**FALL CONFERENCE CONTRCT**

**INSTRUCTIONS**

Revised 4/2023

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. Bid must be sent 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 Fall Conference on the first full weekend (Saturday) in November, on the dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in (city) \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **REGISTRATION AND PROMOTION**
2. State/Chapter shall prepare promotions and registration materials dues. 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 and submit 2 (two) copies 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 the follow the attached Fall Conference 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 list of room requirements and suggested time allotments: 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 Time

Saturday activities 8 AM – 3 PM

State/Chapter shall provide the following at the acceptance of their bid

1. Public Address System and Podiums in the above rooms as needed according to the type of function.
2. An American Flag shall be provided at the Business Meeting.
3. All decorations state deems necessary or appropriate.
4. Signs to indicate above rooms must be posted and full weekend agenda must be posted at the Registration Table and Meeting Room.
5. Additional tables required by State President and State Treasurer.
6. **LODGING**
7. State/Chapter shall negotiate and establish a convention rate. (Flat rate 1-4 to a room) with the convention headquarters hotel or motel and reserve a block of rooms exclusively for Nebraska Women of Today members. This block shall be held until three weeks prior to the meeting.
8. 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.
9. **GENERAL**
10. State/chapter shall receive and retain profits and shall absorb all losses from hosting the convention.
11. The State/chapter shall be responsible for all meeting expenses incurred including the costs of any guests invited by the State.
12. State/chapter shall provide printed programs for all function as per instructions from the State President.
13. Details for programs shall be provided by the State President to said party three (3) weeks before the convention. If this deadline is not met, then the State President must provide those programs at his/her expense.
14. 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 registration packet.
15. Schedule and letter shall be provided by the State President to said party three (3) weeks before the convention. If this deadline is not met, the State President must provide these copies at his/her expense.
16. State/chapter shall be responsible for manpower requirements, including registration, ticket sellers, sign printers and hostesses. Etc.
17. State/chapter must provide the following registration choices: Registration Fee $10.00; Head Tax $5.00; Saturday Lunch. The registration fee for the convention is two (2) weeks prior.
18. State/Chapter shall assist State Chairman of the Board with distributing First Timers Information at registration. State Chairman of the Board shall provide this information at no cost to state/chapter.
19. **REBATES TO STATE**
20. 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.
21. State/chapter shall submit head tax payable to the Nebraska Women of Today treasurer on or before the conclusion of the convention.
22. Bid bond fund of $25.00 and Convention Bid to State President and Chairman of the Board
23. Copies of the Financial Statement shall be sent to the State Executive Director within 45 days.

**7. OTHER**

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

Should events 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 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, 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.

**FALL CONFERENCE CONTRCT**

Revised 04/2023

This agreement, made this date:

between the Nebraska Women of Today and State/chapter:

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

Whereas State/Chapter is desirous of hosting the year \_\_\_\_\_\_\_\_ Fall Conference.

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:

**Convention Chairman:**

**Convention Requested/State/Chapter**: Fall \_\_\_\_\_\_ (1st Saturday in November)

**Proposed Dates of Convention:**

**Hotel/Motel Accommodations (Show Headquarters First)**

Name

Number of Rooms Guaranteed

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

Competitions:

Luncheon/Banquet:

Board/General Membership Meetings:

Other Activities (not at headquarters):

**Registration Fees**

Registration Fee $10.00

Business Meeting $ 5.00

Lunch $ 12.00 (Suggested)

Total $ 27.00 Single Events

The following documents are to be attached**:**

A. Proposed Budget – Please include tentative costs for food, meeting rooms, decorations, head tax, etc. Also projected income and profit.

B. Registration Form

Chapter President Signature:

State President Signature:

**NEBRASKA WOMEN OF TODAY**

**FALL CONFERENCE**

**November 4, 2023**

**INCOME**

Registration 10 @ $15.00 $150.00

Head Tax 10 @ $ 5.00 $ 50.00

Lunch 10 @ $15.00 $150.00

TOTAL $350.00

**EXPENSES**

Meeting Room $ 75.00

Head Tax 10 @ $ 5.00 $150.00

Lunch 10 @ $ 7.00 $ 70.00

Luncheon Decorations $ 15.00

President Lunch & Banquet $ 22.00

TOTAL $332.00

NET PROFIT $ 18.00