



Performance Agreement

This agreement is between Mark Porter Inc, hereafter called **Provider** and **CRS Chapter** hereafter called **Sponsor**.

January 1, 2012, 8:30 to 5 Outlook E-Marketing Strategies or CRS206 Technology

Course Date and Time(s), Title or Subject

Address

Facility Name, Address and Phone

The **Provider** will:

1. provide content to assist in Provider's marketing efforts
2. send 4 mass e-mails 1 w/video to Provider's database and, if needed, assist Sponsor to do the same
3. promote course on YouTube, Facebook, Twitter and MarkPorterLive.com
4. notify the attendees of attendee prerequisites if any
5. provide the instructor "Mark Porter" and computer with cellular internet
6. print, provide and deliver the student guides to the facility
7. make every attempt to not fly to the event on the last flight out
8. when possible, fly on an airline where the Provider has frequent flier "Status" for a greater ability to bump another passenger in the event of last minute flight change or cancellation and minimize baggage fees and meal expenses for the Sponsor
9. purchase coach flight between 14 and 30 day advance or **Sponsor** enter desired date, range or days advance desired for purchase _____ or any other mutually agreeable purchase date
10. assist Provider with continuing education course and/or instructor application and compliance
11. if CRS one day course, pay \$500 fee to CRS upon receipt of full payment of all invoiced expenses and fees

The **Sponsor** will:

1. promote course to its membership and take registrations
2. if desired, submit the course/instructor for continuing education approval and administer and pay for CE requirements
3. assist Provider with and facilitate any pre-course notifications and/or pre-course surveys
4. provide course facilities completely set up one hour prior to event start time:
 - a. classroom style with tables and chairs not to exceed the expected attendance, at least 4' of front to back chair space is between tables and at least 3' table top width for attendees' materials
 - b. a few extra extension cords and power strips for those who choose to bring a computer
 - c. lighting control suitable for excellent screen projection without excessively dimming the lighting, no direct light washing out the screen, appropriate for a typical 54 year old to comfortably read, write and view the projection screen all day long
 - d. a projection surface or screen appropriate to the audience size but on the larger size, a minimum of a 10' diagonal or larger with the bottom of the projectable area of the screen no lower than 4'(seated eye level)
 - e. a ceiling mounted projector (preferred), a small table and projector or small table and a request and confirmation that Provider will bring a projector
 - f. podium or podium height surface at the front of the room for the Instructor's notebook computer
 - g. including power and computer sound hookup along with minimal table surface to the side to accommodate instructor guide and materials
 - h. large dry erase board and markers or equivalent
 - i. broadband internet access in case instructor cellular internet service is inadequate
 - j. Wi-Fi for the students
 - k. wireless lavaliere microphone will likely be needed if more than 36 are in attendance
 - l. name tents with at least the first name maximum size on both sides
 - m. provide instructor access at least one hour prior to event start time
5. comply, administer and pay all applicable fees associated with sponsoring designation and/or a continuing education course
6. pay the balance of the fee owed minus deposit to Provider at the course
7. e-mail roster excel file including name, company, address, phone & e-mail address at conclusion of course to Provider
8. within 10 business days of receipt of invoice, pay all invoiced expenses and fees e.g. applicable designation/CE fees (if CRS one day course, reimburse \$500 fee), shared revenue and/or per attendee fees

if any, student guide printing and shipping fees, travel expenses, coach flight, hotel, ground transportation, mileage at IRS rate, parking and; \$75 per diem for meals, tips & misc. per day of travel and teaching. If "frequent flyer" miles are used, than reimbursement is based on the actual expense that would have been incurred

9. pay \$1000 per two day course or \$500 per one day course, non-refundable, non-transferable deposit with this signed agreement to hold the date or dates of the course

Traditional Sponsorship Option:

Sponsor pays Provider a fee of \$3,000 per one day course plus expenses or \$4500 per two day course plus expenses.

Shared Risk – Shared Reward Option:

After sponsor pays expenses, Sponsor pays Provider the greater of:

- for a one day course - \$80 per attendee or \$2,000
- for a two day course - \$160 per attendee or \$4,000

Membership Benefit Option:

Sponsor will provide a complete accounting of revenue to Provider at course. After Provider expenses are subtracted, Sponsor pays Provider remaining revenue up to \$3,000 per one day course or \$4500 for two day course. Balance of revenue if any, to be split equally between Sponsor and Provider. In the event Provider net revenue is projected to be less than \$2000 per day, Provider may, at Providers option, cancel course without penalty or return of deposit.

Provider:

By: Mark S Porter, President 2/20/12
Date
President, Mark Porter Inc, EIN 30-0122613

Sponsor:

Authorized Signature Date

Print Authorized Name & Title