

## Agenders Convention Ground Rules

### General:

1. Host and Agender represented shall determine financial responsibilities, distribution of funds collected at event, date of event, schedule of event, location of event per guidelines below.
2. Contact for both Agenders and host will be established before Agenders and host commit to event.
3. Agenders and host will jointly determine program and schedule for the event.
4. If event is recorded, host and Agender representative shall determine whether it will be copyrighted and who will own the copyright, and distributions of any funds collected after expense of creation is covered.
5. Host provide estimate of projected attendance.
6. Online signup will be managed by Agenders through Agenda21today.com. Attendees signing up through Agenda21today.com will be offered a certificate for a donation from those signups.
7. Advertising:
  - a. Agenders – Will send announcements out to email list through Operation Paul Revere and post convention schedules, programs, and details on the agenda21today.com web site and coordinate with other national organizations to include on their web sites.
  - b. Host – will send out announcements via local media, email to members and other groups, flyers, and invitations to elected officials in that area.

### Agenders:

1. Travel to and from event location shall be responsibility of Agender participants unless host chooses to cover all such expenses.
  - a. Agenders covering expenses:
    - i. May raffle items to assist with covering the cost to the Agenders for travel, lodging, meals, handout materials, etc.
    - ii. Provide handouts (free), previous recorded events (sale), raffle tickets,
    - iii. Agender products will be sold and sales will be retained by Agenders.
    - iv. Donations collected inside the event are property of the Agenders.
  - b. Host cover Agenders expenses:
    - i. Donations distribution is at the discretion of the host, i.e., keep for their organization, donate to whoever they please, or share with Agenders.
2. Responsible for moving materials to and from Agender table, setting up and breaking down of any displays on their table.

### Host:

1. Host may ask for entrance donation, and distribution of those funds are the discretion of the host.
2. Provide location with appropriate seating, AC, lighting.

3. Provide sound systems (Sound board, amplifier, speakers), provide connection to sound system for computer input, i.e., ¼ in stereo or monaural jack).
4. Provide video projection system with ability to connect and project computers with adequate luminosity for projected image to be clearly visible on a surface.
5. Provide Agenders with table to display handouts (free), previous recorded events (donation), raffle tickets, other Agender products (donations or free).
6. Any security necessary will be provided by the host.
7. Parking for Agenders will be provided by the host.
8. Advertising will be responsibility of the host.
9. Provide availability to food and drink for event for donations, or allow organizations to provide for fee, or provide snacks at no cost or donations.