

Partnership Agreement

Mid-Michigan Women's Expo

February 10-12, 2023

Hours: Fri. 10-6, Sat. 10-6, Sun. 11-4

Lansing Center

www.KohlerExpo.com



Capital Area
District Libraries



Women's
EXPO

Kohler Expos, Inc. provides:

- Exhibit space (1) 10' x 10' booth
*you will need to provide your own tables/chairs, electric, internet, flooring, etc., we no longer provide these services through Kohler.
- 100 complimentary tickets
- CADL logo and hyperlink inclusion on www.kohlerexpo.com
- CADL logo inclusion in the expo program
- CADL logo inclusion on Direct Mail postcard (10,000)
- Promo mention in our press release
- Promo on Mid-Michigan Women's Expo Facebook page and within the Facebook event

Capital Area District Libraries (CADL) provides:

- 1000 tote pages (2 color) to be given out on Saturday.
- Promo in our e-newsletter (over 70,000 subscribers)
- Promo on our social media sites (Facebook, Twitter, and Instagram)
- Promo on our homepage for one week.
- Opportunity to promote expo in selected branches (signage etc.)

This agreement is confidential and will not be shared with parties outside the two parties signed below.

Date: 11/23/22
Capital Area District Libraries

Trenton Smiley - QA
Trenton M. Smiley
Capital Area District Libraries-Administration
Marketing & Communications Director

Date: 11/23/22
Kohler Expos, Inc.

Pamela K. Glass
Pamela K. Glass
Kohler Expos, Inc.
President

*Always refer to CADL as Capital Area District Libraries, never library and never a "the" in front.

6. Real Estate and Personal Property

- 6.1 The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Executive Director, who, with the Library Board, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.
- 6.2 In-kind donations of such as works of art, furniture, equipment, special collections and real property valued at less than \$10,000 will be handled by the Executive Director. In-kind donations valued at \$10,000 or more shall be referred to the Library Board for acceptance. Acceptance of the gift is effective upon delivery.
- 6.3 The Library will only accept gifts that are in usable physical condition. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.
- 6.4 The Library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.
- 6.5 When a gift is no longer desired by the Library it will be disposed of in a manner that best benefits the Library. See FIN 211 Fixed Asset Disposal Policy.
- 6.6 Once a gift is accepted by the library it will not be returned.

7. Special Purpose Donations

- 7.1 The library will accept funds donated for specific purposes that support the mission of the library. Such offers will be handled by the Executive Director, who, with the Library Board, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.
- 7.2 Donors of funds may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation but the Library reserves the right of final selection.

8. Corporate Partnership & Sponsorship Policy

- 8.1 A Corporate Partnership is a documented commercial agreement between Capital Area District Libraries and an outside organization, designed to benefit both parties.
- 8.2 A Corporate Sponsorship is a mutually beneficial agreement between Capital Area District Libraries and an outside organization, wherein an external party

contributes funds, goods or services to the Library in return for recognition, acknowledgement or other promotional considerations.

- 8.3 Only organizations and arrangements deemed appropriate and compatible with the policies, mission, philosophy and priorities of the Library will be considered for potential partnerships or sponsorships. The Library's reputation must be considered in any agreement.
- 8.4 Any program undertaken by the Library and any of its partners must respect the Library's commitment to intellectual freedom. Partners cannot influence the selection of materials, nor require explicit endorsement of products or services.
- 8.5 Partnership agreements which are valued at \$10,000 or less shall be approved by the Executive Director and reported to the Library Board. Partnership agreements which are valued at \$10,000 or more shall be presented to the Library Board for approval.
- 8.6 Recognition of the partnership or sponsorship and ongoing support will be handled by Capital Area District Libraries staff, in accordance with guidelines set by the Library Board. (See section 3 above.)
- 8.7 The parameters of any exclusivity agreement shall clearly define the nature, extent and duration of the exclusivity.
- 8.8 Library reserves the right to terminate an existing partnership if the partner uses Capital Area District Libraries' name outside the parameters of the partnership association, without prior consent; or if the partner develops a public image inappropriate to the Library's service and philosophy.
- 8.9 Should there be a change in ownership or name or both of a partner during the term of the agreement, Capital Area District Libraries reserves the right to cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy, or in the contractual agreement.