



**SALES AGREEMENT**

Hotel Representative: Michelle Timilty  
michelle.timilty@ihg.com  
770-551-6123

The following outlines the understanding of the terms and conditions for the Conference Space Agreement between Mobius (the "Client") IHG Management (Maryland) LLC, as manager and authorized agent of HPT TRS IHG-2, Inc., owner of the Crowne Plaza Atlanta Perimeter At Ravinia.

**ORGANIZATION:** MOBIOUS

**Contact:** Donna Bacon  
111 E. Broadway Suite 220  
Columbia, MO 65203  
877-366-2487

**Phone Number:** 877-366-2487  
**Email Address:** donna@mobiusconsortium.org

**NAME OF EVENT:** Evergreen International Conference

**OFFICIAL PROGRAM DATES:** April 22, 2020 - April 25, 2020

**GROUP RATES:** Room rates quoted are net, non-commissionable and have been based upon the arrival and departure pattern indicated above. Any changes will require rate re-negotiation.

The hotel agrees that it will provide and Mobius agrees that it will be responsible for utilizing the total number of room nights as indicated below:

	Tuesday, April 21, 2020	Wednesday, April 22, 2020	Thursday, April 23, 2020	Friday, April 24, 2020	Saturday, April 25, 2020
Single	30	58	60	54	9
Double	29	57	59	53	8
<b>Total</b>	<b>59</b>	<b>115</b>	<b>119</b>	<b>107</b>	<b>17</b>

Total Number of Rooms: 417 Housing Method: Individual Call in

**GROUP ROOM RATES**

Based upon Mobius's total program requirement as outlined in this agreement, Hotel is pleased to confirm the following group rates (net of all taxes):

Room	Single Rate	Double Rate
Run of House Non Smoking	\$165.00	\$165.00
King Non Smoking	\$165.00	\$165.00
Two-Beds Non Smoking	\$165.00	\$165.00

Hotel room rates are quoted per room per night and are subject to applicable state and local taxes at time of check in. Taxes are (currently 16%) but are subject to change and as of July 1, 2015 there is a mandatory state "Hotel-Motel Fee" of \$5.00 per room/per night.

**SPECIAL PROVISIONS**

In consideration of the total guest room commitment and functions outlined herein, the Hotel is pleased to offer the following special concessions:

- Discounted overnight self-parking \$12.00 (value \$14.00)
- Limited number rooms (5) provided at the group rate 3 days pre and post based on availability
- IHG Meeting Reward Points capped at 60,000 issued at 3pts per dollar spent
- Complimentary guestroom and meeting room Wi-Fi 7mbps
- 10% A/V discount with PSAV, excludes labor
- Five (5) complimentary upgrades to a King Suite at the group rate
- 1 per 50 comp rooms on revenue producing rooms

The concessions agreed to above are in consideration of the anticipated total revenue that Mobius will bring to the Hotel with full performance of this Agreement. In the event pick-up of the original room block drops below 80% of the contracted room block, the Hotel has the right to adjust or eliminate these features. The Hotel will discuss such adjustments with Mobius in advance and should Mobius wish to provide guarantees equal to Mobius performance agreements, the Hotel shall honor its special concessions fully. Complimentary room nights may not be used as a credit and unused complimentary rooms have no cash value.\*Individual rooms reserved outside the group room block will not apply as consumption credit.\* Group is responsible for making a reservation for a suite.

**OCCUPANCY TAXES:** All above rates are subject to current applicable state and local taxes, which are presently at 16%. Taxes and fees are subject to change without notice. If Client is tax exempt, it is the responsibility of the Client to provide Hotel with copies of valid tax-exempt certificates no later than thirty (30) days prior to the event. If Client fails to do so, Client will be charged sales and occupancy tax.

\*\*"The state hotel-motel fee is a \$5.00 fee imposed pursuant to O.C.G.A. § 48-13-50.3 and Revenue Rule 560-13-2-.01 for each calendar night a hotel room is rented or leased, subject to certain exceptions.

State or local government-owned enterprises that meet the definition of "hotel" in Department of Revenue Rule 560-13-2-.01 must charge the state hotel-motel fee<sup>1</sup> to hotel customers. O.C.G.A. § 48-13-50.3 and Revenue Rule 560-13-2-.01 impose the duty to charge the state hotel-motel fee on "innkeepers." "Innkeeper" means any person who is subject to taxation, under Title 48, Chapter 13, Article 3 of the Official Code of Georgia, for the furnishing of a hotel room for value to the public.

Government-owned enterprises furnishing hotel rooms to the public for value are "innkeepers" within the meaning of O.C.G.A. § 48-13-50.3 and Revenue Rule 560-13-2-.01. Such government enterprises are

engaged in a proprietary business activity. Accordingly, they are subject to taxation under O.C.G.A. § 48-13-50.3 in the same manner as private entities engaged in the same activity".

Please note: with respect to complimentary rooms, the organization will be responsible for all applicable state and local taxes associated with the complimentary room including the State \$5.00 fee. In other words, if the group rate is \$150.00 and one complimentary rooms is earned, the group would be responsible for \$12.00 in Georgia State Sales tax, another \$12.00 in State Occupancy tax and the \$5.00 fee. These fee's would be applicable for each night a complimentary rooms is occupied.

## **RESERVATION PROCEDURES**

### **Individual Call In - Cut Off Date of April 01, 2020**

Please advise the attendees to call the reservations department at **770-395-7700**. To receive the contract rates, the attendees should identify themselves as part of the Evergreen International Conference group. **All individual reservations should be made by April 01, 2020**. After this date the Hotel will release the remainder of the guest room block. Additional reservation requests received after that date shall be accepted on a space and rate availability basis. Rates will be made available two days prior/post to arrival date.

**ON-LINE RESERVATIONS**-Once the signed contract has been returned to the Hotel, the guests will have the option of reserving a room within the block using the provided three letter code (provided after block is set up) and logging on to [www.cpravinia.com](http://www.cpravinia.com).

**GUARANTEE STATUS:** Rooms can be guaranteed for late arrival to an individual's credit card or by advance deposit. A guaranteed room reservation assures a room for the attendee regardless of the arrival time. No-shows will be charged the first night's room and tax. Cancellations must occur at least seventy-two (72) hours prior to the scheduled arrival date to avoid a penalty of one night's room and tax charged to the individuals credit card. Departures prior to scheduled departure date will be subject to an early departure fee of one night's room and tax.

### **GUEST ATTRITION:**

If Client fails to consume **334** total room nights of the contracted room block of **417**, it shall pay to the Hotel as liquidated damages, and not a penalty, an amount equal to the difference between the actual rooms used and the contracted room block, multiplied by the negotiated single room group rate. This revenue total shall be multiplied by a factor of 80%, and then all applicable taxes shall be applied, to arrive at the final total liquidated damages owed to the Hotel due to guest room attrition.

## **SECTION DEPOSIT and PAYMENT SCHEDULE**

- A. Should the Client require credit, the Client must submit a completed credit application form 30 days prior to the first arrival date of the group. The Hotel has the right to use its absolute discretion to approve or reject any application for credit submitted. Where the Hotel has granted credit, all accounts must be settled 30 days after the function has concluded.

All exceptions to the chosen method of payment must be communicated in writing to Hotel's Convention Services Manager or Catering Manager

### **IHG® MEETING REWARDS:**

Your qualified meetings will earn 3 points for every US\$1 spent on your master bill at Crowne Plaza® IHG® MEETING REWARDS members will earn points on all guest room revenue that is part of the group block (up to the maximum of 60,000 points) regardless of whether the rooms are paid on a master invoice or if the attendees pay for their rooms individually.

Please enter the name and number of the recipient of these points below:

Name: \_\_\_\_\_

Meeting Rewards Number: \_\_\_\_\_

(If you do not currently have a Meeting Rewards number please log onto [ihgrewardsclub.com/meeting-rewards](http://ihgrewardsclub.com/meeting-rewards) and join today. Membership is free!

**CANCELLATION POLICY:** This group will be considered definite upon the signing by both parties. Upon execution of this Agreement, the Hotel will protect the guest room block and reserved function space to the exclusion of all other business opportunities. Cancellation of these scheduled dates will be subject to the following assessments as liquidated damages due to the difficulty in reselling the reserved space. All cancellations must be in writing.

<b>Date of Decision to Cancel</b>	<b>Amount of Liquidated Damages Due</b>
Day of signing to Monday, July 22, 2019	\$62,221=50% of the total number of guest rooms revenue for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes
Tuesday, July 23, 2019 to Wednesday, January 22, 2020	\$93,332=75% of the total number of guest rooms revenue for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes
Thursday, January 23, 2020 to Wednesday, April 23, 2020	\$124,442=Full payment on total number of guest rooms for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes.

**MITIGATION OF DAMAGES.** Hotel will attempt to resell the cancelled guest rooms and function space due to attrition. Should Hotel be successful in selling all the rooms and space at an equivalent rate, there will be no charge. Should Hotel be unable to resell the rooms and function space at an equivalent rate, the schedule as outlined will apply to all unsold guest rooms and function space. Hotel wishes to make it perfectly clear that these policies are not designed to generate revenue for it. It is applied only as a means of protection against unrecoverable losses from attrition. Should the fee resulting from the application of the Attrition Policy be re-invested partially or in its entirety back into the program, Hotel will revise the final amount of the liquidated damages accordingly.

**FOOD AND BEVERAGE.** Because of Hotel's legal liability for all food and beverage served on its premises as well as licensing restrictions, all food and beverages of any nature must be supplied by the Hotel. It is expressly forbidden that any foods be prepared or cooked in any guest room or hospitality suite at any time. The Hotel must approve in writing, at all times, any externally catered functions planned to be held on its premises, and reserves the right to withhold approval. The Hotel will require that beverages be dispensed only by the Hotel servers and bartenders when alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license). In accordance with the state and local law, it is the Hotel's policy to (a) request proper identification (photo i.d.) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated.

**BANQUET ACCOMMODATIONS:** Below is an agenda of the Event's meeting space requirements. Meeting rooms are assigned according to the number of persons expected to attend, and may be changed by the Hotel if attendance changes. Room locations are not guaranteed by Hotel. In such event, the Hotel will provide alternate suitable arrangements to meet the requirements of the Group as

outlined in this Agreement. Additional meeting space is subject to availability and rental fees. All meeting room rental fees are subject to 25% taxable service charge and 8% sales tax.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
4/22/2020	8:00 AM	6:00 PM	Breakout	Oakwood A	TBD		
4/22/2020	7:00 AM	11:59 PM	Office	Meeting Planner	As is		
4/22/2020	6:00 PM	8:00 PM	Board Meeting	Dogwood	TBD		
4/22/2020	8:00 AM	6:00 PM	Breakout	Oakwood B	TBD		
4/22/2020	8:00 AM	6:00 PM	Breakout	Camellia	TBD		
4/22/2020	12:00 PM	1:00 PM	Lunch Buffet	La Grotta Restaurant	Rounds	60	
4/23/2020	7:00 AM	11:59 PM	Office	Meeting Planner	As is		
4/23/2020	7:30 AM	9:00 AM	Breakfast Buffet	Ravinia I	Crescent Rounds	225	
4/23/2020	7:00 AM	5:00 PM	Exhibits	Prefunction ABC	Exhibits		
4/23/2020	8:00 AM	6:00 PM	Breakout	Ravinia F	TBD		
4/23/2020	8:00 AM	6:00 PM	Breakout	Ravinia E	TBD		
4/23/2020	8:00 AM	6:00 PM	Breakout	Ravinia G	TBD		
4/23/2020	8:00 AM	5:00 PM	General Session	Ravinia I	Crescent Rounds	225	1,333.00
4/23/2020	10:30 AM	10:55 AM	AM Break	Prefunction ABC	Flow	160	
4/23/2020	3:00 PM	3:45 PM	PM Break	Prefunction ABC	Flow	160	
4/23/2020	6:30 PM	8:30 PM	Reception	La Grotta Restaurant	Flow	160	
4/24/2020	7:00 AM	11:59 PM	Office	Meeting Planner	As Is		
4/24/2020	7:30 AM	9:00 AM	Breakfast Buffet	Ravinia I	Crescent Rounds	225	
4/24/2020	7:00 AM	7:00 PM	Exhibits	Prefunction ABC	Exhibits		
4/24/2020	8:00 AM	6:00 PM	Breakout	Ravinia E	TBD		
4/24/2020	8:00 AM	6:00 PM	Breakout	Ravinia F	TBD		
4/24/2020	8:00 AM	6:00 PM	Breakout	Ravinia G	TBD		
4/24/2020	8:00 AM	5:00 PM	General Session	Ravinia I	Crescent Rounds	225	1,333.00

4/24/2020	10:30 AM	10:55 AM	AM Break	Prefunction ABC	Flow	160	
4/24/2020	3:00 PM	3:45 PM	PM Break	Prefunction ABC	Flow	160	
4/25/2020	7:00 AM	1:00 PM	Office	Meeting Planner	As is		
4/25/2020	7:30 AM	9:00 AM	Breakfast Buffet	Ravinia I	Crescent Rounds	65	
4/25/2020	8:00 AM	12:00 PM	Breakout	Ashford	TBD		
4/25/2020	8:00 AM	12:00 PM	General Session	Ravinia I	Crescent Rounds	65	1,334.00
4/25/2020	10:30 AM	10:55 AM	AM Break	Prefunction ABC	Flow	65	

**Total Room Rental +\$4,000**

**Ravinia and Pre-function space on a 24hr hold starting on April 23 concluding on April 25 at 12pm. Meeting times may change during the planning stages with the Conference Service Manager.**

- For any event that runs past scheduled ending time, an additional charge of \$25 will be assessed for every 15 minutes group is in meeting room beyond its contracted time.
- Group may request a specific meeting room; however, Hotel reserves the right to change any/all meeting rooms without express written notice from Group.
- Please refer to the attached menus for food and beverage pricing; room rental rates are separate from food and beverage pricing.

**CATERING/BANQUET SERVICES:** A minimum “guaranteed amount” of \$35,000++ in food and beverage must be spent at the Event. This minimum guaranteed amount does not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full Guaranteed Amount, regardless of whether Group actually charges that amount. If the minimum guaranteed amount is not met, Group agrees the balance will be assessed as room rental. Group is required to pay Hotel any amounts exceeding the minimum guaranteed amount.

All food, beverage, audio and miscellaneous charges are subject to additional charges and state sales and city occupancy tax as follows: a 25% banquet service charge. The administrative fee or any portion thereof does not represent a tip, gratuity or service charge for hourly service employees engaged in the event. It represents a fee for administrative expenses associated with the event. All of these fees are subject to a state sales tax where applicable. Taxes are subject to change without notice

Menu arrangements should be supplied and finalized (at least 30 days) prior to each function. Should this deadline not be observed, Hotel cannot guarantee menu contents and other necessary arrangements.

It is Client's responsibility to provide the Conference Services and Catering representative with the total of guaranteed meal covers at least 72 hours in advance. It must be understood that Hotel will not assume any responsibility for selling and/or collecting meal tickets.

**GUARANTEES FOR FOOD AND BEVERAGE FUNCTIONS.** Confirmation of the guaranteed numbers of guests to be served on all meal functions is due seventy-two hours (72) business hours prior to the function. Any increase in guarantees will be accepted up to twenty-four (24) hours prior to the function. The Hotel cannot be responsible for service to more than 5% over this guarantee. The Hotel will bill for the guaranteed number of guests, or actual number of guests, whichever is greater, plus any miscellaneous charges (i.e. room rental, ice carvings, center pieces, labor fees, corkage).

**FOOD & BEVERAGE AND MEETING ROOM CANCELLATION.** Should it become necessary for Client to cancel any and or all of the functions as listed in the Banquet Event Order, Hotel will be entitled to liquidated damages based on the estimated Food and Beverage revenue. Estimated Food and Beverage Revenue is calculated by referencing the agreed attendance for the events(s) listed in the Banquet Event Order or this Agreement. This numeric value is then multiplied by the lowest retail price in that meal period. The following scale will determine the percentage of cancellation fee to apply:

72 Hours+ prior to event date: 90% of the anticipated Food and Beverage and Meeting Room Rental Revenue, plus any applicable taxes

Within 72 hours prior to event date: 100% of the anticipated Food and Beverage and Meeting Room Rental Revenue, plus any applicable taxes

The fee is levied as liquidated damages less any revenue recouped by the Hotel through the resale of Client’s cancelled space. **All cancellations must be in writing.**

Should the fee resulting from the cancellation of a Food and Beverage function be re-invested partially or in its entirety back into the program, Hotel will revise the final amount of the liquidated damages accordingly.

**CHECK-IN/CHECK-OUT:** Please note that check-in time begins at 4:00 pm and checkout time is 12:00 noon. The Hotel will honor early check-ins on a space available basis, which is determined by the hotel occupancy the night prior to arrival. Upon request, the Hotel will be happy to arrange for baggage storage for attendees’ luggage until their actual departure from the Hotel. If a meeting room is requested to store luggage in for the group they will be subject to additional charges. Guest can store luggage complimentary with the hotel bell stand or take with them into their contracted banquet rooms free of charge.

If the Group attendees are arriving together and they wish to have their luggage offloaded and taken to their room there is a mandatory baggage charge of \$3.00 (maximum two bags per person) and \$2.00 each additional bag. This covers round-trip portage charges. These rates are subject to change, without notice, based on collective bargaining agreement requirements.

**SHIPPING OF CONFERENCE MATERIALS.** Conference materials must be addressed to the following attention, at the Hotel and each box must be clearly labeled to identify the date of event, and the number of boxes in the shipment (i.e. 1 of 3, 2 of 3, etc.).

**Below is the handling fee pricing schedule for packages:**

<b>Size/Type</b>	<b>Inbound Receiving Fee</b>
Boxes and/or cases – 24x18x18 and under	\$5.00/Unit (First 3 Free)
Boxes and/or cases – over 24x18x18	\$10.00/Unit
Pallet – (each)	\$100.00/Unit

**Outgoing Mail (Similar Charges Will be Applied)**

It is the responsibility of the sender to ensure that all outgoing mail/packages are:

- Accurately packaged
- Accurately addressed
- Sufficiently stamped
- Safe for postage based on USPS established guidelines
- Is delivered to the designated drop off point for pickup by the postal or courier services

No further interaction except transfer of custody will be required by the hotel.

The hotel does not guarantee delivery and/or bear any responsibility for any items originating from its guests.

**Crowne Plaza Atlanta Perimeter at Ravinia**

4355 Ashford Dunwoody Road

Atlanta, GA 30346-1521

Hold for Arrival: Evergreen International Conference

Lori Jarrad

April 22, 2020

Attention: CMD/CMM

**DECORATIONS/SIGNS/LITERATURE:** Decorations or displays brought into the Hotel by the Client's guests, invitees, agents, and employees must be approved prior to arrival. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substances in order to prevent damage to the fixtures and furnishings. The Client will assume all liability for any damage to Hotel premises for such items. When providing signs for the Event, only professionally printed signs are permitted. The placements of signs are at the discretion of the Hotel.

**SECURITY.** Client acknowledges that the Hotel cannot be held responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the function rooms or storage facilities. Accordingly, Client acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

**AUDIO VISUAL.** All requests are subject to approval by hotel management and fees will apply based on actual usage. Electrical and Audio Patch Fees apply if electrical and sound hook up is required.

Hotel has the right to adjust the volume on audio equipment at any time during any function.

PSAV is Hotel's preferred provider for audio visual needs. Because the use of another provider will necessarily involve the use of some of Hotel's and PSAV's equipment and expertise, a fee of \$1500.00 will be charged if Mobius selects such a provider. This fee will be waived if Mobius uses PSAV for audio-visual equipment in breakouts, suites and guest room audio-visual equipment (service requirements must be submitted to PSAV for facilitation, no later than 10 business days prior to arrival). The Hotel requires that Mobius will allow PSAV the right to bid for Mobius audio visual and/or production requirements.

Client will also be responsible for all fees associated with power and audio patches. Please refer to Event Technology price guide and "Production and Event Guidelines for minimum hours and pricing.

Mobius must return a signed copy of the current "Production and Event Guidelines" to Hotel and PSAV no later than 45 days prior to arrival. Should an outside vendor win the bid for the program, the vendor must sign and return the "Production and Event Guidelines".

**PARKING.** Parking is available in our covered parking garage. See page 2 for special pricing.

The fees are \$20.00 for overnight valet and \$14.00 for overnight self-parking

**INSURANCE.** Both parties to this Agreement agree to carry, and upon demand to provide evidence of, a sufficient amount of insurance to provide coverage for any liabilities arising out of or resulting from said party's respective obligations pursuant to this Agreement. The amount of the insurance will be discussed upon receipt of the final deposit and the requirement for a certificate will be communicated at that time.

**LOSS PREVENTION:** The Hotel reserves the right to inspect and control all private functions. Liability for damage to the Hotel will be charged accordingly. The Hotel does not assume responsibility for personal



property or equipment brought into the Hotel regardless of security personnel secured by your organization or the Hotel's personnel.

**HOTEL'S RIGHT TO CANCEL:** Hotel reserves the right to cancel this Agreement in its entirety for the following reasons:

- A. Hotel determines that, through either fraud or misrepresentation, the nature, purpose or basis for Client's use of the Hotel is other than has been specifically represented to Hotel.
- B. Client's failure to pay in accordance with the terms of this Agreement, its insolvency, the making of a transfer or assignment for the benefit of creditors, whether by fraudulent or legitimate means, or the voluntary or involuntary filing of Bankruptcy.
- C. **FORCE MAJEURE:** Neither party shall be liable by reason of any failure or delay in the performance of its obligations due to strikes, riots, fires, explosions, acts of God, war, terrorism, governmental action or any other cause adversely impacting the Hotel that is beyond the reasonable control of such parties. The performance of such party shall be excused for such reasonable time as may be required to resume performance following cessation of such cause.

**COMPLIANCE WITH LAWS.** Each party shall comply with all applicable federal, state and local employment and other laws, government regulations and orders in connection with this Agreement and the Services, including without limitation those set forth herein and all licensing requirements of the State or States in which the services are to be provided.

**MISCELLANEOUS PROVISIONS.** This Agreement is made and will be performed in Georgia conflict of law rules. By executing this Agreement, Client consents to the exercise of personal jurisdiction over it by, and venue in, the courts of the state/province of Georgia. Any legal action in connection with this Agreement shall be brought and maintained only in the courts of the state/province of Georgia. In the event of litigation arising from or associated with this Agreement, the parties agree that the prevailing party shall recover its attorneys' fees and any costs incurred.

This Agreement is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by both parties' representatives. None of Hotel's representatives have been or are authorized to make any representation that varies from the express terms of this Agreement, though this Agreement may be amended or supplemented in writing

Client may not assign this Agreement or any of its rights under this Agreement without the Hotel's prior written consent. Client further agrees that any change in its corporate or business ownership structure, whether by merger, acquisition, bankruptcy or otherwise, shall not serve to cancel, modify or in any way reduce its obligations under this Agreement and this Agreement shall remain in full force and effect with respect to Client and any successor entity.

**OPTION DATE:** To confirm arrangements for this program, please sign and return one copy of this Agreement prior to May 31, 2019. After this date, if Hotel has not received a signed Agreement, Hotel reserves the right to release the space being held for the Client. Should the Hotel have another organization requesting space over the same dates of Client's program, prior to receipt of this signed Agreement, Hotel will contact Client and provide 72 hours for Client to confirm its decision or the Hotel reserves the option to release the dates to the other organization.

Sincerely,

\_\_\_\_\_  
Michelle Timilty  
Senior Sales Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tim Cahill  
Director of Sales and Marketing

\_\_\_\_\_  
Date

*Donna Bacon*

\_\_\_\_\_  
Donna Bacon

*May 30, 2019*

\_\_\_\_\_  
Date

NOTE: Written acceptance constitutes a binding Agreement between the parties. This document must therefore be signed by a representative authorized to commit such arrangements on behalf of Client.