

HARBOR HOUSE LAW PRESS, INC.

On the following pages, you will see the “**Standard Rate Contract**” and the “**Flat Rate Contract**” that are used in your hosting a Wrightslaw conference.

The **Standard Rate** has a fixed speaker fee. In addition to that speaker fee, you will be responsible for all meals, travel, rental car, lodging, airfare, parking, mileage to and from the departure airport, tolls, and unknown unexpected dollar expenses and costs, and other such expenses. That amount is variable dependent upon the actual costs incurred. With the Standard Rate, your payments to Harbor House are for the speaker fee, the books, and the above reimbursable travel, lodging, etc., expenses.

In the event of a re-scheduling of the program or simply increased travel costs due to adverse weather, airline cancellations / delays or other events, and / or subsequent re-scheduling of the training date, you will be responsible for all meals, travel, rental car, lodging, airfare, parking, mileage to and from the departure airport, tolls, and unknown unexpected dollar expenses and costs, and other such expenses already paid or incurred.

Examples – a couple of years ago I arrived onsite at the conference location two days prior. A blizzard the next day forced a rescheduling of the program to a later date. On another occasion, my return flight home to Virginia from California, due to FAA problems was cancelled and, because of such a widespread problem, my rebooked flight was three days later and, being an FAA computer glitch, the airline was not responsible for any of my interim expenses.

The **Flat Rate** locks up those variable reimbursable expenses as a sum certain with an upward dollar adjustment of the speaker fee. Your payments to Harbor House are only for the flat rate speaker fee and the cost of the books. There is no responsibility for the above meals, travel, and other reimbursable expenses, despite an unexpected intervening event.

For federal, state, and local governmental agencies, school districts and the military, we **always** use the Flat Rate Contract.

The Flat Rate speaker fee is increased by my guestimated potentially reimbursable costs and varies widely dependent upon whether the program is a two or three-hour drive from home contrasted with a program on the West Coast. Many groups prefer the Flat Rate Contract and its use is not limited to governmental agencies, school districts and the military.

Following the Standard Rate Contract letter below is the Flat Rate Contract. In both contract letters, using the find and replace feature, each of the **xxx** items below are changed to match the date you selected, city, state, amount of the Flat Rate speaker fee, etc.

Generally, at the time of contract preparation, I can price out the guestimated travel / lodging costs and create both contracts at the same time. In that instance, I will send you both contracts so that you can select which one you want to use.

Sometimes the host organization is able to have my room “comped” at the hotel so that there is no cost. In that instance, I can still create a Flat Rate contract, adjusting the dollars downward.

Find and Replace Items Command Shift H

Point of Contact:	xxxname	3 weeks prior:	xxx3weeks
Location	xxxcitystate	Flat Rate Speaker Fee:	xxx100
Conf Date:	xxxdate	50% of FR Speaker Fee:	xxx50
4 mos prior:	xxx4mo	25% of FR Speaker Fee:	xxx25

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* * STANDARD RATE CONTRACT * *

datehere

name
adr

Re: Wrightslaw Program
Location: xxxcitystate
Date: xxxdate
Speaker Fee: \$5,000 (6-hour program)

Dear xxxname:

Per our emails and telephone discussions, on **Thursday, xxxdate**, I will provide a one-day program of up to six hours about special education law and advocacy for parents, advocates, educators, related service providers and attorneys. The agenda will follow the format of the standard "6-hour agenda" that is on our website with modifications to include any new developments with IDEA 2004, the regulations, Section 504, ESSA and Supreme Court cases.

The fee is \$5,000.00, plus costs. "Costs" includes all travel, lodging and meals. A non-refundable deposit of 25% of the fee, i.e., \$1,250.00, is due with your return of this letter. By **xxx4mo**, four months before the program, an additional \$1,250.00 is due. The remaining 50% balance of \$2,500 is due at the end of the program on **xxxdate**. The two advance payments are non-refundable. If the program is cancelled for reasons beyond your control such as a national emergency, adverse weather event, the payments will be applied to a re-scheduled program.

Travel reimbursement from you will include airfare,¹ rental car, mileage to and from the airport, (or round-trip mileage to and from your location if I drive), tolls, parking charges and other usual and normal reimbursable costs. Vehicle mileage and meal reimbursement is based on the IRS per diem rates in effect on the date of your conference. In the event of a re-scheduling or increased travel costs due to adverse weather, airline cancellations or other events, you will be responsible for any and all travel, lodging, airfare costs, etc. If Pam participates in your program, then your responsibility for airfare and meals will increase accordingly.

Unless your conference is held at a hotel, I will make my own hotel reservation usually at either a Marriott or Embassy Suites near the conference or airport. I will arrive two days early² to protect against flight cancellations and use the next day to view the speaking site and test the audio-visual

¹ While I usually do not travel first class, frequently I travel business class, check baggage and utilize early boarding and extra leg room options.

² Three days for West Coast, Pacific Rim, USVI and PR conferences.

equipment. I will depart the morning after the conference. Your lodging cost will be for three nights and also include hotel charges, if any, for internet access and use of hotel printer.

The three books, *Wrightslaw: Special Education Law, 2nd Ed.*, *Wrightslaw: From Emotions to Advocacy, 2nd Ed.*, and *Wrightslaw: All About IEPs*, will be used as the primary teaching tools. Registrants shall receive a copy of each book as a part of their registration packet. Please be sure that the conference flyers and marketing information clearly indicate that all three books will be used as the textbooks and are included as a part of the registration fee.

As you are aware, Harbor House sells our book and other products to organizations hosting a Wrightslaw conference at a 50% discount for bulk purchases. To order those books and other products (for possible resale), you will want to contact Debra Pratt at Harbor House at (804) 758-8400 and at debrapratt@harborhouselaw.com.

Per the table below, a part of your additional costs will be an advance minimum purchase of at least 150 law books, 150 From Emotions to Advocacy books, and 150 of our IEP books by **xxx3weeks**. Since most Wrightslaw programs have between 200 – 300 attendees, I expect that you will need more than the minimum of 150 sets of books. Each set of the three books will cost you \$31.43.

We will pay shipping³ for a bulk order received by that date. If you order books after **xxx3weeks**, with the option to return them, you will be responsible for our cost to ship the books to you.

Any unopened shrink-wrapped books and boxes of books, beyond the minimum 450 books not sold at the conference and not retained by you for resale, may be returned to Harbor House Law for a refund so long as they are received by us within 30 days after the conference has ended. You will be responsible for the cost to ship the books to Harbor House.

It is imperative that you have an excess number of each book on hand a week before the conference. We have had instances where the conference organizers had additional walk-ins the morning of the conference and ran out of books. This promotes ill will toward you and us and is not healthy.

Cost of Minimum Order of 150 Books for Wrightslaw Conference					
		Retail	#	Retail Total	Your Cost
Special Ed Law		\$29.95	150	\$4,492.50	\$2,246.25
From Emotions to Advocacy		\$19.95	150	\$2,992.50	\$1,496.25
All About IEPs		\$12.95	150	\$1,942.50	\$971.25
	Retail cost			\$9,427.50	
	Retail cost per set		=	\$62.85	
****	Your Total Cost @ 50%		=		\$4,713.75
****	Your cost per set		=		\$31.43

My program is not simply a PowerPoint presentation. During the day, using my computer, I open up adobe.pdf files of our law book, our “FETA” book and our IEP book. I zoom in on critical

³ Exception: we will pay 50% of the cost to ship to areas outside CONUS.

portions of the text. The audience, using their books, will simultaneously follow along and highlight critical words and phrases in their books.

You need to provide a “computer projector” also known as a “PowerPoint Projector.” **I will use my own laptop computer and you will want to ensure that there are sufficient cable and/or connections to directly connect my laptop to the computer projector. Please be sure that the conference venue is aware of this requirement.** Often this requires a 25 to 50 foot high quality VGA or HDMI cable. Lower quality cable or using several connectors with shorter lengths often result in reduced signal strength and problems with the on screen image and often, no image at all. On the day prior to the training, I would like to eyeball the facility, test the equipment, and meet with your or your staff.

During my presentation, I go online and demonstrate how to use “Google Scholar” in order to find past and current special education cases in your legal jurisdiction. I take the audience to the webpage that contains your state’s special education regulations. I do demonstrations about using webpages on our Wrightslaw website. You will need to ensure that the conference facility provides me with WiFi access.

Please bring another laptop that has PowerPoint software in the event my computer malfunctions. (I will back up the PowerPoint and pdf files on a memory stick.) I will also need a wireless hands-free microphone. For any opening remarks and the question and answer session during the last half hour, you will also want a wireless, hand held, microphone.

Dependent upon audience size, questions from the audience are usually not permitted during the sessions. Instead, the registrants should write out their questions onto 3x5 cards and place them in the back of the room in a box. In the last half hour at the end of the day, the written questions will be answered. Because of the use of 3x5 cards, each packet should include two 3x5 cards.

We can assist you by promoting your program on the Wrightslaw website and through announcements in **The Special Ed Advocate** newsletter. Announcements in the newsletter are often picked up by other advocacy groups and republished on other web sites and newsletters. Promoting the event is your responsibility. You may want to consider radio and newspaper interviews by telephone before the conference. Radio interviews and newspaper publicity draw many people at the last minute. **Marketing is your responsibility and you will want to start early with frequent postings and repetition about the event.**

Once the conference is confirmed, and location and registration fees determined, a brochure / flyer should be prepared as soon as possible. Please be sure that we preview it before it is released. You will want to have your refund policy on the website and flyer.

To encourage fast “Early Bird” registrations, you may want to offer a reduced price for advance registrations by a specific date with online registration and payment. To assist you with early registrations, at no additional charge to you, we will provide you with an adobe.pdf file of our “*Special Education Law*” book and our “*2017 Special Education Legal Developments and Cases*” book which includes all of the 2017 U. S. Court of Appeals special education cases.

You can provide those two books, as emailed pdf files, to the early registrants. This also reduces the probability of cancellations and refund issues since the two books retail for approximately \$30.00. There is no additional cost to you for these books. However, these books will only be available to those who register by your “Early Bird” date.

It will be important to make the registration process very easy, by telephone, fax, mail, and preferably online through the Internet. Upon receipt of the initial deposit, if you are interested, we will look into Continuing Legal Education credits (CLE's) so that attorneys will be encouraged to attend. We will help you with additional ideas and marketing.

Via email, please provide us with a list of registrants and their email addresses a week before the program and updated the day before the program. Five days before the program, I may send an email to the registrants that I am looking forward to seeing them and that, if anything extraordinary should happen, (hurricane, national emergency, etc.,) that forces a postponement, information will be posted on our website and that we will also send an email. Receipt of the advance email often triggers registrants to spread the word, generate excitement, and increase your registrations.

We will hold the date for ten days. Upon email receipt of this letter, please immediately sign and fax ((800) 863-5348) or scan and email the last page of this letter back to me. Be sure to mail a signed copy of this complete letter with your deposit check so that we receive it within ten days. All checks for speaker fees, costs, airline reimbursement, books, etc., should be payable to **Harbor House Law Press, Inc.** Our Federal Tax ID Number is 54-2000165 and our Central Contractor Registration DUNS # is 111051301. On another, unpleasant note, if there are any legal issues between you/your organization and Harbor House, such as failure to pay or failure to submit education credits on behalf of attendees, it is agreed that, if Harbor House so chooses, venue and jurisdiction for resolution is in Virginia.

If you advance the deposit on behalf of an organization out of your own funds, we will reimburse you once payment is received from the organization. In lieu of checks, you can to charge the above fees, costs and books to a bank card.

Looking forward to working with you.

Sincerely,

PWD Wright

Peter W. D. Wright

I understand and agree to the terms and conditions of this **Standard Rate Contract Letter** regarding the **xxxdate** conference in the greater **xxxcitystate** area.

Name/Title

Date

These portions are optional, cross out if not applicable -

Please charge the initial **25% deposit of \$1,250** to my Visa / MC / Amex / Discover (circle one) Bank Card.

On or after **xxx4mo**, please charge the second **25% deposit of \$1,250** to my Visa / MC / Amex / Discover (circle one) Bank Card.

On or after **xxxdate**, please charge the **Final Speaker Fee Payment of \$2,500** to my Visa / MC / Amex / Discover (circle one) Bank Card.

Please charge the **purchase of the books and other products** referenced in the preceding pages to our Visa / MC / Amex / Discover (circle one) Bank Card.

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* * FLAT RATE CONTRACT * *

datehere

name
adr

Re: Wrightslaw Program
Location: xxxcitystate
Date: xxxdate
Speaker Fee: \$xxx100

Dear xxxname:

Per our emails and telephone discussions, on **Thursday, xxxdate**, I will provide a one-day program of up to six hours about special education law and advocacy for parents, advocates, educators, related service providers and attorneys. The agenda will follow the format of the standard “6-hour agenda” that is on our website with modifications to include any new developments with IDEA 2004, the regulations, Section 504, ESSA and Supreme Court cases.

The fee is \$xxx100, plus the cost of the books noted on the page below. **You will not be responsible for any of the costs related to travel, lodging, meals and other usual reimbursable items.** A non-refundable deposit of 25% of the fee, i.e., \$xxx25, is due with your return of this letter. By **xxx4mo**, four months before the program, an additional \$xxx25 is due. The remaining 50% balance of \$xxx50 is due at the end of the program on **xxxdate**. The two advance payments are non-refundable. If the program is cancelled for reasons beyond your control such as a national emergency, adverse weather event, the payments will be applied to a re-scheduled program.

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Looking forward to working with you.

Sincerely,

PWD Wright

Peter W. D. Wright

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Name/Title

Date

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