

**Deep Foundations Institute/European Federation of Foundation Contractors  
International Conference on Deep Foundations and Ground Improvement  
June 6-8, 2018 ~ Rome, Italy**

**Agreement**

This agreement is made and entered effective as of \_\_\_\_\_, 2017, by and between Deep Foundations Institute (hereinafter "DFI") and European Federation of Foundation Contractors (hereinafter "EFFC) in connection with a conference to be held in Rome, Italy with tentative dates of June 6-8, 2018.

**Deep Foundations Institute,**

**1. General Principles**

- a. The conference will be an event taking place June 6-8, 2018 in Rome, Italy
- b. The venue will be chosen by DFI with input from EFFC.
  - i. DFI will seek proposals from conference organizing/destination management companies in Italy.
  - ii. DFI may also sub-contract a consultant in Italy (scope of responsibilities and compensation to be determined)
- c. The technical content of the program will be determined by a volunteer organizing committee comprised of both DFI and EFFC members.
- d. Meals which are to be included as part of the conference delegate fee are:
  - i. Continental breakfasts in the exhibit hall.
  - ii. Morning and Afternoon coffee breaks in the exhibit hall. Lunches depending on the program schedule and site visits
  - iii. A cocktail reception in the exhibit hall on the first night of the conference
  - iv. Additionally, a Gala Dinner on the second night of the conference will be organized which includes a short reception followed by dinner with entertainment and a guest speaker. There may be an additional fee for attending the dinner, dependent on the final budget and registration fees agreed upon.
- e. DFI will also organize a companions' tour program that runs parallel to the conference program for spouses of delegates.
- f. An Exhibition of approximately 25-30 stands will take place over the duration of the conference. The final number of exhibit spaces is dependent on the venue to be chosen.
- g. The goal is to have a minimum attendance of 300 delegates.
- h. The delegate rates are to be determined once a budget is formulated based on anticipated costs of venue, etc. The goal is to keep the registration cost comparable to that of similar events in the industry. There will be rates for members and non-members as well as early and late. Rates must be agreed by both DFI and EFFC.
- i. DFI will implement a young professionals program to increase participation by this group. The content and format of the program will be determined by mutual agreement of DFI and EFFC.
- j. Sponsorship opportunities will be offered to offset costs and keep price of delegate registration within our goals.

## **2. Marketing Processes**

DFI will design and implement all marketing efforts for the conference with input from EFFC, including but not limited to:

- a. Conference website
- b. Promotional Brochure(s) for use in direct mail and email campaigns
- c. Social media avenues
- d. Advertising in magazines.
- e. E-mail announcements
- f. Solicitation of cooperating organizations (other associations with an interest in deep foundation construction/geotechnical engineering)

EFFC will utilize these materials to promote the conference to their contacts using the following tactics:

- a. Co-ordination and liaison within Federations to promote the conference and source client projects
  - Creating and delivering a marketing plan with a definitive schedule to include broadcasting of materials and emails, press releases and social media posts
  - Ensuring National Federations are actively promoting the conference to their Memberships using promotional materials provided by DFI/EFFC
  - Development of database of press contacts and ongoing distribution of email
  - Co-ordination of EFFC input into the conference content

## **3. Logistics and Operations**

DFI will provide or sub-contract the following services, which shall be line-items in the budget:

- a. Acceptance and payment processing for all event registrants/delegates Responding to inquiries from potential delegates
- b. Management of revenue and costs of the event in line with budget as agreed by EFFC
- c. Liaising with local hotel/travel agency for reasonable rates for delegates
- d. Management/Purchase of Audio Visual materials
- e. Management/Purchase of food and beverage items
- f. Management of set-up for sessions and exhibition
- g. Management of companions' tour and technical site visits
- h. Hiring and liaising with tax consultant and local tax representative to ensure all related taxes are collected and recorded
- i. Production of delegate and exhibitor lists for distribution to delegates
- j. Production of evaluation forms for delegates and exhibitors for collection of feedback
- k. Staffing for onsite registration of delegates with assistance from 1-2 EFFC staff

## **4. Sponsorship and Exhibit Sales**

DFI and EFFC will:

- a. Promote and secure the sale of sponsorship opportunities
- b. Promote and secure the sale of exhibition opportunities

## **5. Program Development & Speaker Liaison**

DFI will:

- a. Work with the organizing committee to develop content for a call for papers
- b. Implement a call for papers and a website for online paper review process
- c. Implement a system for collection and peer review of abstracts and papers.
- d. Work with the organizing committee to provide support for review of submitted papers
- e. Work with the organizing committee to develop the conference technical program via securing session speakers/panellists based on paper review results
- f. Work with the organizing committee to recruit and confirm keynote speakers
- g. Secure an appropriate after dinner speaker for the gala dinner

## **6. Financial Arrangements**

- a. DFI will be responsible for creating a preliminary budget for review and approval by EFFC as well as maintaining a working budget throughout planning and a final accounting following close of conference.
- b. The preliminary budget will be provided following receipt of proposals by DFI from venues and conference organizing/destination management companies
- c. The budget shall include both revenue and expense items designed to cover all financial matters of the conference
- d. DFI shall be responsible for the accounting of all revenues and expenses using standard accounting procedures
- e. Updated budgets will be made available at scheduled committee meetings throughout the development stages of the conference
- f. DFI will reconcile all accounts within 90 days of the date of the conference and provide EFFC with a financial statement
- g. DFI will disburse EFFC's profits or collect EFFC's loss within 30 days of their acceptance of the final financial statement.
- h. All revenue and costs for the Conference will be accounted in € (EURO)

## **7. Budget items**

The event budget shall provide for the following costs:

- a. A management fee of € 20.000 for DFI staff services to manage and execute the conference shall be an expense item in the budget.
- b. A management fee of € 5.000 for EFFC staff services to manage European promotion of the conference shall be an expense item in the budget.
- c. DFI and EFFC will both have space at the conference (table or booth dependent on available meeting space) for their use in displaying organizational materials which includes two full delegates at no cost (staff or board members only).
- d. Up to ten complimentary full delegate registrations for invited speakers who will be recommended by the organizing committee and approved by DFI
- e. Travel, hotel accommodations and meals for up to 3 DFI staff members and 1 EFFC staff members.
- f. Shipping costs of exhibit materials to conference for DFI and EFFC

**8. Working Capital**

- a. Within 30 days of the signing of this agreement, each party shall make an initial contribution of working capital in proportion to their revenue share as noted in clause 9 (Revenue Share) in order to obtain an initial working capital of € 18.000.
- b. EFFC's portion (€ 4,500) will be provided in the form of advance deposit payment for conference products or services.

**9. Revenue Share**

- a. EFFC shall have an interest of (25%) in the net revenue, if any, of this event. EFFC shall share in any net loss in proportion to said percentage.
- b. DFI shall have an interest of (75%) in the net revenue, if any, of this event. DFI shall share in any net loss in proportion to said percentage.

**10. Indemnification**

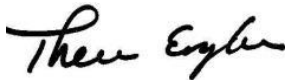
To the fullest extent permitted by applicable law, each party shall indemnify and hold harmless the other party, its officers, directors, agents, and employees from and against any and all costs, losses, and damages (including but not limited to all reasonable fees and charges of attorneys and other professionals, and all court or arbitration or other dispute resolution costs) to the extent caused by the negligent acts or omissions or other wrongful conduct of the indemnifying party, its officers, directors, agents, or employees in performing services under the agreement. Such obligation to indemnify shall not be limited in any way by such party's interest in the net profit/loss of this event.

The Parties shall secure such liability insurance as is deemed appropriate by each of the Parties to insure their respective organizations and activities performed hereunder.

The undersigned have read this Agreement and agree to comply with its provisions. Changes cannot be made to this agreement without written consent of an authorized person for each organization.

Deep Foundations Institute

European Federation of Foundation Contractors



\_\_\_\_\_  
DFI Authorized Signature

\_\_\_\_\_  
EFFC Authorized Signature

Theresa Engler

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

June 10, 2017

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date