



602 South Main, Joplin, MO 64801
phone: 417.625.4789 fax: 417.624.7948

CVB/Grant Recipient Contract

I, _____ a representative of _____,
Project Manager Name of Event

do hereby agree to the following statements:

1. All artwork and materials which qualify for reimbursement must be submitted for approval to the CVB Director of Sales prior to production and/or printing.
2. All materials which qualify for reimbursement must use the current JCVB logo. All logos will be provided by the JCVB.
3. The CVB Director of Sales must be immediately informed, in writing, of any changes made to reimbursable items or activities. Any changes must be approved by the CVB Director of Sales.
4. All grant recipients must submit a bi-monthly report of event status to the CVB Director of Sales.
5. All grant recipients must attend an education meeting provided by the JCVB on grant guidelines and reporting.
6. All requests, approvals and reports must be submitted using the appropriate forms provided by the JCVB.
7. All grant recipients must complete post-event summaries and reports within the time allotted.
8. All grant recipients must sign the contract with the City of Joplin within 30 days of receiving notification of City Council approval.

Should this organization breach or waiver from any of the above statements, it is understood that reimbursement rights may be forfeited.

I have read and understood the above statements and by signing do hereby agree to comply.

Signature of Project Manager

Date

Signature of CVB Director of Sales

Date