
From: "Toska Medlock" <toskamedlock@yahoo.com>
To: <sfarringtonassoc@yahoo.com>
Sent: Monday, November 08, 2004 7:47 PM
Attach: Professional Services Agreement.TMG.doc
Subject: Professional Service Agreement

Sheila,
Before the event on tomorrow, I would like to have this executed and a check for deposit. This is a time sensitive matter as The Myriad Group has expended funds already to secure the vending services.

Thanks!

Do you Yahoo!?
Check out the new Yahoo! Front Page. www.yahoo.com



8/19/2005

E-0036/1

Professional Services Agreement

Parties:

This professional service agreement is between The Myriad Group and Farrington and Associate. The Myriad Group is a full service marketing communications, public relations and event/meeting management company based in Dallas, Texas.

Appointment:

In consideration for professional services to be performed by The Myriad Group to Farrington & Associates to produce a special event scheduled for Tuesday, November 9, 2004.

The Myriad Group shall have the exclusive right to act as an independent contractor for such professional services. The Myriad Group's actions and representations shall be professional and representative of high ethics and character at all times and must follow the guidelines set forth by the officers of Farrington & Associates.

The Myriad Group will be responsible for making all necessary arrangements in order to execute programs, resource development and special events. The Myriad Group will coordinate all necessary expertise to create a memorable and quality special event/celebration.

Additionally, The Myriad Group will coordinate and sponsorship sources (as requested) for the special event defined in the scope of work. All arrangements must be coordinated and/or approved through Farrington & Associates.

The Myriad Group will act as the executive producer of a special "Surprise Birthday" event

- Special Event Management and Production (including invitation creation, invitation list development, mail-out and follow-up
- Special Event Venue Selection (The Myriad Group will research and visit sites for the special celebration, negotiate the best facility cost
- The Myriad Group will serve as the point of contact for all calls and/or questions. Functions will also include providing a proper number of staff for the event, including greeters/host/hostesses, etc.
- The Myriad Group will also secure the services of decorators, caterers, bakery, valet attendants, photographers, entertainment, etc.
- The Myriad Groups staff will handle all aspect of billing and payment for all vendors involved in this special event.
- The Myriad Group will also have guest sign-in book, and prepare thank you cards for all guest who attend.

Terms:

This agreement commences on November 3 – November 10, 2004.

Compensation:

The Myriad Group compensation to produce this event is \$7500 (Seven thousand five-hundred dollars). All vendors will be paid from The Myriad Group. Vendors include: graphic designer, printer, venue rental, catering(food and beverage), valet parking, entertainment, decorations, photographer and personnel).

A one time fee of \$7500 is required at the signing of this agreement

Retainer fee:

The comprehensive fee for this event for The Myriad Group is \$7,500.00.

Default:

If either party breaches or fail to comply with this agreement or make false representation in the agreement, the party in non-default may seek any relief provided by law.

Agreement of Parties:

This agreement contains the entire agreement between Client and The Myriad Group, any changes must be in writing . This agreement is binding upon the party's signature.

Toska Medlock Lee, President
The Myriad Group

Sheila Farrington, President
Farrington & Associates