

Sample Co-Hosting Agreement

**Compressed Air Challenge®
Fundamentals [or Advanced Management] of Compressed Air Systems
Host and Co-host Agreement**

**An Agreement between the _____
(Host of a Compressed Air Challenge Training) and**

Organization name: _____

Contact name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

For *Fundamentals*[or Advanced Management] of *Compressed Air Systems* Training at the following location (s):

- | | |
|-----------------------|-------------------------------|
| 1) <i>City, State</i> | Date: <i>Month, Day, Year</i> |
| 2) _____ | Date: _____ |
| 3) _____ | Date: _____ |
| 4) _____ | Date: _____ |

Contact

Name _____ Phone: _____

Company _____ Fax: _____

Address _____ Email: _____

City, State Zip _____

Marketing

- Host and the co-hosts agree to market the *Fundamentals [or Advanced Management] of Compressed Air Systems* training to their customers and contacts within 150 miles of the training site. This marketing will include, at a minimum:
 - an initial announcement sent to customers 10-12 weeks in advance of the training date
 - a follow-up contact 4-5 weeks in advance of the training date, unless a workshop is already filled or the decision is made to cancel (see below)
 - phone follow-up with key customers
- Co-hosts agree to inform Host regarding the extent of their marketing effort (number of pieces and date of mailing; additional follow-up efforts).
- Host and the co-hosts agree to use marketing materials in accordance with the Compressed Air Challenge Guidelines for Use of the Name and Logo. Commercial messages designed to sell products and services shall not be included in mailing announcements.
- Host and the co-hosts may, by mutual agreement, choose to coordinate mailings so that a single mailer is used with all hosts listed, accompanied by a host-specific cover letter. The cost of any coordinated mailing would be shared among those participating.

Site Selection

- If a co-host offers a training site, that co-host will be relieved of any further financial obligation as noted below.

Instructor Selection

- Host will make every effort to reach agreement with co-hosts on instructor selection, but reserves the right to select instructors if consensus cannot be reached.
- Host will only use Compressed Air Challenge qualified instructors.
- Two instructors are required for all Advanced classes and for all Fundamentals classes with more than 30 students.

Cancellation Policy

- The breakeven point for each Fundamentals training is around 40-45 registrants, depending on location, marketing, and availability of in-house facilities.
- Host and the co-hosts agree that the training session may be canceled in the event that fewer than 15 registrations are received by 10 days before the training date.
- Instructor compensation for cancelled events is as per the Host-Instructor Contract

Liability/Disposition of Fees

- All registration fees will be collected by the host and applied toward workshop expenses in the following order of priority: instructors, site costs, workshop materials, and marketing materials.
- If a workshop brings in revenues in excess of the following costs: instructors, site costs, and workshop materials, then that excess revenue can be distributed to reimburse marketing expenses that were incurred as part of the workshop marketing effort. Reimbursement will be in proportion to the expenses incurred. To be considered, such invoices must be received by Host within 15 days of workshop completion.
- If registration fees are insufficient to cover workshop expenses, the uncovered expenses will be shared as follows:
 - Co-hosts divide the remaining uncovered costs evenly, unless other prior arrangements are made
 - Co-hosts agree to make payment for uncovered costs to Host, within 15 days of receipt of invoice
 - Host is responsible for timely direct payment of uncovered costs within 30 days of the training date.

Host Participation at Training Site

- The Host will open the workshop and introduce the co-hosts.
- No commercial messages or product displays are permitted during the training.

Right of Cancellation

Host reserves the right to cancel this agreement if conditions for marketing the training as stated in this agreement are not met.

Attachment: Co-host's description of their planned marketing efforts is attached.

For Co-Host: _____
(company or organization name)

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Signed: _____ **Date:** _____

(host):

Signed: _____ **Date:** _____