



Letter of Agreement between
Travel Network Group
And Lincoln County/North Platte Convention
and Visitor's Bureau

Project: Northern National Fast Pitch Softball Conference, August 1-5, 2012

Project Manager for NPCVB: Amee Estill

Project Manager for TNG: Georgia Shoemaker

Scope: Travel Network Group LLC will build and maintain website and backend reservations systems setup for the August 2012 conference.

Amee Estill will provide all room block management, liason with CVB and hotels and provide direct customer support via phone and email.

Term: LOA signature date through August 31, 2012

Inclusions, Elements and Deliverables:

- Develop and maintain website for North Platte CVB Northern National Fast Pitch Softball Conference.
- Set up dedicated 800# telephone number for conference to route to Amee Estill.
- Design e-brochure for the conference.
- Monthly technical support
- Set up and integrate into website registration software that will include the following:
 - ✓ Lodging Inventory Management
 - Attendee Management Analytics
 - ✓ Badges and Signage Automation
 - ✓ Custom Pricing Capabilities (promo codes)
 - ✓ Customization and Integration with Website
 - ✓ Marketing Tools (e-communication capability)
 - ✓ Onsite Tools
 - ✓ Payment Processing and Security
 - ✓ Registration Forms
 - ✓ Reporting
 - ✓ Survey

Accounting and Financial:

Registration system will be set up to accept credit cards securely and received funds will be mailed to NPCVB on an agreed upon schedule for distribution to the hotels and associated vendors.

- All registration related fees such as credit card processing and registration fees will be bundled opaquely into the rates/packages and passed through at cost to the traveler/end user.
- Registration, accounting and marketing reports will be generated on a monthly basis.

Travel Network Group

12892 Western Avenue, Garden Grove, CA 92841 ♦

Phone: (714) 442-9973 ♦ Fax: (714)795-2033

State of Assets and Processes at Project Conclusion:

- Domain name ownership is NPCVB – GoDaddy account will be established on behalf of NPCVB.
- Hosting will be set up to transfer to NPCVB.
- Registration booking engine and all data will be turned over to NPCVB to administer unless an agreement extension is negotiated.
- Print and electronic assets will be the property of NPCVB.
- Toll-free, VoIP telephone number will be transferred to NPCVB.

Cost: \$10,000

Payment Schedule:	\$2500.00	Deposit upon signature of agreement.
	\$2500.00	Upon completion of registration system (approx. 30 - 60 days from project start).
	\$500.00	Per month for 10 months due on the 1 st day of the month following the completion of the registration system.

Cancellation by NPCVB: After signature of agreement, any cancellation will incur a 25% penalty (\$2500). Cancellation during the first 60 days will incur a 50% penalty (\$5000) and any cancellation after that point will result in a 10% penalty of remaining balance. All assets returned upon cancellation.

**Lincoln County Convention
and Visitor's Bureau**

Accepted by: _____

Title: _____

219 South Dewey

North Platte, NE 69101

E-mail: _____

Date: _____

Travel Network Group

Accepted by: _____

Title: _____

12892 Western Avenue

Garden Grove, CA 92841

hkorngold@travelnetworkgroup.com

Date: _____