.00	
	Designer Banquet					\$5,000.00	1	\$5,000.00		\$5,000.00	0	\$0.00	
		Total Design							\$11,905.00				\$0.00
General Operations													
	Chairperson General Administrative Expenses					\$300.00	1	\$300.00		\$300.00	0	\$0.00	
	Fundraising postage, etc.					\$200.00	1	\$200.00		\$200.00	0	\$0.00	
	Security					\$0.00	1	\$0.00		\$0.00	0	\$0.00	
	Gratuities & Miscellaneous					\$1,500.00	1	\$1,500.00		\$1,500.00	0	\$0.00	
	Registration (bags, badges, hospitality)					\$2,200.00	1	\$2,200.00		\$2,200.00	0	\$0.00	
	Signage					\$400.00	1	\$400.00		\$400.00	0	\$0.00	
	Online Transaction Fee to NGC					\$10,511.71	1	\$10,511.71		\$0.00	0	\$0.00	
		Total General Operations							\$15,111.71				\$0.00
Planner	ConferenceDirect, Corporate Event Planner @ \$10,000					\$10,000.00	1	\$10,000.00		\$10,000.00	0	\$0.00	
									\$10,000.00				\$0.00
Refunds	Registration Refunds (\$320 meal pckg + \$100 tour + \$40 workshop)					\$460.00	10	\$4,600.00		\$460.00	0	\$0.00	
		Total Refunds							\$4,600.00				\$0.00
TOTAL EXPENSES									\$202,720.54				\$0.00
NET GAIN/LOSS									\$17,013.71				\$0.00

EXHIBIT B: SUB-SPREADSHEETS

EXHIBIT B: MEALS SUB-SPREADSHEET

ACTUAL EXPENSES

INCOME	Base Price	Disc. Price	Serv. Chge.	Taxes/Fees	Unit Price	# Units	Line Total	Group Total	Unit Price	# Units	Line Total	Group Total
NGC Funded Meals												
Award of Excellence Dinners					\$54.00	6	\$324.00		\$54.00		\$0.00	
Sponsor Lunches					\$36.75	3	\$110.25		\$36.75		\$0.00	
Staff Meals					\$0.00	0	\$0.00		\$0.00		\$0.00	
								\$434.25				\$0.00
Meals Paid by Attendees												
Full Time Package Plan for Members					\$320.00	350	\$112,000.00		\$320.00		\$0.00	
Full Time Package Plan for Spouses/Guests					\$320.00	10	\$3,200.00		\$320.00		\$0.00	
Ala Carte: Tuesday Lunch					\$45.00	0	\$0.00		\$45.00		\$0.00	
Tuesday Dinner					\$70.00	65	\$4,550.00		\$70.00		\$0.00	
Wednesday Lunch					\$45.00	0	\$0.00		\$45.00		\$0.00	
Wednesday Dinner					\$70.00	65	\$4,550.00		\$70.00		\$0.00	
Thursday Lunch					\$45.00	0	\$0.00		\$45.00		\$0.00	
Thursday Dinner					\$70.00	65	\$4,550.00		\$70.00		\$0.00	
Monday Lunch Optional					\$45.00	75	\$3,375.00		\$45.00		\$0.00	
Wednesday Regions Breakfast Optional					\$40.00	225	\$9,000.00		\$40.00		\$0.00	
Thursday Hort. Luncheon: 1 lunch/NGC Sponsor					\$0.00	3	\$0.00		\$0.00		\$0.00	
Tuesday Awards Dinner: 3 Winners + 1 guest/winner					\$0.00	6	\$0.00		\$0.00		\$0.00	
Mon. Optional Lunch: Speaker					\$0.00	1	\$0.00		\$0.00		\$0.00	
Wed. Hort Luncheon: Luncheon Speaker + 3 wkshp speakers					\$0.00	4	\$0.00		\$0.00		\$0.00	
Thurs. Design Luncheon: Luncheon Speaker + 2 wkshp speakers					\$0.00	3	\$0.00		\$0.00		\$0.00	
Wednesday Hort Dinner: Keynote Speaker					\$0.00	1	\$0.00		\$0.00		\$0.00	
Thursday Design Dinner: Designer & Assistant					\$0.00	2	\$0.00		\$0.00		\$0.00	
Corporate Event Planner 6 breakfasts					\$0.00	6	\$0.00		\$0.00		\$0.00	
Corporate Event Planner 6 lunches					\$0.00	6	\$0.00		\$0.00		\$0.00	
Corporate Event Planner 6 dinners					\$0.00	6	\$0.00		\$0.00		\$0.00	
Total Meals								\$141,225.00				\$0.00
TOTAL INCOME								\$141,659.25				\$0.00
						35						

\$275.15 Package cost

EXPENSE	Base Price	Disc. Price	Serv. Chge.	Taxes/Fees	Unit Price	# Units	Line Total	Group Total	Unit Price	# Units	Line Total	Group Total
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Meals	20% lunch discount + dinner discount for lunch-size portions, pd. 25% Sv.Chg. on full price												
Monday	Day 1 Lunch Optional = \$30.40 + 25% Sv. Chg. on \$38.00	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	75	\$2,992.50		\$39.90		\$0.00	
Tuesday	Day 2 Opening Luncheon = \$30.40 + 25% Sv. Chg. on \$38.00	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	310	\$12,369.00		\$39.90		\$0.00	
	Day 2 Awards Banquet = \$40.00 + 25% Sv. Chg. on \$56.00	\$56.00	\$40.00	\$14.00	\$0.00	\$54.00	425	\$22,950.00		\$54.00		\$0.00	
Wed.	Day 3 Regions Breakfast Opt'l = \$24.80 + 25% Sv. Chg. \$31.00	\$31.00	\$24.80	\$7.75	\$0.00	\$32.55	225	\$7,323.75		\$32.55		\$0.00	
	Day 3 Hort Luncheon = \$32.00 + 25% Sv. Chg. on \$40.00	\$40.00	\$32.00	\$10.00	\$0.00	\$42.00	360	\$15,120.00		\$42.00		\$0.00	
	Day 3 Hort Banquet = \$43.00 + 25% Sv. Chg. on \$43.00	\$43.00	\$43.00	\$10.75	\$0.00	\$53.75	425	\$22,843.75		\$53.75		\$0.00	
Thurs.	Day 4 Design Luncheon = \$28.00 + 25% Sv. Chg. on \$35.00	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	360	\$13,230.00		\$36.75		\$0.00	
	Day 4 Design Banquet = \$39.00 + 25% Sv. Chg. on \$39.00	\$39.00	\$39.00	\$9.75	\$0.00	\$48.75	425	\$20,718.75		\$48.75		\$0.00	
	Sponsor Committee: 3 Thursday lunches; \$28, 25% SC on \$35	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	3	\$110.25		\$36.75		\$0.00	
	Mon. Optional Lunch: Speaker	\$38.00	\$30.40	\$9.50	\$0.00	\$39.90	1	\$39.90		\$39.90		\$0.00	
	Tues. Awards Dinner: 3 Winners + 3 guests; \$40.00, 25% on \$56	\$56.00	\$40.00	\$14.00	\$0.00	\$54.00	6	\$324.00		\$54.00		\$0.00	
	Wed. Luncheon: Keynote + 3 wkshp spkrs; \$32.00, 25% on \$40	\$40.00	\$32.00	\$10.00	\$0.00	\$42.00	4	\$168.00		\$42.00		\$0.00	
	Thurs. Luncheon: Keynote + 2 wkshp spkrs; \$28, 25% on \$35	\$35.00	\$28.00	\$8.75	\$0.00	\$36.75	3	\$110.25		\$36.75		\$0.00	
	Wed. Banquet: Keynote: \$43.00 + 25% Sv. Chg. On \$43.00	\$43.00	\$43.00	\$10.75	\$0.00	\$53.75	1	\$53.75		\$53.75		\$0.00	
	Thurs. Banquet: Designer/Asst.: \$39.00, 25% Sv.Ch. on \$39.00	\$39.00	\$39.00	\$9.75	\$0.00	\$48.75	2	\$97.50		\$48.75		\$0.00	
	NGC Staff Meals												
	CorpEvPlnr 6 breakfasts: 6 @ \$20 = \$120, inclusive of tax & tip	\$20.00	\$20.00	\$0.00	\$0.00	\$20.00	6	\$120.00		\$20.00		\$0.00	
	CorpEvPlnr 6 lunches: 3@\$40 + \$39.90 + \$42.00 + \$36.75 = \$238.65, av. \$40	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	6	\$240.00		\$40.00		\$0.00	
	CorpEvPlnr 6 dinners: 3@\$50 + \$54.00 + \$53.75 + \$48.75 = \$306.50, av. \$51.08	\$0.00	\$0.00	\$0.00	\$0.00	\$51.08	6	\$306.48		\$51.08		\$0.00	
	Total Meals						2,643		\$119,117.88		0		\$0.00
TOTAL EXPENSES									\$119,117.88				\$0.00
NET GAIN/LOSS									\$22,541.37				\$0.00

Exhibit B: SPEAKER SUB-SPREAD

Day	Event	Name	Fee	Travel	Meal(s)	Hotel	Materials	TOTAL
Day 1	Dinner	AoE Winner 1 + Guest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		AoE Winner 2 + Guest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		AoE Winner 3 + Guest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 2	Lunch	Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Wkshpsor Seminars	Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dinner	Keynote Speaker	\$1,000.00	\$400.00	\$53.75	\$149.00	\$0.00	\$1,602.75	
Day 3	Lunch	Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Wkshpsor Seminars	Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Dinner	Designer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design Assistant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL			\$1,000.00	\$400.00	\$53.75	\$149.00	\$0.00	\$1,602.75

Example

Travel expenses are either:

Estimated airfare of \$_____ + \$_____ car service to hotel

or Mileage reimbursed at the IRS rate of \$0.575/mi.

EXHIBIT B: TOURS SUB-SPREAD

Day	Tour Name	Sites Included	# of Tourists	Bus	Water	Entrance Fee	Meal	Bus Tip	Guide Tip	Total	Cost Per Person	
DAY 1	Big Adventure Full day w/lunch	Complete a line of data for each tour site in a day's tour		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
			Multiplier	1	1	1	#Attendees	#Attendees	1			
			Total		\$0.00	\$0.00	\$0.00	#VALUE!	#VALUE!	\$0.00	#VALUE!	#VALUE!
			Deposit			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
		Balance Due		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#VALUE!	\$0.00	double check formula
DAY 2	Gone Camping Full day w/lunch	Youth Nature Camp Big Gardens Estate	50	\$838.00	\$12.00	\$400.00			\$0.00			
				\$838.00	\$12.00	\$275.00	\$12.00	\$1.00	\$0.00			
			Multiplier	1	1	1	50	50	1			
			Total		\$838.00	\$12.00	\$675.00	\$600.00	\$50.00	\$0.00	\$2,175.00	\$43.50
		Deposit		\$500.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$800.00		
		Balance		\$338.00	\$12.00	\$675.00	\$300.00	\$50.00	\$0.00	\$1,375.00	\$1,375.00	double check formula
DAY 3	A Great Half-Day Tour Morning Tour Half day, no lunch.	Fred & Ethel's Rose Garden	25			\$150.00			\$0.00			
				\$250.00	\$6.00	\$150.00	\$0.00	\$1.00	\$0.00			
			Multiplier	1	1	1	25	25	1			
			Total		\$250.00	\$6.00	\$150.00	\$0.00	\$25.00	\$0.00	\$431.00	\$17.24
		Deposit		\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00		
		Balance		\$0.00	\$6.00	\$150.00	\$0.00	\$25.00	\$0.00	\$181.00	\$181.00	double check formula
DAY 3	A Great Half-Day Tour Afternoon Tour Half day, no lunch.	Fred & Ethel's Rose Garden	25			\$150.00			\$0.00			
				\$250.00	\$6.00	\$150.00	\$0.00	\$1.00	\$0.00			
			Multiplier	1	1	1	25	25	1			
			Total		\$250.00	\$6.00	\$150.00	\$0.00	\$25.00	\$0.00	\$431.00	\$17.24
		Deposit		\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00		
		Balance		\$0.00	\$6.00	\$150.00	\$0.00	\$25.00	\$0.00	\$181.00	\$181.00	double check
TOTAL				\$1,338.00	\$24.00	\$975.00	#VALUE!	#VALUE!	\$0.00	#VALUE!		

Some tours may require docents for which you may need to buy lunch and/or tip.
 Bus driver tips are usually \$1.00 per attendee.
 Bus service amount vary by vehicle size, length of trip, deposit amount, and payment dates.
 Meal amounts vary by location, timing and senior citizen pricing policy.
 Entrance Fees vary by venue, group rate and senior citizen pricing policy.
 The minimum number of attendees varies by bus size and the cushion that is added by NGC.

EXHIBIT B: VENDOR SUB-SPREAD

COST PER SQUARE FOOT with
Optional Electrical line charge

#	Vendor Name	SQ. FT.	\$/Sq. Ft.	TOTAL	ELECTRIC	TOTAL
1		0	\$5.00	\$0.00	\$25.00	\$25.00
2		0	\$5.00	\$0.00	\$25.00	\$25.00
3		0	\$5.00	\$0.00	\$25.00	\$25.00
4		0	\$5.00	\$0.00	\$25.00	\$25.00
5		0	\$5.00	\$0.00	\$25.00	\$25.00
6		0	\$5.00	\$0.00	\$25.00	\$25.00
7		0	\$5.00	\$0.00	\$25.00	\$25.00
8		0	\$5.00	\$0.00	\$25.00	\$25.00
9		0	\$5.00	\$0.00	\$25.00	\$25.00
10		0	\$5.00	\$0.00	\$25.00	\$25.00
11		0	\$5.00	\$0.00	\$25.00	\$25.00
12		0	\$5.00	\$0.00	\$25.00	\$25.00
13		0	\$5.00	\$0.00	\$25.00	\$25.00
14		0	\$5.00	\$0.00	\$25.00	\$25.00
15		0	\$5.00	\$0.00	\$25.00	\$25.00
	TOTAL	0		\$0.00	\$375.00	\$375.00

\$5.00 psf for vendor space
\$25.00 for 1 electric line (optional)

\$375.00 double check formula

COST PER TABLE with
Optional Electrical Line Charge

#	Vendor Name	# Tables	PerTable	TOTAL	Wi-Fi	ELECTRIC	TOTAL
1		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
2		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
3		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
4		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
5		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
6		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
7		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
8		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
9		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
10		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
11		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
12		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
13		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
14		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
15		0	\$300.00	\$0.00	\$0.00	\$25.00	\$300.00
	TOTAL	0		\$0.00	\$0.00	\$375.00	\$4500.00

\$300/table for vendor tables
\$25.00 for 1 electric line (optional)

\$375.00 Elec/\$4500 tables

EXHIBIT C: EVENT DISBURSEMENT FORM

NATIONAL GARDEN CLUBS, INC.

_____ CONVENTION, _____
Date

To: _____, Executive Director and Accountant

From: _____, Convention Chairperson

Date: _____

I am in receipt of a correct and complete request for payment as noted below and am submitting same to you for reimbursement. The request and supporting documentation have been reviewed and approved by the relevant Convention Committee Chairperson and the Convention Chairperson prior to their delivery to me. Copies of the supporting documentation are attached for your files.

Please disburse the requested funds at your earliest convenience drawing against the Event Budget expense line item noted below.

Thank you.

CONVENTION CHAIRPERSON

COMMITTEE CHAIRPERSON

Payee: _____

Payee Address: _____

Service/Product: _____

Event Budget Line Item: _____



National Garden Clubs, Inc.

National Headquarters:

4401 Magnolia Avenue

St. Louis, Missouri 63110-3492

314-776-7574

Fax 314-776-5108

EXHIBIT D: MEAL & SEMINAR SPEAKER AGREEMENT FORM

This Speaker’s agreement (the “Agreement”) is set forth and signed on this _____ day of _____, 20____, by and between National Garden Clubs, Inc. (“NGC”) having an address at 4401 Magnolia Avenue, St. Louis, MO 63110 and _____ (“Speaker”) having an address at _____ for the purpose of establishing terms and conditions for a presentation by the Speaker for the NGC-sponsored program named and described below.

NAME OF NGC PROGRAM:

_____ (the “Event”)
at _____ (the “Hotel”)
during _____ (the “Event Period”)

DATE OF NGC PROGRAM:

[Day, Month Date, Year] Presentation

PRESENTATION

Speaker will present a program on [Day, Month Date, Year] at [Time AM/PM] (the “Presentation”). The Presentation topic will be _____.

TECHNICAL EQUIPMENT

NGC will provide audio/visual equipment, lighting and staging for the Presentation. A detailed list of any staging requirements must be supplied to the Event Contact Person on or before [Month Date, Year]. If this deadline is not met, NGC cannot guarantee requests. NGC retains the right to veto any equipment request.

TRANSPORTATION

NGC will reimburse the Speaker the cost of either of the following modes of travel:

1. Personal vehicle mileage at \$.575 per mile; or
2. round-trip economy airfare from [Location] to [Name of Airport] Airport, [City, State], USA. If the Speaker incurs an airfare less than this airfare, NGC will pay the lesser amount. If the Speaker incurs an airfare greater than this airfare, NGC will not reimburse Speaker the difference. If any other speaking engagements occur in conjunction with this trip, travel expenses will be shared with the other sponsoring organization(s). NGC will provide round trip transportation to and from [Name of Airport] Airport.

Speaker is responsible for promptly submitting expense reports (including receipts) to NGC within [#] days of the Event to qualify for reimbursement.

LODGING

NGC will provide hotel accommodations at the Hotel for one of the following days:

- [Day, Month Date, Year] or [Day, Month Date, Year].

MEALS

NGC will provide one meal at the Hotel for the Speaker:

- [Lunch or Dinner] Banquet, [Day, Month Date, Year].

FEES

Fee for the Speaker's services are set forth below (the "Fees").

- \$___ (_____ US Dollars)

Payment of the Fees will be made by NGC check at the close of the Event Period. The Speaker will provide NGC with a US Internal Revenue Service taxpayer identification number. NGC will issue Speaker an IRS Form 1099-MISC in accordance with applicable law and NGC's general accounting practices. Speaker understands and agrees that NGC will not withhold on behalf of Speaker any sums for income tax, unemployment insurance, social security or any other withholding pursuant to any law or requirement of any governmental body relating to Speaker.

FREIGHT

Speaker may ship design materials at Speaker's expense to the Hotel prior to the Event Period. Speaker is responsible for any storage fees incurred at the Hotel prior to, during and/or immediately after the Event Period. Post-Event shipping services are available at Speaker's expense. Services and fees are set forth in Attachment A: Shipping Services, attached hereto and made a part hereof.

MARKETING

Speaker grants NGC the right to use Speaker's name, image and likeness in connection with promoting the Presentation, the Event and/or NGC.

DOCUMENTATION OF EVENT

NGC reserves the right to document the event with photographs, video and/or audio and to create complete works or compilations of some or all of Speaker's Presentation in print, electronic, film, video, still photography, or other media. In addition, NGC may retain copies of any materials provided by Speaker to NGC or Event attendees and may retain said copies of such materials in print, electronic, film, video, still photography, or other media. Speaker grants NGC an irrevocable, perpetual, non-exclusive, royalty-free license to reproduce, distribute and display the Presentation and any Presentation materials. All intellectual materials and copyrighted materials remain the property of the Speaker. Credit will be given to the Speaker as the author of any materials used in the publications and on the website of NGC.

COPYRIGHT

Speaker affirms that Speaker's Presentation and materials are Speaker's original information and materials, or for which Speaker has full authority to use and grant the rights set forth in this Agreement. Speaker further affirms that to the best of Speaker's knowledge, none of the material presented, either verbally or in written materials, infringes upon any copyright or any other proprietary

right of any person. Speaker will not libel or slander any other person, facility, company, product or service during the Presentation.

INDEPENDENT CONTRACTOR

In the performance of this Agreement, it is mutually and specifically understood between Speaker and NCG that Speaker is and at all times will be acting as an independent contractor and not as an officer, employee or agent of NCG. Speaker agrees to take such steps as may be necessary to ensure that any of Speaker's officers, agents, employees, or any subcontractor or contractor will not be considered or permitted to be an agent, servant, joint venture, or partner of NCG. NCG shall have no responsibility to pay income, unemployment, withholding, social security, or other taxes related to the payments made under this Agreement. Speaker shall be solely responsible for filing all returns and paying any income, social security or other tax levied on Speaker with respect to the payments or other consideration tendered to Speaker under this Agreement. Speaker agrees to indemnify and hold harmless NCG for any taxes, penalties, attorneys' fees and costs imposed on NCG attributable to any payments under this Agreement.

LIABILITY

- (a) Speaker agrees to hold NCG, its officer, agents, and members harmless from any loss, claim, damage or liability of any kind involving Speaker, or an employee, officer or agent of the Speaker arising out of or in connection with this Agreement.
- (b) The Speaker is solely responsible for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, fees required by unions and similar organizations, and similar costs. The Speaker shall indemnify NCG, its officers, agents, and members against any liability or damages, including attorney fees, which may arise as a result of violation by Speaker of copyright laws.

ASSIGNMENT OF AGREEMENT

This Agreement shall not be assignable by Speaker in whole or in part without the written consent of NCG. This Agreement may not be altered or modified in any manner, except by mutual written agreement of the parties.

NOTICE

Notices and consents under this Agreement must be in writing and delivered by mail, hand delivery, fax, or e-mail to Speaker and Event Contact Person or to such other physical address, number, or e-mail address specified by either party in writing to the other party.

CANCELLATION

Except as otherwise provided, the failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation.

In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, interruption or delay of transportation service, or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon written notice to the other party. In the event that such a cancellation occurs, Speaker agrees to refund NCG all advance payments made by NCG to Speaker less any out-of-pocket expenses

incurred by Speaker, or other Presentation and/or Workshop related commitment of those funds within thirty (30) days of the date of the written notice of cancellation.

GOVERNING LAW

This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri, USA and shall be deemed to have been executed and entered into within the State of Missouri.

SEVERABILITY

If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

SIGNATURES

Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

SPEAKER

NATIONAL GARDEN CLUBS, INC.

BY: _____
Signature

BY: _____
Signature

TITLE: _____
(If party is an entity)

TITLE: _____

DATE: _____

DATE: _____

EMAIL: _____

EMAIL: _____

Please sign and return both copies of the contract to the Event Contact Person as soon as possible. The Agreement will be countersigned, and a copy promptly returned to Speaker.

EVENT CONTACT PERSON

[Name]
[Title]
[Email]
[Telephone #]

EXHIBIT D, ATTACHMENT A: EVENT VENUE SHIPPING SERVICES

ATTACH YOUR VENUE'S INFORMATION SHEETS



National Garden Clubs, Inc.

National Headquarters:

4401 Magnolia Avenue

St. Louis, Missouri 63110-3492

314-776-7574

Fax 314-776-5108

EXHIBIT E: DESIGNER AGREEMENT FORM

This Speaker’s agreement (the “Agreement”) is set forth and signed on this ____ day of _____, 20__, by and between National Garden Clubs, Inc. (“NGC”) having an address at 4401 Magnolia Avenue, St. Louis, MO 63110 and _____ (“Speaker”) having an address at _____ for the purpose of establishing terms and conditions for a presentation by the Speaker for the NGC-sponsored program named and described below.

NAME OF NGC PROGRAM:

National Garden Clubs, Inc. _____ (the “Event”)
at _____ (the “Hotel”)
during _____ (the “Event Period”)

DATE OF NGC PROGRAM:

Presentation: [Weekday, Month Day, Year]
Workshop 1: [Weekday, Month Day, Year]
Workshop 2: [Weekday, Month Day, Year]

PRESENTATION

Speaker will do a presentation of _____ on [Weekday, Month Day, Year] from [Time AM/PM] (the “Presentation”). Speaker will provide an assistant for the Presentation and preparation for the Presentation (the “Speaker’s Assistant”). Speaker will be solely responsible for legally compensating and insuring the Speaker’s Assistant.

WORKSHOPS

Speaker will lead a workshop for a maximum of _____ (__) people on [Weekday, Month Day, Year] from [Time AM/PM] and [Weekday, Month Day, Year] from [Time AM/PM] (the “Workshops”). Speaker’s Assistant will work with Speaker during the Workshops and preparation for the Workshops. Notwithstanding any other provision in this Agreement, in the event that less than _____ (__) people register for either or both Workshops, NGC may cancel the Workshop(s) without penalty provided that such cancellation is provided to the Speaker in writing on or before [Month Day, Year]. Such cancellation has no effect on the Speaker’s or NGC’s obligation with regard to the Presentation or the other Workshop.

MATERIALS

NGC will provide plant material, containers, a workroom, and volunteer assistance. A detailed list of all plant material, supplies, containers and other materials required must be supplied to the Event Contact Person (as defined herein) on or before [Month Day, Year].

TECHNICAL EQUIPMENT

NGC will provide sound equipment, lighting and staging for the Presentation. A detailed list of any special staging requirements must be supplied to the Event Contact Person on or before [Month Day, Year]. If this deadline is not met, NGC cannot guarantee requests. NGC retains the right to veto any equipment request.

TRANSPORTATION

NGC will reimburse the Speaker the cost of either of the following modes of travel:

1. Personal Vehicle mileage at \$._____ per mile; **or**
2. Round-trip premium economy airfare from [Location] to [Name of Airport] Airport, [City, State], USA. If the Speaker incurs an airfare less than this airfare, NGC will pay the lesser amount. If the Speaker incurs an airfare greater than this airfare, NGC will not reimburse Speaker the difference. If any other speaking engagements occur in conjunction with this trip, travel expenses will be shared with the other sponsoring organization(s).

Speaker is responsible for promptly submitting expense reports (including receipts) to NGC within [#] days of the Event to qualify for reimbursement.

NGC will provide round trip transportation to and from [Name of Airport] Airport.

LODGING

NGC will provide double room hotel accommodations at the Hotel for the following days:

- [Weekday, Month Day, Year] (arrival day)
- [Weekday, Month Day, Year] (preparation and Presentation days)
- [Weekday, Month Day, Year] (Workshop day)

If Workshop 2 is cancelled and the Speaker departs [Weekday] evening, the accommodations for [Weekday] evening will be cancelled.

MEALS

NGC will provide the following meals at the Hotel for the Speaker and the Speaker's Assistant:

- Dinner: [Weekday, Month Day, Year]
- Breakfast Buffet, Lunch Banquet, Dinner Banquet: [Weekday, Month Day, Year] - [Weekday, Month Day, Year]
- Breakfast Buffet and Lunch: [Weekday, Month Day, Year]

If Workshop 2 is cancelled and the Speaker departs [Weekday] evening, the meals for [Weekday] evening and [Weekday] will be cancelled.

FEES

Fee for the Speaker's services are set forth below (the "Fees").

- [_____] US Dollars for the Presentation
- [_____] US Dollars for each of the two (2) Workshops
- [_____] US Dollars for two (2) days of preparation

Payment of the Fees will be made by NGC check at the close of the Event Period. The Speaker will provide NGC with a US IRS individual taxpayer identification number. NGC will issue Speaker an IRS Form 1099-MISC in accordance with applicable law and NGC's general accounting practices. Speaker understands

and agrees that NGC will not withhold on behalf of Speaker any sums for income tax, unemployment insurance, social security, or any other withholding pursuant to any law or requirement of any governmental body relating to Speaker. [Speaker will complete and return to NGC US IRS Form 8233, Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual before any payment is released.]

FREIGHT

NGC will reimburse the Speaker the cost of one (1) additional bag for design materials incurred during the round trip from [Location] to [Name of Airport] Airport. Speaker may ship design materials at Speaker's expense to the Hotel prior to the Event Period. Speaker is responsible for any storage fees incurred at the Hotel prior to, during and/or immediately after the Event Period. Post-Event shipping services are available at Speaker's expense. Services and fees are set forth in Attachment A: Shipping Services, attached hereto and made a part hereof.

BOOK SELLING

NGC will purchase fifty (50) books to be named later from the Speaker (the "Books"). The Books will be sold before and after the Presentation. The Books will be sold in US Dollars. Unsold books will be returned to the Speaker and full purchase price credited to NGC.

Speaker may ship the Books at Speaker's expense to the Hotel prior to the Event Period. Speaker is responsible for any storage fees incurred at the Hotel prior to and/or immediately after the Event Period. Post-Event shipping services for unsold books are available at Speaker's expense. Services and fees are set forth in Attachment A: Shipping Services, attached hereto and made a part hereof.

MARKETING

Speaker grants NGC the right to use Speaker's name, image, and likeness in connection with promoting the Presentation, the Workshops, the Event, and/or NGC.

DOCUMENTATION OF EVENT

NGC reserves the right to document the event with photographs, video and/or audio and to create complete works or compilations of some or all of Speaker's Presentation in print, electronic, film, video, still photography, or other media. In addition, NGC may retain copies of any materials provided by Speaker to NGC or Event attendees and may retain said copies of such materials in print, electronic, film, video, still photography, or other media. Speaker grants NGC an irrevocable, perpetual, non-exclusive, royalty-free license to reproduce, distribute, and display the Presentation and any Presentation materials. All intellectual materials and copyrighted materials remain the property of the Speaker. Credit will be given to the Speaker as the author of any materials used in the publications and on the website of NGC.

COPYRIGHT

Speaker affirms that Speaker's Presentation and materials are Speaker's original information and materials, or for which Speaker has full authority to use and grant the rights set forth in this Agreement. Speaker further affirms that to the best of Speaker's knowledge, none of the material presented, either verbally or in written materials, infringes upon any copyright or any other proprietary right of any person. Speaker will not libel or slander any other person, facility, company, product or service during the Presentation.

INDEPENDENT CONTRACTOR

In the performance of this Agreement, it is mutually and specifically understood between Speaker and NCG that Speaker is and at all times will be acting as an independent contractor and not as an officer, employee or agent of NGC. Speaker agrees to take such steps as may be necessary to ensure that any of Speaker's officers, agents, employees, or any subcontractor or contractor will not be considered or permitted to be an agent, servant, joint venture, or partner of NGC. NGC shall have no responsibility to pay income, unemployment, withholding, social security, or other taxes related to the payments made under this Agreement. Speaker shall be solely responsible for filing all returns and paying any income, social security or other tax levied on Speaker with respect to the payments or other consideration tendered to Speaker under this Agreement. Speaker agrees to indemnify and hold harmless NGC for any taxes, penalties, attorneys' fees and costs imposed on NGC attributable to any payments under this Agreement.

LIABILITY

- (c) Speaker agrees to hold NGC, its officer, agents, and members harmless from any loss, claim, damage or liability of any kind involving Speaker, or an employee, officer or agent of the Speaker arising out of or in connection with this Agreement.
- (d) The Speaker is solely responsible for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, fees required by unions and similar organizations, and similar costs. The Speaker shall indemnify NGC, its officers, agents, and members against any liability or damages, including attorney fees, which may arise as a result of violation by Speaker of copyright laws.

ASSIGNMENT OF AGREEMENT

This Agreement shall not be assignable by Speaker in whole or in part without the written consent of NGC. This Agreement may not be altered or modified in any manner, except by mutual written agreement of the parties.

NOTICE

Notices and consents under this Agreement must be in writing and delivered by mail, hand delivery, fax, or e-mail to Speaker and Event Contact Person or to such other physical address, number, or e-mail address specified by either party in writing to the other party.

CANCELLATION

Except as otherwise provided, the failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation.

In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, interruption or delay of transportation service or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon written notice to the other party. In the event that such a cancellation occurs, Speaker agrees to refund NGC all advance payments made by NGC to Speaker less any out of pocket expenses incurred by Speaker, or other Presentation and/or Workshop related commitment of those funds within thirty (30) days of the date of the written notice of cancellation.

GOVERNING LAW

This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri, USA and shall be deemed to have been executed and entered into within the State of Missouri.

SEVERABILITY

If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

SIGNATURES

Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

SPEAKER

NATIONAL GARDEN CLUBS, INC.

BY: _____
Signature

BY: _____
Signature

TITLE: _____
(If party is an entity)

TITLE: _____

DATE: _____

DATE: _____

EMAIL: _____

EMAIL: _____

Please sign and return both copies of the contract to the Event Contact Person as soon as possible. The Agreement will be counter-signed and a copy promptly returned to Speaker.

“Event Contact Person”

[Name]

[Title]

[Email]

[Telephone #]



National Garden Clubs, Inc.

National Headquarters:

4401 Magnolia Avenue

St. Louis, Missouri 63110-3492

314-776-7574

Fax 314-776-5108

**EXHIBIT F:
VENDOR AGREEMENT FORM, PER SQUARE FOOT FEE STRUCTURE**

This Vendor agreement (the “Agreement”) is set forth and signed on this ____ day of _____, 20__, by and between National Garden Clubs, Inc. (“NGC”) having an address at 4401 Magnolia Avenue, St. Louis, MO 63110 and _____ (“Vendor”) having an address at _____ for the purpose of establishing terms and conditions for Vendor to participate in the NGC-sponsored program named and described below.

NAME OF NGC PROGRAM:

National Garden Clubs, Inc. _____ (the “Event”)
at _____ (the “Hotel”)
during _____ (the “Event Period”)

DATES and HOURS OF NGC VENDOR OPERATION:

[Day, Month Date, Year, Time AM/PM-Time AM/PM]

VENDOR LOCATION

Vendor will be assigned a location within [Room Name] or the hallway area outside the [Room Name] on the Hotel’s [Floor Name] floor (the “Vendor Area”). Each Vendor shall be allocated space within the Vendor Area (the “Vendor Location”), allocation of which is the sole province of NGC. Indicate the square footage requested on the Vendor Information Sheet, attached hereto and made a part hereof (EXHIBIT F, ATTACHMENT A).

Hotel will supply 1 6 or 8-foot table and 2 chairs. Vendor will provide its own racking, cash box with funds/receipt book or such other payment mechanism of Vendor’s choice, bags/wrapping materials, and other items needed to transact business.

VENDOR OPERATIONS

Vendor shall ensure that Vendor’s Location(s) shall be open and operating during the Dates and Hours of Operation set forth above. Vendor arrival and set-up shall begin at [Time AM/PM] and be completed by [Time AM/PM] on [Day, Month Date, Year]. Breakdown/dismantling of the Vendor Location shall begin at [Time AM/PM] and be completed by [Time AM/PM] on [Day, Month Date, Year] (the “Breakdown Date and Time”). Vendor will refrain from breaking down the Vendor Location prior to the Breakdown Date and Time.

VENDOR FEES

Vendor Location pricing is \$___ per square foot (the “Vendor Location Fee”). One electrical source may be purchased by the Vendor for _____dollars (\$_____) (“Electrical Source Fee”). The applicable Vendor Location Fee and Electrical Source Fee are due and payable upon execution and return of this Vendor Agreement, the Vendor Information Sheet and copies of Vendor’s Business Registration Certificate, Certificate of Authority and Certificate of Liability Insurance to the Vendor Contact Person (as hereinafter defined).

VENDOR STORAGE

Vendor may store extra inventory and secure all products overnight in [Room Name] (the “Vendor Storage Room”). The Vendor Storage Room will be secured at all times. Access will be available via Vendor Contact Person or designee.

HOTEL ACCESS

Vendor access to the Hotel shall be through the freight entrance/elevator. The freight entrance/elevator and elevator operator, if applicable, shall be available for use by Vendor from [Time AM/PM] to [Time AM/PM] on [Day, Month Date, Year] for Vendor arrival and set-up as well as from [Time AM/PM] to [Time AM/PM] on [Day, Month Date, Year] for Vendor breakdown and departure. If Vendor is a guest of the Hotel during the Event, Vendor may also use the passenger elevators/escalators for set-up and breakdown.

FREIGHT

Vendor may ship product to the Hotel prior to the Event. Vendor is responsible for any storage fees incurred at the Hotel prior to, during and/or immediately after the Event Period. Post-Event shipping services are available at Vendor’s expense. Services and fees are set forth in Schedule A: Shipping Services, attached hereto and made a part hereof.

SALES TAX COLLECTION

Vendor is responsible for collecting and remitting State of _____ Sales Tax. Vendor must possess a valid State of _____ Certificate of Authority enabling the Vendor to collect _____ state sales tax (the “Certificate of Authority”). A copy of the Certificate of Authority must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

BUSINESS REGISTRATION CERTIFICATE

Vendor must possess a valid State of _____ Business Registration Certificate (the “Registration Certificate”). A copy of the Registration Certificate must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

VENDOR PRODUCTS

Vendor will sell the merchandise set forth on the Vendor Information Sheet (“Vendor’s Products”). Vendor may not sell the following items:

1. food products that are not prepared in a licensed kitchen and pre-packaged;
2. items identical to those being sold by NGC; and
3. items of a suggestive or questionable nature, as determined in NGC's sole discretion.

CONSUMPTION OF ALCOHOL DURING HOURS OF OPERATION

Vendor shall refrain from consuming alcohol during Hours of Operation.

SMOKE-FREE FACILITY

The Hotel is a smoke-free facility. Smoking is prohibited within the Hotel.

INSURANCE

Vendor is required to have a valid General Liability Insurance policy in the amount of \$_____ (_____ dollars) naming NGC as an Additional Insured. A copy of the Vendor's Certificate of Liability Insurance must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

PROMOTION AND COPYRIGHT

Vendor grants NGC the right to use and to authorize others to use Vendor's name, logo and other materials containing reference to Vendor or Vendor's Products in connection with advertising, promoting and publicizing the Event and/or NGC. Vendor affirms that Vendor has full authority to use and grant the rights set forth in this Agreement. Vendor further affirms that to the best of Vendor's knowledge, none of Vendor's Products infringe upon any copyright or any other proprietary right of any person.

RELATIONSHIP BETWEEN PARTIES

In the performance of this Agreement, it is mutually and specifically understood between Vendor and NCG that Vendor is and at all times will be acting on its own behalf and not as a partner, agent, joint venture, officer, or employee of NGC. Vendor has the sole responsibility for the hiring, compensation, termination, and all other matters pertaining to the operation of Vendor's Operations. Vendor agrees to take such steps as may be necessary to ensure that any of Vendor's officers, agents, employees, or any subcontractor or contractor will not be considered or permitted to be an employee, agent, servant, joint venture, or partner of NGC. Vendor shall hold NCG harmless from any liability arising from a relationship between Vendor and any of its employees, agents or servants, whether under industrial accident laws, workers' compensation laws, employment taxes or other state or federal laws applicable to employees and employers.

INDEMNIFICATION

Each party agrees to indemnify, defend, and hold harmless the other party, its officers, director, employees, and agents from any expense, loss, claim or liability (including but not limited to reasonable attorneys' fees and expenses) arising out of the performance of its duties hereunder.

NOTICE

Notices and consents under this Agreement must be in writing and delivered by mail, hand delivery, fax, or e-mail to the Vendor and Vendor Contact Person or to such other physical address, number or e-mail address specified by either party in writing to the other party.

CANCELLATION

Except as otherwise provided, the failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation.

In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, pandemic, interruption or delay of transportation service, or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon written notice to the other party. In the event that such a cancellation occurs, the Vendor Location Fee and Electrical Source Fee paid to NGC by the Vendor shall be reimbursed promptly.

GOVERNING LAW

This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri, USA and shall be deemed to have been executed and entered into within the State of Missouri.

SEVERABILITY

If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

SIGNATURES

Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

VENDOR:

NATIONAL GARDEN CLUBS, INC.

BY: _____

BY: _____

Signature

Signature

TITLE: _____

TITLE: _____

(If party is an entity)

DATE: _____

DATE: _____

EMAIL: _____

EMAIL: _____

Please sign and return both copies of this Agreement along with the Vendor Information Sheet, copies of Vendor’s Business Registration Certificate, Certificate of Authority, Certificate of Liability Insurance, and Vendor’s check to the Vendor Contact Person. The Agreement will be countersigned and promptly returned to Vendor.

Vendor Contact Person:

[Name][Address][Email][Phone Number]

**EXHIBIT F: ATTACHMENT A:
VENDOR INFORMATION SHEET**
National Garden Clubs, Inc. _____ [Event]
[Hotel]
[Event Period]

VENDOR BUSINESS NAME: _____
(This name will be listed in the Event Program)

VENDOR PRINCIPAL'S NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: ____ - ____ - _____ Email: _____

DESCRIPTION OF MERCHANDISE TO BE SOLD: _____

DO YOU SHIP DIRECTLY TO CUSTOMER? _____ YES _____ NO

VENDOR LOCATION:
SQUARE FOOTAGE REQUESTED (@ \$____per sq. ft.) _____ SQ. FT.

ELECTRICAL SOURCE REQUESTED (@ \$____per source) _____ YES _____ NO

PAYMENT ENCLOSED: \$_____ (Refer to Vendor Fees section above.)

CHECKS must be made payable to **National Garden Clubs, Inc.**

Vendor Agreement, Vendor Information Sheet, copies of Vendor's Business Registration Certificate, Certificate of Authority, and Certificate of Liability Insurance **plus** Vendor check must be mailed to **Vendor Contact Person**.

Vendor Contact Person:

[Name]

[Address]

[Email]

Vendor reservation deadline is _____.



National Garden Clubs, Inc.

National Headquarters:

4401 Magnolia Avenue

St. Louis, Missouri 63110-3492

314-776-7574

Fax 314-776-5108

EXHIBIT G: VENDOR AGREEMENT FORM, PER TABLE FEE STRUCTURE

This Vendor agreement (the “Agreement”) is set forth and signed on this _____ day of _____, 20__, by and between National Garden Clubs, Inc. (“NGC”) having an address at 4401 Magnolia Avenue, St. Louis, MO 63110 and _____ (“Vendor”) having an address at _____ participate in the NGC-sponsored program named and described below.

NAME OF NGC PROGRAM:

National Garden Clubs, Inc. _____ (the “Event”)
at _____ (the “Hotel”)
during _____ (the “Event Period”)

DATES and HOURS OF NGC VENDOR OPERATION:

[Day, Month Date, Year, Time AM/PM-Time AM/PM]

VENDOR LOCATION

Vendor will be assigned a location within [Room Name] or the hallway area outside the [Room Name] on the Hotel’s [Floor Name] floor (the “Vendor Area”). Each Vendor shall be allocated space within the Vendor Area (the “Vendor Location”), allocation of which is the sole province of NGC. Indicate the square footage requested on the Vendor Information Sheet, attached hereto and made a part hereof (EXHIBIT G: ATTACHMENT A).

Hotel will supply 1 6 or 8-foot table and 2 chairs. Vendor will provide its own racking, cash box with funds/receipt book or such other payment mechanism of Vendor’s choice, bags/wrapping materials, and other items needed to transact business.

VENDOR OPERATIONS

Vendor shall ensure that Vendor’s Location(s) shall be open and operating during the Dates and Hours of Operation set forth above. Vendor arrival and set-up shall begin at [Time AM/PM] and be completed by [Time AM/PM] on [Day, Month Date, Year]. Breakdown/dismantling of the Vendor Location shall begin at [Time AM/PM] and be completed by [Time AM/PM] on [Day, Month Date, Year] (the “Breakdown Date and Time”). Vendor will refrain from breaking down the Vendor Location prior to the Breakdown Date and Time.

VENDOR FEES

Vendor Location pricing is \$___ per table (the “Vendor Location Fee”). One electrical source may be purchased by the Vendor for _____ dollars (\$_____) (“Electrical Source Fee”). The applicable Vendor Location Fee and Electrical Source Fee are due and payable upon execution and return of this Vendor Agreement, the Vendor Information Sheet and copies of Vendor’s Business Registration Certificate, Certificate of Authority and Certificate of Liability Insurance to the Vendor Contact Person (as hereinafter defined).

VENDOR STORAGE

Vendor may store extra inventory and secure all products overnight in [Room Name] (the “Vendor Storage Room”). The Vendor Storage Room will be secured at all times. Access will be available via Vendor Contact Person or designee.

HOTEL ACCESS

Vendor access to the Hotel shall be through the freight entrance/elevator. The freight entrance/elevator and elevator operator, if applicable, shall be available for use by Vendor from [Time AM/PM] to [Time AM/PM] on [Day, Month Date, Year] for Vendor arrival and set-up as well as from [Time AM/PM] to [Time AM/PM] on [Day, Month Date, Year] for Vendor breakdown and departure. If Vendor is a guest of the Hotel during the Event, Vendor may also use the passenger elevators/escalators for set-up and breakdown.

FREIGHT

Vendor may ship product to the Hotel prior to the Event. Vendor is responsible for any storage fees incurred at the Hotel prior to, during and/or immediately after the Event Period. Post-Event shipping services are available at Vendor’s expense. Services and fees are set forth in Schedule A: Shipping Services, attached hereto and made a part hereof.

SALES TAX COLLECTION

Vendor is responsible for collecting and remitting State of _____ Sales Tax. Vendor must possess a valid State of _____ Certificate of Authority enabling the Vendor to collect _____ state sales tax (the “Certificate of Authority”). A copy of the Certificate of Authority must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

BUSINESS REGISTRATION CERTIFICATE

Vendor must possess a valid State of _____ Business Registration Certificate (the “Registration Certificate”). A copy of the Registration Certificate must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

VENDOR PRODUCTS

Vendor will sell the merchandise set forth on the Vendor Information Sheet (“Vendor’s Products”). Vendor may not sell the following items:

1. food products that are not prepared in a licensed kitchen and pre-packaged;
2. items identical to those being sold by NGC; and
3. items of a suggestive or questionable nature, as determined in NGC's sole discretion.

CONSUMPTION OF ALCOHOL DURING HOURS OF OPERATION

Vendor shall refrain from consuming alcohol during Hours of Operation.

SMOKE-FREE FACILITY

The Hotel is a smoke-free facility. Smoking is prohibited within the Hotel.

INSURANCE

Vendor is required to have a valid General Liability Insurance policy in the amount of \$_____ (_____ dollars) naming NGC as an Additional Insured. A copy of the Vendor's Certificate of Liability Insurance must be submitted with the executed copy of this Vendor Agreement and be available on site at the Event.

PROMOTION AND COPYRIGHT

Vendor grants NGC the right to use and to authorize others to use Vendor's name, logo and other materials containing reference to Vendor or Vendor's Products in connection with advertising, promoting and publicizing the Event and/or NGC. Vendor affirms that Vendor has full authority to use and grant the rights set forth in this Agreement. Vendor further affirms that to the best of Vendor's knowledge, none of Vendor's Products infringe upon any copyright or any other proprietary right of any person.

RELATIONSHIP BETWEEN PARTIES

In the performance of this Agreement, it is mutually and specifically understood between Vendor and NCG that Vendor is and at all times will be acting on its own behalf and not as a partner, agent, joint venture, officer, or employee of NGC. Vendor has the sole responsibility for the hiring, compensation, termination, and all other matters pertaining to the operation of Vendor's Operations. Vendor agrees to take such steps as may be necessary to ensure that any of Vendor's officers, agents, employees, or any subcontractor or contractor will not be considered or permitted to be an employee, agent, servant, joint venture, or partner of NGC. Vendor shall hold NCG harmless from any liability arising from a relationship between Vendor and any of its employees, agents or servants, whether under industrial accident laws, workers' compensation laws, employment taxes or other state or federal laws applicable to employees and employers.

INDEMNIFICATION

Each party agrees to indemnify, defend, and hold harmless the other party, its officers, director, employees, and agents from any expense, loss, claim or liability (including but not limited to reasonable attorneys' fees and expenses) arising out of the performance of its duties hereunder.

NOTICE

Notices and consents under this Agreement must be in writing and delivered by mail, hand delivery, fax, or e-mail to the Vendor and Vendor Contact Person or to such other physical address, number or e-mail address specified by either party in writing to the other party.

CANCELLATION

Except as otherwise provided, the failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation.

In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, pandemic, interruption or delay of transportation service, or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon written notice to the other party. In the event that such a cancellation occurs, the Vendor Location Fee and Electrical Source Fee paid to NGC by the Vendor shall be reimbursed promptly.

GOVERNING LAW

This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri, USA and shall be deemed to have been executed and entered into within the State of Missouri.

SEVERABILITY

If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

SIGNATURES

Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

VENDOR:

NATIONAL GARDEN CLUBS, INC.

BY: _____

BY: _____

Signature

Signature

TITLE: _____

TITLE: _____

(If party is an entity)

DATE: _____

DATE: _____

EMAIL: _____

EMAIL: _____

Please sign and return both copies of this Agreement along with the Vendor Information Sheet, copies of Vendor’s Business Registration Certificate, Certificate of Authority, Certificate of Liability Insurance, and Vendor’s check to the Vendor Contact Person. The Agreement will be countersigned and promptly returned to Vendor.

Vendor Contact Person: [Name][Address]Email][Phone Number]

**EXHIBIT G: ATTACHMENT A:
VENDOR INFORMATION SHEET**
National Garden Clubs, Inc. _____ [Event]
[Hotel]
[Event Period]

VENDOR BUSINESS NAME: _____
(This name will be listed in the Event Program)

VENDOR PRINCIPAL'S NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: ____ - ____ - _____ Email: _____

DESCRIPTION OF MERCHANDISE TO BE SOLD: _____

DO YOU SHIP DIRECTLY TO CUSTOMER? _____ YES _____ NO

VENDOR LOCATION:
NUMBER OF TABLES REQUESTED (@ \$____per table.) _____ TABLES

ELECTRICAL SOURCE REQUESTED (@ \$____per source) _____ YES _____ NO

PAYMENT ENCLOSED: \$_____ (Refer to Vendor Fees section above.)

CHECKS must be made payable to **National Garden Clubs, Inc.**

Vendor Agreement, Vendor Information Sheet, copies of Vendor's Business Registration Certificate, Certificate of Authority, and Certificate of Liability Insurance **plus** Vendor check must be mailed to **Vendor Contact Person**.

Vendor Contact Person:

[Name]

[Address]

[Email]

Vendor reservation deadline is _____.