

Event Planning Contract

This Agreement is made effective as of June 1, 2011, by and between Dana Palmer and Collaborative Professionals of Washington. In this Agreement, the party who is contracting to provide services shall be referred to as Dana Palmer and the party who will be receiving the services shall be referred to as CPW.

CPW plans to have a Conference on November 11 and 12, 2011 and they desire to have Dana Palmer provide Event Planning services.

Therefore, the parties agree as follows:

1) DESCRIPTION OF CONFERENCE SERVICES:

Dana Palmer will provide the following Conference related services:

- Dana Palmer will work in conjunction with and subject to the CPW Board in planning and execution of the plan for the CPW conference on November 11 and 12, 2011
- All activities related to conference registration
- All activities associated with mailings, emailing, social media, etc. related to marketing the event to potential attendee's
- Coordination of speakers including but not limited to travel plans, accommodations, special requests, obtaining materials, and general logistics
- All activities related to conference gifts, promotional items, "goodie bags" for participants
- Ensuring the event meets all health, safety and building standards
- Developing the event theme
- Selecting the décor to be used at the event
- Arranging the event décor, tents, tables and chairs
- Liason with event venue management
- On site for the event
- Coordination with entertainment
- Maintaining records and documents developed for the event and its planning, and preparing a detailed description of the steps in planning and preparing for the conference to assist in planning future conferences, all of which shall be maintained on a portable external hard drive to be purchased by Dana and reimbursed by CPW (in the range of \$100), for delivery to CPW at the end of the conference

2) COMPENSATION FOR SERVICES:

- (a) CPW agrees to pay 12% of the Conference budget which is currently \$40,000 (\$4,800) for services rendered by Dana Palmer as they pertain to the Conference.

- (b) CPW agrees to pay an initial non-refundable deposit of \$480.00. This payment is due and payable at the time of contract signature.
- (c) The remaining payment amount of \$4,320 will be billed monthly at the rate of \$720.00 per month due on the 15th of each month starting June 15th, 2011 with the final payment due November 15th, 2011. The monthly billing only includes payments due Dana Palmer for services rendered as they pertain to Conference services. Payments may be via check or money order.
- (d) CPW agrees that if expenditures for the Conference increase to a monetary figure above \$42,000 then the final payment due on November 15th, 2011 will be increased to reflect said change based on the 12% event planning charge for services.

3) CANCELLATIONS:

If the event is cancelled by CPW, or the services of Dana Palmer are terminated by CPW, all payments made to date are non-refundable, all outstanding payments due to date will be due immediately, and any payments due in the future are cancelled. If there is a dispute as to the amount that should be due at this point based on the timing of the work compared to the timing of the payments for the work (for example, only half of the payments have come due but substantially more than half of the work has been done), the issue is subject to the dispute resolution process set forth below.

4) REMEDIES:

In the event Dana Palmer is unable to collect the required monthly payments for any reason all coordination efforts and event planning may cease.

5) EVENT VENUE:

CPW agrees that any property obtained or rented by Dana Palmer on behalf of CPW may require a separate contract.

6) ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

7) AMENDMENT:

This Agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.

8) SEVERABILITY:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9) WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

10) APPLICABLE LAW:

This Agreement shall be governed by the laws of the State of Washington. Venue shall be in Pierce County, Washington.

11) DISPUTE RESOLUTION:

In the event of a dispute regarding this Agreement, the parties shall first attempt to mediate the issue with a mutually agreed mediator. If that is not successful, the dispute shall be arbitrated with a mutually agreeable arbitrator.

Party providing services:

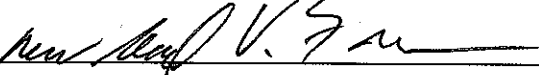
Dana Palmer

By: 

Date: 5/31/2011

Party receiving services:

Collaborative Professionals of Washington

By: 

Date: 6/6/2011