



Meeting Solutions, Inc.

NEUAC

Addendum to the Contract for Services

August 1, 2021, through July 31, 2022

As of February 15, 2022



Registration Tool

- MSI agrees to allow NEUAC use of MSI Cvent account for registration processing and reporting.
- MSI will bill these charges to NEUAC at a cost of \$9.00 per completed registration.
- All registration charges will be billed to NEUAC after the conclusion of the annual conference.

Agency Fees



NEUAC will be invoiced no more than 30 days in advance according to the following schedule. In the event of contract termination with or without cause and regardless of format, previous payments are not refundable to NEUAC, and the balance due will be remitted to MSI.

| Service Schedule Milestones | Payment Amount | Delivery/ Payment Date |
|--|---|-------------------------------|
| Event Planning Management plus any travel expenses | \$3,500 | 8/1/2021 |
| Event Planning Management | \$3,500 | 10/1/2021 |
| Event Planning & Program Management | \$8,000 | 12/31/2021 |
| Event Planning & Program Management | \$12,000 | 2/1/2022 |
| Event Planning & Program Management | \$25,000 | 4/1/2022 |
| Event Planning & Program Management | \$25,000 | 6/1/2022 |
| Balance Due- Management fees, Registration Tool Fees and any travel expenses | \$ 7,000 | 7/31/2022 |
| Total Cost of Services | \$84,000.00 plus registration tool fees and travel expenses | |

Signatures



| NEUAC | Meeting Solutions, Inc. |
|-----------------------------------|---|
| Signature: <i>Katrina Metzler</i> | Signature: <i>Jennifer Whiting</i> |
| Name: Katrina Metzler | Name: Jennifer Whiting |
| Title: Executive Director | Title: Executive Director, Client Logistics and Development |
| Date: 2/16/2022 | Date: February 15, 2022 |