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Sail Training International

*... the international voice of sail training
... changing young people's lives*

HOST CITY AGREEMENT FOR THE INTERNATIONAL SAIL TRAINING & TALL SHIPS CONFERENCE 2020

PARTIES

- (1) **Tall Ships Races International Limited**, (a subsidiary company of Sail Training International) whose principal place of business is; Charles House, Gosport Marina, Gosport PO12 1AH, UK

and
- (2) **Klaipeda City Municipality**, whose principal place of business is at Liepu st. 11, LT-91502
Klaipeda, Lithuania

1. Background

- a) Sail Training International organises the annual international conference for the sail training community, which typically attracts around 400 delegates from more than 30 countries.
- b) The Klaipeda City Municipality has been selected by the Organiser as the Host City for the conference in 2020.
- c) The conference will take place on November 27th and 28th 2020 and will be preceded by a day of official meetings on November 26th 2019.

2. Undertakings of the Organiser

The Organiser undertakes to:

1. Provide the Host with two free delegate places for the STI conference in 2021, 2022 and 2023.
2. Provide the Host with ten free delegate places for the 2020 conference.
3. Provide the host with a speaking opportunity during a workshop or plenary session during the 2020 conference.

Sail Training International. Charity number 1096846. A company limited by guarantee (Registered in England No 4686048)
Reg Office: Charles House, Gosport Marina, Mumby Road, Gosport, Hampshire, PO12 1AH, UK.
Tel +44 (0)23 9258 6367 Fax +44 (0)23 9258 4661

Members: the national/representative sail training organisations of Australia & New Zealand, Belgium, Bermuda, Canada, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Japan, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, Russia, South Africa, Spain, Sweden, UK, USA
Probationary Members: Czech Republic, Hungary

4. Include Klaipeda promotional videos on the event website and play such videos where practical on available screens between workshop sessions.
5. Provide space in the exhibition area for the Klaipeda City Municipality during the 2020 conference.
6. Provide a dedicated destination page as part of the conference website and conference App to inform event delegates.
7. Provide a speaking slot during the opening plenary session where a city official will open the conference.
8. Include the Host's chosen brand(s) and apply 'Sponsored by' designation on all 2020 conference materials, including:
 - Conference website pages
 - Conference App
 - Printed conference programme
 - Delegate bags
 - Conference signage and holding slides
 - Delegate badges
 - Conference communications and marketing materials
 - Conferences resources made available following the event

3. Undertakings of the Host

The Host will provide the organizer at no cost the following facilities and services:

Thursday 26 November (Location: conference hotel or conference centre)

- **Board meetings:** Two meeting rooms, each to accommodate 15 people, with water, morning/afternoon tea/coffee and a light buffet lunch.
- Data projector, screen and laptop.
- **Ships Council Meeting:** one meeting room to accommodate 75 people cabaret style, plus another room to accommodate a breakout session of 35 people cabaret style, with coffee on arrival, morningtea/coffee and a light buffet lunch.
- **International Youth Forum:** one meeting room to accommodate 20 people boardroom style, with coffee on arrival, morning and afternoon tea/coffee and a light buffet lunch.
- Room for opening conference plenary session for all delegates (400+) with screen, laptop, projector, hand held microphones x3, lapel microphones x2, rostrum and appropriate stage lighting.
- Welcome Reception - Evening Conference Reception for all delegates. Venue for a Standing Reception for circa 400+ people, with wine/beer/soft drinks and canapes. Will require microphone and rostrum for

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speeches.

Friday 27th November Conference Day One

- Six rooms for workshops (each to accommodate min 80 delegates theatre style, with laptop, projector, screen, 2 x lapel microphones, speaker water, rostrum)
- Tea/coffee on arrival, mid-morning and afternoon. Two course light buffet lunch with coffee for all delegates.

Saturday 28th November: Conference Day Two

- Six rooms for workshops, discussion groups (each to accommodate min 80 delegates theatre style, with laptop, projector, screen, 2 x lapel and 1 handheld microphones, speaker water, rostrum)
- Room for closing plenary sessions for all delegates (400+) with screen, laptop, projector, hand held microphones x3, lapel microphones x2, speaker water, rostrum and appropriate stage lighting.
- Tea/coffee on arrival, mid-morning and afternoon. Two course light buffet lunch with coffee for all delegates.
- Gala Dinner for all delegates (400+), to include a drinks reception, three course dinner, with wine, beer, soft drinks. Music (live band / DJ).

Additional Requirements:

- Sufficient technical support for the duration of the event (minimum four technicians for the main conference days).
- A conference administrative office and store room for the duration of the event plus two days immediately prior with staff/administration assistance before and during the Conference (English speaking and with good local knowledge), plus access to a high-performance printer/copier (for conference materials), etc.
- Space (in the Conference hall foyer or room where coffee/tea/lunch breaks are taken) for up to circa 20- 25 table displays, each requiring floor space up to 4mx3m. Each will require clothed tables and 2 x chairs.

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- Hotel accommodation for the Sail Training International staff team (approx. 70 room nights)
- On-line hotel booking facilities for all delegates for hotel accommodation available at the lowest commercial rate for all delegates (accommodation to be available in the four/five star conference hotel and a nearby three-star hotel).

Termination and force Majeure

Neither party shall be held liable for failure or delay in the performance of its obligations under this Agreement t, if such performance is delayed or hindered by the occurrence of an unforeseeable act or event which is beyond the reasonable control of either party ("Force Majeure Events").

Acts or events constituting Force Majeure Events shall include, but not limited to Act of God, government intervention, directives or policies, strikes, industrial disputes, riots, acts of terrorism, rebellion and wars, health epidemics.

The party affected by a Force Majeure Event shall notify the other as soon as soon as reasonably practicable after commencement of a Force Majeure Event.

Neither party will be required to return any moneys invested in the case of cancellation through force majeure.

EXECUTED on(date)

SIGNED BY

(PRINT NAME)

Duly authorised for and on behalf of **The Tall Ship Races International** (the Organiser)

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SIGNED BY

(PRINT NAME)

Duly authorised for and on behalf of **The Klaipeda City Municipality** (the Host)

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