



## STATEMENT OF PROPOSAL/AGREEMENT

for On-Site Seminar  
Between

**PW112801-09**

SEP 10 2001

**International Association of Electrical Inspectors  
(hereinafter IAEI)  
and**

**City of Rapid City, South Dakota  
(hereinafter Client)**

**The following is mutually agreed to between IAEI and the CLIENT:**

- Seminar Location: Rapid City, SD
- Seminar Date(s): January 12, 2002
- Seminar Hours: 8:00 AM to 5:00 PM unless otherwise mutually agreed.
- Seminar Subject: Analysis of the 2002 National Electrical Code
- Seminar Material: *IAEI 2002 National Electrical Code Analysis of Changes*  
Available for purchase by CLIENT at the rate of \$26.55 each (list \$44.25)
- Seminar Fee: \$1,500.00 per day of instruction, plus travel costs. Plus shipping and handling charges on all textbooks.
- Travel Costs: Actual expenses for travel, lodging and meals to be invoiced at the conclusion of the seminar.
- Payment Terms: IAEI will invoice the CLIENT following the seminar. The CLIENT agrees to pay IAEI in full within 30 days of billing.

**IAEI is responsible for and/or agrees to provide or supply:**

1. An instructor who is an expert in the subject matter as well as an experienced and skilled presenter.
2. All visual or audio/visual materials needed to present the seminar subject in a professional and effective manner.
3. All audio/visual equipment needed to present the seminar unless the equipment is supplied by the CLIENT.

## On-Site Seminar Agreement

**PW112801-09**

4. The textbook or other appropriate educational material to be covered in the seminar. The fee for each copy, if any, is as set out above.
5. Prepare continuing education certificates after receiving the roster from the CLIENT of those who qualify by attending not less than 90 percent of the seminar. IAEI will mail the certificates to the CLIENT for distribution to those who qualify.
6. Report attendance of individuals qualifying for continuing education credit to local or state licensing agencies where required.

### **The CLIENT is responsible for and/or agrees to provide or supply:**

1. A properly executed purchase order, if purchase orders are used by the CLIENT, for the full amount of the seminar including travel expenses prior to the seminar being scheduled.
2. A suitable room for conducting the seminar set up in classroom style, or, if not available in classroom style, in theater style.
3. A projection screen of a suitable size to maximize viewing of the presentation by the attendees, audio support for IAEI's wireless microphone, and any equipment/material at the facility which may be necessary for the presentation such as white boards, chalk boards or flip charts.
4. All food and beverages on the day(s) of the seminar for seminar attendees, if any.
5. Approval and scheduling of those employees, staff or other persons that are authorized to attend the seminar.
6. Monitor attendance as necessary to determine those that qualify for Continuing Education Unit credit by attending not less than 90% of the seminar.
7. Mail or fax to IAEI a typed list including name, address, title, social security number and any trade license number of those who qualify, for the purpose of issuing Continuing Education Unit certificates.

The seminar will be taught on the date(s) above unless mutually agreed otherwise. However, performance by IAEI will be excused without liability or obligation if unforeseen circumstances beyond the control of IAEI including death, disability, or travel problems prevent IAEI's designated instructor for the seminar from conducting the seminar and no satisfactory substitute is available on the date(s) the seminar is scheduled. In such an event, IAEI will reschedule the seminar at the earliest mutually convenient date or the seminar will be canceled at the client's option.

**On-Site Seminar Agreement**

**PW112801-09**

The client reserves the right to cancel the scheduled seminar due to insufficient enrollment. A decision to cancel will be made no later than 10 working days prior to the starting date of the seminar. In the event of such a cancellation the client will be invoiced for any expenses IAEI has incurred, such as shipping fees for books, pre-purchased airline tickets, and other justified expenses.

This agreement serves as the complete contract between the parties. No other agreement including verbal statements by either party are binding.

  
Authorized Signature - IAEI

L. Keith Lofland  
Printed Name

August 31, 2001  
Date

\_\_\_\_\_  
Authorized Signature - Client

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

\_\_\_\_\_  
Date