



September 19, 2008

International Code Council
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LETTER OF AGREEMENT

This letter confirms our presentation of 2006 IMC and IFGC Update seminars on November 7, 2008 from 8:00 a.m. – 3:30 p.m. for City of Rapid City. The seminar will be presented to meet the learning needs of those with intermediate level of knowledge, skills and experience in understanding and enforcing applicable code provisions. Each seminar is worth 0.3 CEUs / 3 contact hours.

The cost of this seminar is \$2,500 plus \$9.00 per person per seminar. With 60 participants, the total seminar cost will not exceed \$3,580 (\$2,500+\$1,080) This includes the honorarium, travel, lodging and meals for the instructor, all participant materials, certificates, shipping of all materials, processing and maintenance of ICC continuing education recognition and submitting/processing continuing education credentialing/licensing recognition to applicable state agencies and organizations. It is strongly suggested that each participant bring the Applicable Code book to this seminar. A soft cover of this code can be provided for member price per person plus applicable tax and shipping and shipped with the participant materials.

The City of Rapid City will be responsible for providing a suitable meeting room to include the following:

- Classroom style seating - 2 people per 6 foot table
- Projection screen
- Digital Light Projector (DLP)

Three weeks before the seminar, City of Rapid City will contact Julie Onohan with the number of participants expected so that materials can be shipped in a timely manner. **Please be advised that City of Rapid City will be billed for overnight and second day shipments resulting from late book requests.** The cost per person will be determined by the total number of participant materials used. A maximum of ten percent of total participant materials shipped can be returned for credit, if they are in good, clean, resalable condition. **Unused seminar materials must be returned within 15 days of the last day of seminar to Julie Onohan or they will not be accepted. After that time, no returns will be credited, and City of Rapid City will be charged per book for participant materials that were shipped.**

One signed copy of this letter must be returned to Julie Onohan by October 14, 2008. If not received by this date, the training date and instructor will be released.

We look forward to working with you in providing quality seminars. Please feel free to contact me at (708) 799-2300 ext 4227 if you have any further questions or require additional information.

Sincerely,

For International Code Council

Julie Onohan
Client Services Specialist

Date 9/19/08

For the City of Rapid City

Mayor

Finance Officer

Date _____