

**Letter of agreement**

BALTIC EVENT INDUSTRY CLUB MTÜ (now and later BEIC) and XXX (now and later Beneficiary) have agreed on the following:

BEIC will provide beneficiary with the following:

* Monthly newsletter with news and special offers for BEIC members;
* Free online and offline media promotion;
* 1 free ticket to Baltic For Events Forum;
* 2 free applications for participation of your projects in the Baltic Event Awards;
* Free consultation with BEIC's administration regarding any type of live communication;
* Preferential participation in BEIC industry partnership programs as speakers (exhibitions, thematic round tables, seminars, conferences, meetings and other professional events);
* Preferences and discounts from certified partners and potential contractors of BEIC;
* BEIC personal membership number and logo

Beneficiary agrees to follow the following rules:

* Appoint a contact person for the networking between the BEIC and the Beneficiary;
* Place BEIC logo on the website and on every other PR or promotional materials (brochures, mails etc);
* Once every 2 months send news and project reviews to BEIC administration for publications in BEIC's members newsletter;
* Every 5th week of the month partecipate in the «BEIC call» to share the news and discuss the questions;
* Participate in BEIC meet-ups not less than 1 time per year;
* Follow the [Code of Conduct](https://www.beic.pro/code-of-conduct);
* Follow the BEIC rules:

BEIC members can ask for a help or advise any other BEIC members

If BEIC members need to hire the agency in another country, they have to send brief to the local BEIC members. They are free to choose any other agency though.

BEIC members have right to respond or to not to respond to the brief.

BEIC members respect the Code of Conduct and do not share the information they got at BEIC meetings if it hurts other members interest

Beneficiary agrees to pay the entrance fee and follow the following conditions:

* Membership in BEIC should be approved after the candidate fills in the online application form or presented during offline meeting within 30 days;
* The entry fee is paid by the member of BEIC on the basis of the invoice. Payment of the entry fee is made by transferring the specified amount to the settlement account of BEIC within 5 working days from the date of invoice and is considered paid from the date of receipt of the entire amount to the corresponding account of BEIC;
* In the usual manner, the membership fee for all members of BEIC is determined by the administration once a year (1st January-31st December) for the next calendar year, determined and set at a rate of 1200 euro;\*
* In case the candidate joined during the year or wants to pay for 6 months, the fee is determined every 6 month and set at a rate of 600 euro;\*
* The 6 month payment should be done based on the invoice within 5 working days after receipt;
* The payment options should be agreed upon and signed in the letter of agreement;
* The admission fee is transferred to the account of BEIC and used to carry out its current activities;
* The entry fee is paid by legal entities wishing to join BEIC only after the application for membership has been submitted and approved;
* In case the membership can’t be approved (refusal by the candidate before the actual admission to BEIC, or the refusal of BEIC to accept the candidate for valid reasons), there is no invoice;
* In case the member wants to leave BEIC, they should notify BEIC administration 1 month before. The last month of the membership should be covered.

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| Method of payment (per 6 months/per year) |  |

Signatures: