

# CONVENTION AGREEMENT

The following is a good faith agreement between the American Concrete Institute and the \_\_\_\_\_  
\_\_\_\_\_. Chapter [herein referred to as the CHAPTER] to host the  
\_\_\_\_\_ Convention. By signature of this agreement, the CHAPTER agrees to the following:

## **SOCIAL EVENTS (CHAPTER-FUNDED CONVENTION)**

- Plan and pay for the Opening Reception including the menu selection; function set up; and payment for menu items, bartender fees, and gratuities. Note: The Opening Reception is held at the headquarters hotel. The Opening Reception is a cash bar event.
- Plan and pay for the Concrete Mixer including the site selection; menu selection; determining the function set up (tables, chairs, bars, food stations, service staff); arrangement of security (as required by venue); obtaining the proper insurance certificates required by the venue; and ordering electricity, audio visual equipment (as needed), and transportation to/from the venue (as needed). Please note: Space for the Concrete Mixer is contracted at the headquarter hotel, unless otherwise noted.

## **GUEST PROGRAM (OPTIONAL)**

- Organize and offer at least one guest tour each day of the convention (Sunday through Wednesday).
- Arrange for transportation to and from guest tours as required.

## **STUDENT PROGRAM**

- If necessary, arrange for the testing equipment for the competitions.
- Arrange for judges at the competitions.
- Obtain a speaker for the Student Awards Program.

## **PUBLICITY**

- Promote the convention in the local area.
- Pay for promotion efforts such as stationery, postage, ads, direct mail, bags, giveaways (i.e., lapel pins), website development, etc.
- Host an information table at the convention prior to and during your convention.

## **FUNDRAISING (CHAPTER-FUNDED CONVENTION)**

- Raise the necessary funds to sponsor the Opening Session, Concrete Mixer, and any other costs (transportation, publicity, etc.) required.
- Raise the necessary funds to sponsor additional activities/events that the chapter is not obligated to but wishes to sponsor for the convention.

## **TECHNICAL SESSION (OPTIONAL)**

- Organize one session including the speakers, moderators, and topics and obtain the necessary approvals from TAC and/or EAC to move forward with the session.

## **MISCELLANEOUS**

- If the Chapter is unable to fund the activities/events as stated above, the Chapter agrees to notify the Director of ACI Event Services prior to the convention. In addition, the Chapter agrees to negotiate a payment schedule with the American Concrete Institute which is agreeable to both parties.

Signature of this good faith agreement will outlast changes in Chapter Officers, Convention Committee members, and American Concrete Institute staff.

### **Signed:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date