

Gifts That Give Hope Host Agreement

Gifts That Give Hope, Inc., (also known as "GTGH") is a 501(c)3 non-profit organization committed to promoting meaningful gift giving and support for local, national, and international non-profits by helping communities host Alternative Gift Fairs.

A **Gifts That Give Hope Alternative Gift Fair**, (also known as "Alternative Gift Fair") is a one day event held in the community with table space provided to a variety of non-profit organizations willing to educate the public on their charitable mission. Shoppers can meet and speak with representatives from these non-profits organizations and learn more about their charitable activities and volunteer opportunities. Shoppers are encouraged to purchase "virtual gifts" from a shopping list with donations going to the participating non-profits of their choice.

The Host Organization, (also known as the "Host Organization") is a non-profit organization or group of volunteers willing to sponsor an Alternative Gift Fair in their community. The Host Organization agrees to use unpaid volunteers and will not charge any fee for the sponsorship, other than reimbursement of reasonable expenses (up to 10%) directly related to hosting the Alternative Gift Fair. GTGH agrees to limit one fair per county and /or within 30 miles of each other.

This Host Organization Agreement is between **Gifts That Give Hope Inc.** (GTGH), a non-profit organized under the State of Pennsylvania and a **Host Organization** willing to sponsor an Alternative Gift Fair in their community. Both parties agree to fulfill the obligations stated in the Host Agreement. This Agreement can be cancelled by the Host Organization for any reason prior to the scheduled date of the Alternative Gift Fair, or by GTGH because of the failure of the Host Organization to fulfill obligations.

I. GTGH SERVICES PROVIDED TO HOST ORGANIZATION

GTGH provides organizational, marketing, and e-commerce services to Host Organizations sponsoring an Alternative Gift Fair in their community. The Host Organization has the option to use the following resources provided by GTGH under this Agreement:

- A. **GTGH Name and Logo:** GTGH will provide use of the GTGH name and logo to use on all fair documents and correspondence, as well as any promotional and marketing materials.
- B. **GTGH E-mail:** GTGH will provide an e-mail address that may be used by the Host Organization for communication and marketing a Gifts That Give Hope fair to the media and public. The Host Organization may elect to use its own e-mail address.
- C. **GTGH Website:** GTGH will provide a website presence and a place to post fair information, about us page, news articles, photos and sponsors for each individual Gifts That Give Hope fair. GTGH will keep current and maintain the GTGH website located at www.giftsthatgivehope.org.
- D. **Non-Profit Online Application:** GTGH will provide the Host Organization an online non-profit application to be used by 501(c)3 non-profit organizations seeking to participate in a Gifts That Give Hope Alternative Gift Fair. The Host Organization will be able to select the dates to open and close the online non-profit application.
- E. **Fair Shopping Materials:** GTGH will use the non-profit database from the online applications to generate a Shopping List, Mission Statement List, Gift Card and Card Inserts.
- F. **E-Commerce Online Shopping Cart:** GTGH will provide an e-commerce online shopping cart to help each fair increase their donations. The Host Organization will be able to select the dates during the months of November and December to open and close their shopping cart.
- G. **Insurance:** GTGH will provide limited coverage under a general business liability policy for GTGH and the Gifts That Give Hope Fairs sponsored by the Host Organization. The contract or confirmation of the GTGH fair location venue must clearly state the event is being sponsored by GTGH and the Host Organization.
- H. **GTGH Host Resource Area:** GTGH will provide an online Host Resource Login Area that includes the following:
 - **E-mail Correspondence:** an area where Host Organizers can generate and send e-mails to their shoppers and non-profits.
 - **Host Tool Kit:** an area where Host Organizers can access information and templates for hosting a fair
 - **Manage Fair Website:** an area where Host Organizers can manage their individual fair website pages
 - **Manage Administrative:** an area where Host Organizers can change variables to meet their fair needs

- **Generate Fair Material:** an area where Host Organizers can generate fair shopping and promotional materials
- **Generate Fair Reports:** an area where Host Organizers can generate individual and comparison fair reports

II. HOST ORGANIZATION OBLIGATIONS TO GTGH

The Host Organization agrees to provide the following to GTGH in return for services rendered by GTGH as described in this agreement:

- A. **\$50 Annual Registration Fee:** The Host Organization agrees to pay GTGH an annual registration fee for the services and resources that GTGH provides. This fee is due by September 1st or at the time of sign up for new Host Organizations who join GTGH after September 1st.

- B. **\$1 Line Item on Shopping List:** The Host Organization agrees to list the following line item on each Shopping List: **"\$1 to GTGH helps communities host Alternative Gift Fairs. Your \$1 helps bring future fairs to your community."** The \$1 must be printed in the total column so it is on the shopping list when it goes to print. However, it may be removed if requested by a shopper.

- C. **GTGH Name, Logo and Website Address:** The Host Organization will include the Gift That Give Hope name, logo and website address on ALL documents, correspondence, shopping/promotional material and media announcements. The Host Organization agrees to use the Logo exactly as it is. The GTGH Logo colors and name cannot be changed or altered. The Host Organization agrees to provide GTGH copies of ALL shopping and promotional materials used to host a fair. GTGH will send each Host Organization a self address stamped envelope to be used to mail these materials to GTGH.

- D. **Promoting a GTGH Fair through Social Media Networks and/or Blogging:** To help promote a GTGH fair, a Host Organization may open and monitor individual social media and/or blogging sites like Twitter, Facebook, LinkedIn, Wordpress etc. **The name of the city where your fair is held must be a part of the social media/blogging site names.** The "Gifts That Give Hope" name should never be used alone and should always include the city that the fair is being hosted in. The following is one example used on a Facebook account by the Lancaster fair: Lancaster Gift That Give Hope Alternative Gift Fair. Each social media/blogging site must include a link to the GTGH website. Shopping carts cannot be created on these social media/blogging sites. **A GTGH shopping cart can only be created and utilized on the GTGH website.**

- E. **Fair Expenses:** The Host Organization is responsible for all expenses related to hosting an Alternative Gift Fair. The Host Organization agrees to retain no more than 10% of the fair revenue to cover the costs of the fair, including rental fees, printing costs, supplies and other documented expenses. The Host Organization will maintain all receipts related to the expense of their fair.

- F. **Shopping List, Gift Cards and Card Inserts:** The Host Organization agrees to print and provide a Shopping List to be used by each shopper. The Host Organization agrees to collect all payments from that Shopping List at a separate cashier's table. A Gift Card and Card Insert must be provided to the shopper for each gift purchased from the Shopping List and also any gifts purchased through the online Shopping Cart. Gift Cards/envelopes can be purchased through GTGH at a discounted rate of .30 cents per card/envelope.

- G. **Tangible Items Sold:** Any tangible items sold must be directly related to helping non-profits organizations. Tangible items may not be added to the Shopping List and must be paid for directly to the participating non-profit organization.

- H. **Shopping Cart Online Orders:** The Host Organization is responsible for filling each online shopping cart order and sending Gift Cards, Card Inserts and envelopes to the online purchasers. The Host Organization is responsible for the costs of postage and mailing of the gift cards, inserts and envelopes. A nominal charge can be applied to online orders to help cover that cost.

- I. **Fair Report and Evaluation:** The Host Organization agrees to complete an after fair follow up report and questionnaire to GTGH.

III. REVENUE OPTIONS

The Host Organization elects one of the following options for the deposit and disbursement of the Gifts That Give Hope Alternative Gift Fair revenues generated by the Shopping List:

OPTION 1 - GTGH will deposit the revenues, disburse payments to the participating Non-profit Organizations, and issue expense reimbursement checks to Host Organization.

The Host Organization will deposit all revenue generated through the Shopping List with GTGH. At the conclusion of the fair, the Host Organization will send all checks for deposit by registered mail to GTGH for immediate deposit. The Host Organization will not send any cash (currency) to GTGH. The Host Organization agrees that any gift item purchases made online through the GTGH shopping cart or credit card payments processed during the day of the fair will incur to a 3% Pay Pal administrative processing fee retained by GTGH. Each fair has the option to pass this 3% charge onto the shopper. GTGH will be responsible for disbursements to the participating non-profit organizations based on the Alternative Gift Fair purchases. GTGH will also issue reimbursement checks to the Host Organization for any expenses related to hosting the fair, not to exceed 10% of fair revenue. Reimbursement checks will only be issued after the close of each fair's online shopping cart. **GTGH will retain a 1.5 % administrative fee to maintain the accounting for each individual fair and to cover the cost to issue disbursement checks to the Host Organization and their participating Non-profit Organizations of a GTGH Alternative Gift Fair.**

OPTION 2 - The Host Organization will deposit revenues, disburse payments to participating Non-profit Organizations, and issue expense reimbursement checks.

The Host Organization must acknowledge it is a registered 501(c)3 non-profit organization maintaining its own accounting and bank accounts or has an affiliation with a Community Foundation. The Host Organization is responsible for all revenues generated through the Alternative Gift Fair and all revenues will be deposited with the Host Organization/Community Foundation. The Host Organization/Community Foundation is responsible for all disbursements to the participating non-profit organizations based on the Alternative Gift Fair purchases. It is also the responsibility of the Host Organization/Community Foundation to issue reimbursement checks for any expenses related to hosting the fair. The Host Organization agrees to retain no more that 10% of the gift items purchased to cover the costs of the fair.

This is an agreement between the non-profit, Gifts That Give Hope, Inc. and a Host Organization hosting a Gifts That Give Hope Alternative Gift Fair. The undersigned hereby agree to the terms and conditions of this agreement on behalf of his or her organization or business.

Host Organization: We choose the following Revenue Option for Hosting our Fair: Option 1 or Option 2 (circle one)

(Sign) By: _____ Date _____

(Print) Name: _____

Address: _____

Phone: _____ E-mail: _____

Gifts That Give Hope, Inc.

By: Arlene K Wickens Date: June 1, 2011
Arlene Wickens, President

Please include a \$50 registration fee (check made payable to Gifts That Give Hope) and by September 1st to:

Gifts That Give Hope, Inc. c/o Arlene Wickens
1455 Armitage Way, Mechanicsburg, PA 17050