# ANNUAL CONVENTION CONTRACT
# United States Women of Today
**REVISED 06/2024**

This agreement, made this day of _____, 20 _____, between the United States Women of Today, hereinafter referred to as "National" and the Women of Today host, hereinafter referred to as "host" (State/District/Chapter/Chair Person(s)).

Whereas, host _____(define who is the host) is desirous of hosting the **20_____ Annual Convention**.

Whereas, host is submitting a complete bid form and bond, with this contract.

Now therefore, in the event host is successful in its bid, and in the consideration of the mutual promises and covenants herein, the parties agree as follows:

## PURPOSE

The parties hereby express their understanding that this event is held primarily to conduct the official business and related matters of the U.S. 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 State/District/Chapter/Chair Person(s) 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.

## OBLIGATIONS OF HOST

1. DATE

Host shall hold the National Convention on the first or second full weekend (Thursday —Saturday) in June, on the dates June _____, _____ and _____, 20_____ in (city, state) _____, _____.

2. REGISTRATION AND PROMOTION

A. Host shall prepare promotions and registration materials for distribution at Mid-Year Meeting prior to the Meeting to be hosted. This material should include a registration form and any promotional material for the area. A minimum of one copy of all materials will be provided to each member of the USWT Board of Directors. An electronic copy will be provided by the host upon request.
   i. The name, address and telephone number of the convention chairman should be included with all materials distributed.

ii. The National President shall be provided a copy of all informational materials before it is distributed to the membership.

B. Host shall cooperate with and assist the National Public Relations Director with promotion of the event.

C. Host shall absorb the costs and provide the following:
   i. National President registration fee
   ii. National Chairman of the Board registration fee
   iii. One (1) Buckets of Sunshine recipient's meal.
   iv. Host shall furnish adequate personnel to conduct registration and shall be responsible for the cost, preparation and distribution of registration packets.
   v. Host shall be responsible for registration supplies.
   vi. Host shall coordinate a proper control system on all registrations so that accurate records will be maintained.
   vii. Host shall follow the attached Annual Convention bid form when submitting a bid.

3. ROOMS AND FACILITIES

A. Host shall be responsible for providing required meeting rooms or facilities at no charge to National. Additional functions may be added or any of the following deleted according to the discretion of the National President. Any charges incurred due to additional functions being added shall be worked out by National. Following is a list of room requirements and suggested time allotments: Meeting room preferred set-up should be included such as Board style, rounds, classroom, theater and note that no pillars or obstructions is preferred.

| **Day** | **Rooms (minimum required)** | **Function** | **Time Allotted** | **Capacity** |
|---|---|---|---|---|
| Thursday | 1 | Executive Committee/staff Meeting/other meetings determined by president | 7p-11p | 15 |
| Friday | 1 | Officers training, Forums, Competitions, Candidate Caucus, Committee Meetings, President's roundtable, Election meeting, Board Meeting, | 8a-7p | 100 |
| | 1 | Opening Ceremonies/Friday Night Party | 7p-12a | 100 |
| Saturday | 1 | To include but not limited to | | |
| | 1 | Fellowship Service, Business & Elections Meeting | 8a-12p | 100 |
| | 1 | Luncheon and Awards | 12p-3p | 60-70 |
| | 1 smaller rm | Forums/Meetings | 3p-4p | 40 |

| | | | | |
|---|---|---|---|---|
| | 1 smaller rm | New Board of Directors Meeting/New Staff Meeting | 4p-6p | 30 |
| | 1 | Banquet & Awards | 7p-10p | 100 |

B. Host shall provide the following at no cost to National:
   i. Friday night party.
   ii. Public address system and podiums in the above rooms for Friday evening, Business Meeting, Luncheon and Saturday Banquet.
   iii. American flag shall be provided at Board of Directors meeting and Business Meeting.
   iv. All decorations Host deems necessary or appropriate.
   v. Signs to indicate directions to registration.
   vi. The hanging of all National banners, if allowed by facility.
   vii. Setup and/or additional tables as required by National. Requests to be provided by National President before 6 weeks prior, and may include awards tables, ways & means table, Buckets of Sunshine table, registration table, credentials table, etc.

4. LODGING

A. Host 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 the US Women of Today members with the rate allowed for two days prior and two days after end of convention.
B. This block shall be held until one month prior to the meeting.
C. The hotel reservation information must be printed on the registration form, including phone number.
D. Host shall pay for hotel rooms for the following:
   i. One (1) room for the National President not to exceed three (3) nights (Thurs/Fri/Sat).
   ii. One (1) room for the National Chairman of the Board not to exceed three (3) nights (Thurs/Fri/Sat).

5. GENERAL

A. Host shall receive and retain profits and shall absorb all losses from hosting the convention.
B. Host shall be responsible for all meeting expenses incurred by the Host, including the costs of any guests invited by Host.
C. Host shall provide printed programs for all functions as per instructions from National.
D. National President shall provide details for programs to the Host three (30) days before the convention. If this deadline is not met, then the National President must provide those programs at her/his own expense.
E. Host shall provide copies of the convention schedule of events, a welcome letter from the National President and general membership meeting agenda in each registration packet.

F. National President shall provide schedule, letter and agenda to the Host thirty (30) days before the convention. If this deadline is not met, the National President must provide these copies at her/his own expense.

G. Host may, at its own discretion, print and distribute a souvenir program, which shall include a listing of all events. If such a souvenir program is used by Host, it may include advertising and must be distributed to all registered members attending at no additional cost over the registration fee. Prior to any contract with a third party to solicit donations and/or paid advertisements for such a program, Host must contact National and receive written direction as to manner of solicitation, format of ads, etc.

H. Advertisements may not be accepted from or relating to any candidate for office as stated in the USWT By-laws and Policies, or the bid bond will be forfeited.

I. Host shall be responsible for manpower requirements to run the convention.

J. Host must provide the following registration choices: Full registration (includes all events), Saturday Only registration (Saturday events only), and Single Event Tickets (for each event listed on the registration form). A late registration fee for each of these choices may be charged after the registration deadline. Each of these registration prices must be listed on the registration form. Late fees may be above the registration limit.

K. Refunds must be provided by host only if the member request in writing at least thirty (30) days prior to the event. A $10.00 cancellation fee will be deducted from the full refund. (Policy 11, Section 3C)

L. Host shall provide and pay the cost of nametags for distribution to registered members.

M. Host shall provide and set up place cards for meals, if seating arrangements are provided by the National President three (3) weeks prior to the event. (If seating is not provided by this deadline, Host is not required to provide place cards.)

N. Host shall provide to the National President three (3) weeks prior to the event information regarding the introduction of entertainment or special guests invited by Host.

O. Host shall assist National with distributing First Timers information at registration. National shall provide this information at no cost to Host.

P. Host shall provide single event tickets **at cost** to the National President for members of her immediate family.

Q. Host shall continually keep the National President informed of Convention plans.

6. REBATES TO NATIONAL

A. Except for registration required by this contract to be at cost (family, non-members, guests, President, and COB), Host shall pay National a $2.00 rebate for every full registration and $1.00 for every partial registration of a USWT member.

B. Registration shall close at noon on Saturday of the Convention.

C. Host shall submit to the National Treasurer a complete financial summary along with a rebate check within forty-five (45) days after the conclusion of Convention.

D. Copies of the financial summary shall be sent to the National President and National Chairman of the Board.

E. Failure to meet the above deadline shall result in the immediate forfeiture of the bid deposit.

F. Upon bidding to host a meeting, Host shall pay a $75.00 bid bond to National, with the understanding that it shall be refunded upon receipt of the financial summary and rebate check providing the host does not fail to fulfill any of the obligations listed in this contract.
G. Bid bonds will be returned immediately for bids not accepted.
H. The current National Chairman of the Board oversees the returning of the bid bond.

**7. OBLIGATIONS OF NATIONAL**

A. National shall, with the assistance of Host, formulate and be responsible for the entire schedule of the convention, including but not limited to forums, all meetings, opening ceremonies, luncheon, and banquet:
   i. National shall organize the schedule of events to be printed and distributed by Host.
   ii. National shall provide a schedule of events to Host at least thirty (30) days prior to the convention.
B. National shall have the right to determine what forums shall be held and shall designate the speakers for such forums.
C. National President shall organize and plan the content of programs for the opening ceremony, luncheon, banquet, and other events of National's choosing. This information shall be submitted to Host at least thirty (30) days prior to the Convention.
   i. Host has the responsibility of printing and distributing these programs.
   ii. If this deadline is not met, then the National President must provide the programs at her/his own expense.
D. National shall have the following responsibilities concerning the luncheon and banquet:
   i. Procurement of any speakers, including the mistress of ceremonies.
   ii. The seating arrangement at the head table must be submitted to Host at least seven (7) days before the convention or three (3) weeks in advance if Host is to make place cards.
   iii. Names of luncheon and banquet guests who may require reserved seating will be submitted to Host seven (7) days before the convention.
E. The National President is responsible for cost and handling of the following: Audio visual requirements by National, screens, corsages for Board of Directors, special meal for staff, and any other items not covered by obligations of Host in this contract.
F. The National President shall work out the necessary mechanics and performance of this contract with Host, including any item not specifically included herein.
G. National shall be responsible for any expense incurred by National in connection with the convention unless otherwise covered in this contract.

**8. GENERAL PROVISIONS**

A. Host and National shall be subject to all applicable sections of the United States Women of Today by-laws and policies.
B. Host shall submit to the National Chair of the Board a copy of any contract entered into with the convention headquarters hotel or any contract deadline with this convention

within thirty (30) days of signing of contract. National President or Chair of the Board does not sign the hotel contract.

C. **In the event of a local, state or national emergency**, which shall be declared by the local, state or national authorities, and as a result of which the convention is canceled prior to the beginning of the event, then this agreement shall be null and void. **(Check with facility)**
   i. All expenses incurred by either party shall be the obligation of the incurring party.
   ii. All advance registrations and room fees shall be refunded on a basis mutually agreeable between National and Host and the facility where the event was to have been held.

D. Failure by Host to perform its obligations will result in loss of bid bond and may result in a loss by Host of a portion of all of the net profits due it under this agreement as determined by the Executive Committee on or before six (6) months after the close of the convention.

E. In order to be considered an acceptable bid for presentation, Host shall submit to the National Chairman of the Board no later than May 1st, one (1) year prior to the Annual Convention event bidding on: a completed USWT bid form and Annual Convention Contract signed by the Host with a $75.00 bid bond. Bids will not be accepted without the above required information.

F. The Host presents its bid at the preceding Annual Convention at the Business Meeting.
   i. Bid presentation may take no longer than 10 minutes (including skits, slides, demonstrations, etc.)
   ii. After all Hosts have presented their bid, a question and answer session will be held. Time limit for this session is based on five (5) minutes for each state that is bidding (1 state - 5 minutes, 2 states - 10 minutes, etc.)

**Buckets of Sunshine**: (for Annual Convention, the recipient must be a local DVA organization) Form needs to be completed for approval. (submitted to USWT Public Relations director for Executive Committee approval) –

******** BUCKETS OF SUNSHINE FORM NEEDS ATTACHED*******

***In area below, please list any alterations to this contract due to restrictions and/or affordability of the host hotel/event facility:***

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|---|
| |

In witness whereof, the parties hereto have executed this agreement.

_____ _____(signed at bid submission)
Convention Chairman Date

_____ _____(if applicable)
Chapter/District/State President Date

In Acceptance of the Annual Convention for: _____

_____ _____
National COB Date