**ANNUAL MEETING CONTRCT**

**Revised 04/2023**

The parties hereby express their understanding that this event is held primarily to conduct the official business and related matters of the Nebraska Women of Today and create an environment for promoting general good will. The parties agree to make every effort to cooperate in maximum promotion of the event and it is agreed that said parties shall act as host. The parties hereby express their understanding and intent that the event shall be conducted in a manner which shall be in the best interests of the contracting parties. The bid must be sent thirty (30) days prior to convention. The bid will be voted on by general membership for approval one (1) year prior to event.

**OBLIGATIONS OF CHAPTER**

1. **DATE**

Said party shall hold the Annual Meeting on the third full weekend (Friday-Saturday) in April,

Date and location

1. **REGISTRATION AND PROMOTION**
2. State/Chapter shall prepare promotions and registration materials. This material should include a registration form and any promotional material for the area.
3. State/Chapter shall prepare promotional materials including a registration form to be sent with contract to State President, Chairman of the Board. The name, address and telephone number of the convention chairperson should be included with all materials distributed.
4. State/Chapter shall cooperate and assist State Secretary (PR) in the coordination of press conference and dissemination of news releases.
5. State/Chapter shall furnish adequate personnel to conduct registration and be responsible for the cost, preparation and distribution registration packets and supplies.
6. State/Chapter shall coordinate a proper control system on all registrations so that accurate records will be maintained.
7. State/Chapter shall follow the attached Annual Convention Bid Form when submitting bid.
8. **ROOMS AND FACILITIES**
9. State/Chapter shall be responsible for providing meeting rooms or facilities upon the acceptance of their bid.
10. Additional functions may be added or any of the following deleted according to the discretion of the state president. Any charges incurred due to additional functions being added shall be worked out between said parties.
11. The following is a list of room requirements and suggested time allotments: the meeting room preferred to set up should be included such as board style, rounds, classroom, theater and note no pillars or obstructions is preferred. Room setup is at discretion or convention chairman and state president.

DAY

Friday 6 PM – 10PM

Saturday 8 AM – 10PM

1. State/Chapter shall provide the following at the acceptance of their bid
2. Friday Night Party (optional)
3. An American Flag shall be provided at the Business Meeting.
4. All decorations state deems necessary or appropriate.
5. Signs to indicate above rooms must be posted and full weekend agenda must be posted at the Registration Table and Meeting Room.
6. Additional tables required by State President and State Treasurer.
7. **LODGING**
8. State/Chapter shall negotiate and establish a convention rate. (Flat rate 1-4 to a room) with the convention headquarters hotel or motel and block of rooms exclusively for Nebraska Women of Today members. This block shall be held until three weeks prior to the meeting.
9. State/Chapter shall inform the membership that housing reservations must be made directly with the convention headquarters or hotel/motel of their choice. This reservation information must be printed on the registration form.
10. **GENERAL**
11. State/Chapter shall receive and retain profits and shall absorb all losses from hosting the convention.
12. State/Chapter shall be responsible for all meeting expenses.
13. State/Chapter shall provide copies of the convention schedule of events, a welcome letter from the chapter president, and a welcome letter from the state president in each chapter registration packet.
14. Schedule and letter shall be provided by the State President to said party three (30 weeks before the convention. If this deadline is not met, the State President must provide these copies at his/her expense.
15. State/Chapter shall be responsible for manpower requirements, including registration, ticket sellers, sign printers and hostesses. Etc.
16. State/Chapter must provide the following registration choices: Full Registration (includes all events), listed on the registration form. Such as: Registration Fee $10.00; Head Tax $5.00; Saturday Lunch; Saturday Banquet. A Registration fee for convention is two (2) weeks prior.
17. State/Chapter shall assist Chairman of the Board with distributing First Timers Information at registration. State shall provide this information at no cost to state/chapter.
18. **REBATES TO STATE**
19. There shall be a head tax charged on each registrant at all state conventions. The head tax shall be charged on all persons who are registered for the entire convention and for any individual tickets sold for the general business meeting. The head tax is $5.00.
20. State/Chapter shall submit head tax payable to the Nebraska Women of Today treasurer on or before the conclusion of the convention.
21. Bid Bond fund of $25.00 due to State President with Convention Bid.
22. Copies of the Financial Statement shall be sent to State Executive Director within 45 days following the end of the convention or Bid Bond will be forfeited.
23. **OTHER**

 a. Events beyond the reasonable control of the Hotel and this Group:

Should event beyond the reasonable control of the Hotel and this Group including but not limited to (1) acts of God, (2) war, including armed conflict, (3) strikes of labor disputes at the hotel or in the region, (4) disease at hotel or in the region (examples of

disease: SARS, Legionnaires), (5) government regulation or advisory (including travel industry warnings), (6) civil disturbance at the Hotel or in the region, (7) terrorism or threats of terrorism in the United States as substantiated by government warnings or advisory notices, (8) curtailment of transportation services or facilities which would materially affect attendees from attending the conference, (9) disaster, fire, earthquakes, hurricanes in area, (10) unseasonable extreme inclement weather in region, (11) shortages or disruption of the electrical power and supply causing blackouts or rolling blackouts or other essential utilities in the region, or (12) any other cause reasonably beyond the parties control (collectively referred to as “occurrences”), making the event commercially impracticable to perform, illegal, or impossible to fully perform under the Agreement as the Parties originally contracted. In such a case the affected Party may terminate this Agreement, without liability, upon written notification at least sixty (60) days prior to the convention start date. (Refer to Contingency Plan addendum on Uswomenoftoday.org website)

* It was also stated the hotel should receive a copy of our contract bid for their files.

ANNUAL CONVENTION CONTRACT

Revised 04 2023

This agreement, made this date:

between the Nebraska Women of Today, hereinafter referred to as “State” and the State/Chapter:

Women of Today, hereinafter referred to as “State/Chapter.”

Whereas State/Chapter is desirous of hosting the year \_\_\_\_\_Annual Convention.

Whereas State/Chapter will submit a bid to host said meeting.

Now, therefore, in the event State/Chapter is successful in its bid, and in the consideration of

the mutual promises and covenants herein, the parties agree as follows:

State/Chapter Name:

Proposed Chairman:

Convention Requested/State/Chapter: (3rd Full Weekend in April) (Friday – Sunday)

Proposed Dates of Convention:

Hotel/Motel Accommodations (Show Headquarters First):

Name Rooms Guaranteed:

Location of events and distance from headquarters (if all events are located at headquarters, please specify)

Friday Night Activity:

Competitions:

Luncheon/Banquet:

Board/General Membership Meetings:

Other Activities (not at headquarters):

Registration Fees

Registration Fee $10.00

Head Tax $ 5.00

Lunch $

Banquet $

Total $

The following documents are to be attached:

A. Proposed Budget – Please include tentative costs for food, meeting rooms, decorations, registrations,

head tax, etc.

B. Registration Form

C. Year End Buckets of Sunshine (Chapter will promote through Gavel)

Chapter President Signature:

State President Signature:

NEBRASKA WOMEN OF TODAY

PROPOSED BUDGET

ANNUAL CONVENTION

April 21-22, 2023

**INCOME**

Registration 10 @ $10.00 $100.00

Head Tax 10 @ $ 5.00 $ 50.00

Lunch 10 @ $20.00 $200.00

Banquet 10 @ $25.00 $250.00

TOTAL $ 600.00

**EXPENSES**

Head Tax 10 @ $ 5.00 $ 50.00

Lunch 10 @ $15.00 $ 150.00

Banquet 10 @ $20.00 $ 200.00

Meeting Room $ 109.00

Registration Bags 10 @ $ 1.00 $ 1.00

Decorations $ 25.00

TOTAL $ 535.00

**NET PROFIT** $ 65.00