

HOST CHAPTER CONTRACT

(for all state meetings -- revised 11/03/02)

WHEREAS, the _____ Jaycees, hereinafter referred to as "Host", and the MISSOURI JAYCEES, hereinafter referred to as "State", desire to cooperate in co-sponsoring the herein referenced statewide meeting: (check one) ___ **Spring Board Meeting** ___ **Fall Board Meeting** ___ **State Convention**

NOW, THEREFORE, Host and State mutually agree to the following:

1. Host makes the following representations:
 - a. that the proposed meeting/convention dates are _____;
 - b. that the proposed location is _____;
 - c. that the headquarters hotel will be _____ at a rate of \$_____ per night;
 - d. that the total number of housing rooms available at the proposed hotel are _____;
 - e. that attached as Exhibit "A" is a layout diagram or breakdown of the available meeting rooms as well as their sizes;
 - f. that the proposed registration fee is \$_____ early or \$_____ late;
 - g. that attached as Exhibit "B" is a complete detailed written plan for the entire proposed program; and
 - h. that attached as Exhibit "C" is the estimated budget for said meeting.
2. Host shall submit to the State a check in the amount of one hundred dollars (\$100.00) which shall accompany the contract form along with Exhibits A, B, and C. Unsuccessful bidders will have their checks returned.
3. Host shall ensure that all facilities will be available to anyone regardless of race, creed, religion, or color. The facilities must be handicap accessible. Host will assist with information regarding housing reservations.
4. It is understood and agreed that the Host shall furnish to State, at no charge, one suite or room for the State President, one suite for the Executive Director, one suite or room for the JCI Senate and two rooms designated for occupancy by the State President.
5. Signed Host Chapter Contract, \$100.00 deposit and detailed written plan for the entire program shall be submitted to the Executive Director before the bid is presented to the Executive Committee.
6. All procurement of meeting rooms, necessary equipment (including capabilities to link State equipment to house sound system), and all arrangements for all committee meetings and furnishing and posting of all necessary direction signs for all events, shall be the responsibility of Host, subject to the approval of State, and Host shall be responsible for all costs incurred herein. State shall not be responsible in any way for obligations or commitments of Host.
7. Host shall be responsible and shall pay for all promotion and publicity, except that provided in regular general mailings of the State. Local radio, television and newspaper media shall be available for interviews with State officers. Pictures and a news story shall be prepared for State publication by Host.
8. Host shall furnish the State with twelve (12) free registrations to be used at the discretion of the State President. These registrations must be assigned no later than the close of the registration table on Saturday morning.
9. Host chapter shall furnish, at a minimum, a Friday night mixer, a Saturday noon luncheon, a Saturday evening banquet, Saturday evening mixer/entertainment and a Sunday morning breakfast.
10. Drinking water shall be provided at all scheduled functions. Host may provide alcoholic beverages free of

charge to the registrants, but when exercising this option, the host shall also provide free soft drinks. The Host's intentions for entertainment or to charge for beverages shall be specified in the bid.

- 11. Host may, at its discretion, accept cancellation of any advance registration fees.
- 12. State will be responsible and shall pay for all telecommunication expenses incurred by the State.
- 13. State will provide Host with a tentative program and agenda at least thirty (30) days prior to the meeting.
- 14. State shall have the exclusive right to sell sponsorships for the statewide meetings. However, the Host may obtain sponsorships, with the consent of the State, for the non-program aspects of the statewide meeting, such as meals, refreshments, entertainment, etc.
- 15. Failure to comply with all the provisions of this contract may result in revocation of the Host's future bidding privileges.
- 16. This agreement will be effective from the date of acceptance by the General Membership of the State.

Signed this _____ day of _____, _____.

FOR HOST: _____
 A member of the Board of Directors of "Host"
 authorized to execute this agreement.

FOR STATE: _____
 Executive Director
 Date Approved by General Membership: _____