

**Cooperative Activities  
VENDOR Agreement with  
East Central Educational Service Center**

TITLE OF ACTIVITY \_\_\_\_\_

ACTIVITY DATE (S) \_\_\_\_\_

DATE TO BEGIN ADVERTISEMENT OF EVENT: \_\_\_\_\_

DATE TO DETERMINE IF THIS EVENT WILL BE HELD \_\_\_\_\_ (if a minimum number is needed)

REGISTRATION DEADLINE \_\_\_\_\_

DESCRIPTION/NOTES            **Vendor sends with signed contract.**

ACTIVITY LOCATION AND ADDRESS::

ECESC-1601 Indiana Avenue, Connersville, IN 47331

Other (specify) \_\_\_\_\_

VENDOR Contact Name \_\_\_\_\_

CONTACT ADDRESS

VENDOR Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

FEES TO BE CHARGED:        \$ \_\_\_\_\_

- No Fee
- To be collected/invoiced by:
  - VENDOR
  - ESC

PRESENTER INFORMATION

Name \_\_\_\_\_

Contact: \_\_\_\_\_

Phone \_\_\_\_\_

e-mail \_\_\_\_\_

FAX \_\_\_\_\_

WORKSHOP AGENDA:

Registration Time \_\_\_\_\_

Session Start Time \_\_\_\_\_

Session Ending Time \_\_\_\_\_

If applicable, please list times for the following:

Breaks \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

Lunch \_\_\_\_\_ to \_\_\_\_\_

Breakouts \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

FOOD SERVICES

- No Food Required
- VENDOR will make all food arrangements
- ESC makes arrangements
- Please check times for which food services are needed and indicate the maximum per person amount to be allotted:

AM Registration    \$ \_\_\_\_\_                       Lunch                      \$ \_\_\_\_\_

Morning Break        \$ \_\_\_\_\_                       Afternoon Break        \$ \_\_\_\_\_

Special Needs \_\_\_\_\_

**FACILITY NEEDS**

Number of participants: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

Total number of rooms required: \_\_\_\_\_

For each room needed, please provide the following information (attach additional pages, if needed)

Room Capacity \_\_\_\_\_

**Room Set-Up**

- Theater
- Classroom
- Rounds
- Computer Lab # units \_\_\_\_\_
- Flip Chart # \_\_\_\_\_
- Display Table # \_\_\_\_\_
- Registration Table
- Other \_\_\_\_\_

**AV Needs**

- Podium
- Microphone
- Screen
- Overhead
- LCD
- Laptop
- Internet Access
- Presentation station
- Other

**Responsibilities of ESC (Please check all that apply)**

- Arrange for facilities
- Sign facility contracts
- Make site arrangements
- Prepare announcement/flier
- Distribute flier/advertising
- Distribute fliers to non-ESC members
  - Public
  - Private
- Set registration deadline
- Collect registration fees (invoice/receipts)
- Send confirmations
- Pay for site, food bills
- Make presenter arrangements
- Pay for presenter & expenses
- Name tags
- Coordinate on-site registration
- Facilitate activity on-site
- Prepare evaluations
- Prepare handouts/binders
- Other \_\_\_\_\_

**Responsibilities of VENDOR (please check all that apply)**

- In the event that registration fees do not meet costs, the VENDOR will cover the additional expenses.
- Arrange for facilities
- Sign facility contracts
- Make site arrangements
- Prepare announcement/flier
- Distribute flier/advertising
- Distribute fliers to non-ESC members
  - Public
  - Private
- Set registration deadline
- Collect registration fees (invoices/receipts)
- Send confirmations
- Pay for site, food bills
- Make presenter arrangements
- Pay for presenter & expenses
- Name tags
- Coordinate on-site registration
- Facilitate activity on-site
- Prepare evaluations
- Prepare handouts/binders
- Other \_\_\_\_\_

**ADMINISTRATIVE FEES**

- The ESC will receive an administrative fee of \_\_\_\_\_
- The ESC will receive a flat fee of \_\_\_\_\_
- The ESC will receive a per person amount of \_\_\_\_\_

**ACKNOWLEDGMENT**

I certify that I have the authority to make arrangements for the above described activities. It is understood by both parties that all final details may not be available at the time this Agreement is made. Changes can be made by mutual consent in writing to this Agreement in writing by mail, e-mail, or FAX.

\_\_\_\_\_  
 Vendor Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Name Printed \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
 East Central ESC  
 Signature \_\_\_\_\_  
 Name Printed \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_