

Hosting Agreement for *The Marriage You've Always Wanted* Conference With Dr. Gary Chapman, sponsored by Moody Bible Institute

This Hosting Agreement for *The Marriage You've Always Wanted* Conference with Dr. Gary Chapman is made between The Moody Bible Institute, acting through its Event and Guest Services Division ("MBI") and _____, as host church for the event ("Host"), this _____ day of _____, 20____.

Hosting Fee: \$1,000 is required as a fee to Host the conference. It is due at the time of booking the event and does not apply in any way to ticket purchasing of any kind. The fee is in addition to the ticket sales amount listed below.

Minimum Advance Ticket Purchase/Sale: Host agrees to purchase 300 tickets from MBI at \$35 each to sell to Host's congregation and community. Host understands that all attendees must purchase a ticket. Host further understands that this advance purchase of 300 tickets is without possibility of refund or exchange of any kind even if Host does not sell all of its tickets. Upon selling the contracted 300 tickets, MBI will provide additional tickets also at the \$35 per ticket cost. Host understands that MBI also will be selling tickets through their website, phone and by mail, and that the 300 tickets the Host purchases and sells are independent of whatever is sold through MBI sources. **Thus, Host understands it is important to make its congregation (and perhaps community) aware that they should purchase their tickets from the Host.** Following the initial 300 tickets, tickets will be supplied to Host on consignment with final payment for all tickets sold due at the conference. Minimum payment due will be \$10,500 (300 tickets)

Payment Schedule: The advance purchase of 300 tickets is to be paid in two installments. \$5250 is due 4 months prior to the conference date and \$5250 is due 30 days prior to the conference date.

Facility Usage: Host agrees to provide its church facilities for this ministry event and to assume any operational expenses including rental fees, audio/visual, janitorial, security including police officers, etc. deemed necessary by the Host for a successful conference.

Volunteers: Host agrees to supply 16 volunteers to work at the conference. MBI will supply free tickets for these volunteers.

Marketing:

Newspapers – Host agrees to pursue local print media connections to promote the conference. (Paid ads are useful, however most print media sources will give free media to events such as this. Solicitations for free marketing are best when they come from the local church.)

Radio – MBI will pursue marketing on Christian radio stations as MBI deems necessary and will bear the financial burden of this marketing effort. Although radio ads will state the Host's name as the location of the conference and provide general promotion of the event, MBI will not specifically mention the church's contact information.

Direct Mail – MBI will mail 2-3 direct mail pieces to as many local churches as we can assemble and identify as being in the region (typically 100-300 churches). MBI may also mail to past conference attendees in Host's area.

Local Churches – Host agrees to utilize its network of relationships with other local Christian leaders to promote the conference to its community at large. Host will send a letter of invitation to at least 20 local churches in its community. (Ideally, the Host should engage other local churches to participate in the conference to help sell at least 200 tickets.)

Promo Tools – MBI will supply the Host with appropriate amounts of flyers and posters. MBI will also supply graphic images should the Host decide to produce its own promotional tools.

Snack Breaks: Host agrees to provide high quality hospitality services for the conference attendees, including the provision of bottled water for two breaks.

Book Sales: Host agrees that MBI and Dr. Gary Chapman may sell their resources at the conference free from any revenue sharing, sales fees or local taxes. Should the Host have a bookstore of its own, Host agrees that its bookstore will not sell any of the products being sold at the conference or any other comparable marriage materials during the conference.

Cancellation Clause: In the event Host cancels this Hosting Agreement for any reason, Host agrees forfeit the \$1,000 hosting fee and any advanced ticket payments already made, and MBI will have no obligation to reschedule this or any other event. In the event that MBI must cancel this Hosting Agreement for any reason MBI will strive to reschedule the event at the earliest available date that is agreeable by both parties.

We hereby affirm our agreement to host *The Marriage You've Always Wanted* Conference with Dr. Gary Chapman, sponsored by Moody Bible Institute, subject to the stipulations and responsibilities as outlined in this Hosting Agreement.

Conference Dates: _____ **Host Organization Name:** _____

Signature of Host Representative: _____ **Date:** _____

PRINT Name and Title of Host Representative: _____

Accepted by Moody Bible Institute: _____ **Date:** _____

Contact: Calvin Robinson, Moody Bible Institute's Event & Guest Services

Email: calvin.robinson@moody.edu Phone: 312/329-4182

Once Hosting Agreement is accepted by MBI, a signed copy will be returned to you for your records.