

## Getting Started / Proposal / Specification

It's easy to get started with vConferenceOnline – this document includes the essential bits of information we'll need to set up your account and then our team will be in touch right away to get things rolling.

The key elements include:

- The type of event agreement you'd like (subscription, single-event, etc.)
- Contact information
- Your signature

We've also included two other elements: the description of the unlimited subscription access and what it includes, and the "short, but important fine print" that outlines other information items.

If you have any questions about this document, please contact:

Stephen Wynkoop  
[swynk@bitsonthewire.com](mailto:swynk@bitsonthewire.com)  
520-485-8354 (direct line)

## Option Selection

Each option includes up to 3000 attendees (unlimited registrations), technical support, project management assistance, reporting, all standard features, and standard customizations. Events cannot be resold.

\* Multiple event packages include up to 6 virtual conference events (24 webinars, 24 courses) during the annual term of the agreement, each with up to 2 hours of live streaming sessions.

### \_\_\_ Multiple Events, Unlimited Features, 150 sessions, 75 booths, unlimited tracks...each event

**Annual Package, Monthly**

**USD \$1,996 per month (11 months)**

**Setup/month 1: USD \$3,000 (1<sup>st</sup> Yr Only)**

*Rate Guarantee:* Optional if you decide to renew for a second year: Startup waived in the second year, the monthly rate drops to USD \$1808 x12 months of the second year. NOTE: if the event falls within the first 60 days, payment of the setup plus 2 month's payments are required. Monthly payments will begin on month 3 on the anniversary of the agreement.

**Annual Package, Prepaid**

**USD \$21,700 (save 15% vs monthly)**

*Rate Guarantee:* Rate guaranteed for second year.

### \_\_\_ Single Event (*up to 150 sessions, 75 booths, unlimited tracks*)

**Single One-Time Cost**

**USD \$14,500**

#### ***Extensions to Unlimited Annual in Conjunction with Single Unlimited Event***

*Options require activation within 30 days of single event kick-off. These options are add-ons to the **single-unlimited event** item.*

\_\_\_ **Option: Upgrade to full year of unlimited from  
start of original contract:**

**USD \$8,468**

\_\_\_ **Option: Add-on 12 month extension of unlimited**

**USD \$12,250**

### \_\_\_ Additional Department Licenses for Annual Unlimited Events      Number desired: \_\_\_\_\_

**Additional department licenses: 2-5 30% discount, 5-10 40% discount, 10+ contact for quote**

### \_\_\_ Trade Show/Job Fair Only (*10 booths/employers, 1x30 minute pre-recorded welcome session*)

**Single One-Time Cost**

**USD \$5,495**

**Extra session hour (ea.)**

**USD \$1,800**

**Extra booth (ea.)**

**USD \$500**

### \_\_\_ Mini Virtual Event (*3 sessions, 5 booths*)

**Single One-Time Cost**

**USD \$4,995**

**Extra session hour (ea.)**

**USD \$1,750**

**Extra booth (ea.)**

**USD \$1,750**

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## XL Packages

XL packages boost allowed attendees by additional 10,000 attendee blocks (or any portion thereof).

### Subscription XL Package Premium

+20% per 10,000 additional attendees, available at all events during the subscription. actual cost depends on prepaid vs. monthly payments

Or

### Single event attendee bump

USD \$2,500 per 10,000 additional allocation if pre-paid  
USD \$3,600 per 10,000 if not pre-paid  
Single event

No refunds for unused allocations. To qualify for "Pre-paid" payment must be received 5 business days before the event.

## Hosted Panel Discussion

We can host the panel discussing using Zoom. We provide the technology and the capture/streaming and are online in the discussions monitoring (hidden). This option includes one free dress rehearsal per session that will be held.

### Hosted Panel Discussion

USD \$125/hr (2 hour minimum)

## Transcription Services

AI-generated transcriptions for closed captioning – includes transcription, conversion, installation and setup of closed captioning. **NOTE:** adds lead time to session preparation. Pre-recorded sessions only. **Transcripts may require editing by your team (not included) depending on your accuracy requirements. These are AI-generated transcriptions.** Inquire about human-generated transcriptions if required.

### Closed captioning transcription/setup

USD \$60/hr (2 hour minimum)

## Live vs. Simulated Live vs. Pre-Recorded Sessions

Two (2) Hours of live broadcast/live streaming included with every event.

### Additional Live Streaming Session Hours

USD \$100/hr, 1-hour minimum

## Poster Booths/Sessions

We support either poster sessions (available in on-demand only, captured ahead of the event), or poster booths (with a specific booth configuration that includes the "logo" (presenter), and up to 3 assets). Poster elements are available in blocks of 500.

### Block of up to 500 Poster Booths/Sessions

USD \$5,000

*Multiple blocks may be added to any event.*

## Event Add-Ons (adding on to included amounts)

### Booths

USD \$300/ea.

### Session Hours

USD \$300/Hr

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## Short, But Important Fine Print

Unless otherwise noted, the following important items apply to this Agreement:

- Up to 3000 attendees are supported in the base packages. Additional attendees will incur an additional cost as noted. Note that unlimited registrations are included; attendees are those that attend the event.
- Integrated Email Services – Customer-created response emails (txt or html) for registration thank you, post-registration, event opening, event on-demand – to all registrants
- Customer is responsible for all “content” items – this includes (but is not limited to) creation of any custom graphics, custom videos, video editing, audio editing/creation, determining and designing the schedule and other show elements, emails, videos, materials for sessions, materials for booths (customer or their exhibitors), etc.
- Video editing available at additional cost, starting at \$125/hr. or portion thereof, 20-minute minimum. This includes cuts, appending video segments, creating videos at the request of the customer.
- On-demand period is up to 90 days from the last day of the event (for single events, duration of agreement for annual contract)
- Technical support provided for up to 8 continuous hours per 24 hour period during the days of the event, in the time zone of your event. If additional time is required, a cost of \$50/hr will be applied for hours over the 8 continuous hours per 24 hour period.
- Online Customer Support During Event and During On-Demand Period (during the on-demand period, live chat support is offered during normal Bits office hours and via email support options 24x7)
- Both Company and VCONFERENCEONLINE will designate the main point of contact for project coordination. It is understood and agreed that this contact may be supplemented or replaced at a future date, but that success of these events relies heavily on a focused contact effort on the parts of both the VCONFERENCEONLINE and the Company. Every effort should be made to limit the project-oriented points of contact.
- Customer is responsible for the management and protection of all data elements shared with them (customer lead lists, any other personally identifiable information elements). Personally identifiable information will be removed from our systems 3 months after the event is no longer available for attendees. VCONFERENCEONLINE is not responsible for retention of these elements beyond this time period and will use commercially reasonable methods to protect them while in our systems, including firewall implementation and other methods as determined by VCONFERENCEONLINE teams.
- Customer understands and agrees that all attendees will control whether their information is shared with other attendees in the environment, shared with exhibitors and sponsors, and will have the ability to modify and/or delete their account in the system as desired. Removing their account will also remove their registration for, and access to, the event.

### For all options:

**Please note that all pre-recorded sessions are required in our offices, in finalized, fully-edited form for encoding and setup at least 5 business days prior to the event. Videos that are submitted to your project team for processing (vs. submission with the self-service portal) after this time will incur an additional \$300 per session hour rush charge.** Videos submitted to your project team and received less than 2 business days prior to the event may not be available for the event and may be available only in on-demand mode. *This requirement and associated cost is waived if the self-service portal is used to submit videos (videos will be used as-is and must be provided with sufficient time to encode and post to the site).*

If 3<sup>rd</sup> party streaming services are utilized, Customer is responsible for providing all appropriate URL and after-the-fact MP4 files for on-demand viewing. Your project team will provide detailed instructions about what information is needed and work with you on acquiring these. Customer is responsible for all bandwidth and account costs associated with 3<sup>rd</sup> party streaming services if selected.

## Payment Information

Type of card:      Visa   MC   AMEX

Billing zip/postal code: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_ Expires: \_\_\_\_\_ / \_\_\_\_\_

Name on card: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

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## Authorized Contacts

The Master Contact for VCONFERENCEONLINE for all legal and contractual questions and concerns is:

Stephen Wynkoop, President  
Bits on the Wire, Inc.  
7660 E. Broadway Blvd Ste 107  
Tucson, AZ 85710  
520-760-2400

The Master Contact for Company for all legal and contractual questions and concerns is:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Contact at Company:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## For More Information

For more information, please contact

**Stephen Wynkoop**

**Bits on the Wire, Inc.**

**520-760-2400 x1030**

[swynk@bitsonthewire.com](mailto:swynk@bitsonthewire.com)

## Acceptance

This agreement can be digitally signed, or signed and scanned/faxed to our offices. When signed below, the **Event Technology License Agreement** is included and incorporated in this overall agreement.

URL for Event Technology License Agreement:

<http://www.vconferenceonline.com/MasterServicesAgreement.pdf>

Accepted: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Bits on the Wire/vConferenceOnline Acceptance:

Accepted: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

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