

Memorandum of Understanding – Sappari Solutions, LLC & Harford Community College and

This Memorandum of Understanding (MOU) is between Sappari Solutions and Harford Community College (subsequently referred to as “the organizers”) and _____ (subsequently referred to as EVENT PARTNER).

This MOU is for the purpose of defining partnerships/contributions to the event known as “Clear Your Clutter Day” (CYCD) on **Saturday, April 25, 2015**. Event operation time is from **10:00 a.m. to 2:00 p.m.**

Location is **Harford Community College**
401 Thomas Run Rd Bel Air, MD 21015
Fallston (F) Parking Lot

Sappari Solutions and Harford Community College (HCC) agree to provide:

- Collaboration with the EVENT PARTNER via Nettie Owens, serving as CYCD 2014 Coordinator or another authorized representative
- On-site staffing for event for various staging points (e.g., entry, traffic flow, record keeping, materials distribution)
- Promotional and informational materials to participants
- Confirmation, staging and communication of/with event partners.
- Promotion of event through client communication channels and media outlets
- Coordinators’ logos, partner logos, event details to be used by all parties to promote event
- Food and beverage for staff/EVENT PARTNER (water, snacks, etc)
- Banner (to be placed on-site one week in advance of event) and HCC Marque
- Stick signs along road leading to HCC to promote event on day of event
- News alerts to local media outlets
- Inclusion of the EVENT PARTNER in all promotion of events
- Cleanup after event, assuring that all event-related items are removed (except those provided by HCC)

The Event Partner agrees to provide:

- Collaboration with Sappari Solutions and HCC via _____ or delegate
- Collection trucks/vehicles onsite, staged at least ½ hour prior to start of event (between 9-9:30am)
- Presence at event for entire event schedule
- Promotion of event through customer contact. (Flyers provided by the organizers)
- Promotion of event through EVENT PARTNER website and social media
- Removal of all items related to the EVENT PARTNER’s services following the event
- The EVENT PARTNER’s logo to be used in promotion as EVENT PARTNER
- The EVENT PARTNER’s promotional material for give-away bags (quantity of 300)
- Inclusion of the organizers as event sponsor in all promotion of event
- Easy Up type of tent, table, chairs for your site, for your comfort. (not required)

The organizers wish to retain identity of *Clear Your Clutter Day* as a community service and therefore requires that the Sappari Solutions and Harford Community College logos be used in all promotion. The organizers appreciate the contribution of all EVENT PARTNER businesses in the success of this annual event.

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| Nettie Owens Sappari Solutions, LLC Owner | Date | EVENT PARTNER Contact | Date |

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|------------------------------------------|--|
| Name of Contact: | |
| EVENT PARTNER Organization: | |
| Contact Number for Day of Event : | |
| Items to be collected: | |