



Performance Agreement

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

The **Provider** will:

- provide the instructor, computer with cellular internet access and a 2500 lumen projector
- provide student handout PDF file approximately 1 week prior to event or Provider enter date if needed earlier _____ or other date agreed upon by both parties.

The **Sponsor** will:

- provide course facilities with instructor access at least 1 hour prior to event start time, classroom style set up, broadband internet access if cell service is inadequate, wireless lavalier microphone, adequate projection screen of at least 8' and if over 100 attendees, larger screen and adequate projector
- duplicate student materials and deliver to facility
- promote course to its membership by direct mail, e-mail, association publications, meetings and any other effective methods and take registrations
- if desired, submit the course/instructor for continuing education approval and administer and pay for CE requirements
- e-mail roster text file including name, address, phone, company & e-mail address at conclusion of course to Provider
- pay the balance of the fee owed minus deposit to Provider at the course
- within 10 business days of receipt of invoice, reimburse travel expenses (i.e. actual travel expenses; coach flight, hotel, ground transportation, IRS mileage rate, parking and; meals, tips & misc not to exceed \$75.00 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) and any per student charges or shared revenues
- pay \$1,000 non-refundable deposit per day with this signed agreement to hold the date(s) of the course(s)

Full Sponsorship Option:
Sponsor pays a fee of \$2500* per day and reimburses travel expenses. (add \$500 in situations that require an additional overnight stay and/or Saturday/Sunday travel)

Shared Risk/Reward Option:
No less than \$_____ will be charged to each attendee. Attendee revenue is dispersed in this priority until depleted:
1. Reimburse travel expenses 2. Reimburse deposit 3. \$1500 to Provider 4. 80% to Provider and 20% to Sponsor
(add \$500 in situations that require an additional overnight stay and/or Saturday/Sunday travel)

Membership Benefit Option:
The Sponsor pays \$1,500* per day and reimburses travel expenses or 100% of the net revenue, whichever is greater. (add \$500 in situations that require an additional overnight stay and/or Saturday/Sunday travel)

Other considerations that may affect pricing:

CE fees, designation course royalty fees, and application fees will be passed on to the Sponsor
 If travel to or from your location makes it impractical for the Instructor to teach the day before or day after your event Saturday or Sunday events or travel
 Additional work required for CE documentation, rewrites or the like
 Multiple days, multiple events, very close locations, easy travel and the like may qualify for a reduction in the fee
 CRS 1 Day Classes add \$500 for the CRS National one day class fee
 CRS 2 Day Core course fee add \$400 or 4% of fee, whichever is greater, for Certified Instructor's Bureau

Date and Time: _____

Location: _____

Course: _____

Instructor Mark Porter

By: Mark S Porter
President
Mark Porter Inc

3/8/10
date

Authorized Signature _____ date

Printed Name & Title _____