



Conklin Hire-the-Staff Agreement

Conklin Company Inc.'s (Conklin) Hire-the-Staff Program is designed to offer Conklin Independent Distributors and Managers the opportunity to have a Conklin Staff Presenter conduct a Product/Business Opportunity Meeting or a Business Development Training applicable for one of the following product divisions: AgroVantage®, Fastrack®, Health and Home, Roofing Systems, and Vehicle.

We encourage organizations to combine their efforts for shared cost at a central location.

Host Independent Distributor's or Manager's Responsibilities include, but are not limited to:

- Submitting a completed Hire-the-Staff Request Form a minimum of 60 days prior to the requested meeting date. Due to the multiple corporate programs, meetings and other events, the Independent Distributor or Manager will need to call the Staff Presenter prior to his or her 60-day request to ensure the best outcome in scheduling. The program can include up to six hours of meeting time per day. Meetings held on multiple days are considered separate meetings and will be billed as such. This agreement is for meetings only and not designed for Conklin staff members to accompany Independent Distributors or Managers on sales calls, or for direct business-to-business meetings with a client or potential clients.
- Reserving a meeting space, meal and beverage plan for participants/attendees and any associated meeting charges.
- Confirming date, time and location of meeting with the appropriate Staff Presenter. The Independent Distributor or Manager should discuss topics he or she would like the Staff Presenter to address, and cover meeting display materials and any audio/visual needs that the host would supply.
- Reviewing the itinerary/schedule, estimated remaining balance/expenses, and meeting request form with the Staff Presenter prior to signature of the Hire-the-Staff Agreement.
- Submitting nonrefundable booking fee of \$300.00 (made out to Conklin Company Inc.) with a completed Hire-the-Staff Agreement to the Staff Presenter for processing. The Distributor or Manager will be responsible for the remaining balance (airfare and/or other travel, hotel and meals) within one week of receiving expense invoice from the Staff Presenter.

Conklin provides:

- Assistance in promoting your event, including a flyer designed by Conklin to be printed or emailed by the Independent Distributor or Manager. Each Independent Distributor or Manager may choose to utilize corporate marketing methods to distribute information about the hosted training, including Conklin's VoiceLink System; eBlast announcements and the company's weekly electronic newsletter, eVision.
- Meeting handouts as applicable.

For questions about meetings or to check on the availability of a Staff Presenter, please contact:

AgroVantage® and Vehicle Products

Dan Willgohs, Category Marketing Manager, (952) 496-4241, dan.willgohs@conklin.com

Corporate

Steve Bonar, Executive Vice President, (952) 496-4201, steve.bonar@conklin.com

Fastrack®

Dr. Ashley Bruce, Animal Product Specialist, (952) 496-4244, ashley.bruce@conklin.com

Health and Home Products

Sharon Wollard, Health and Home Product Specialist, (952) 496-4267, sharon.wollard@conklin.com

Roofing Systems

Beau McCoy, Roofing Systems Marketing Director, (952) 496-4226, beau.mccoy@conklin.com

Conklin Hire-the-Staff Agreement Meeting Request Form

Independent Distributor Name: _____

Conklin Account Number: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Date of meeting: _____

Type of meeting: _____

Location of meeting (name, address and phone number): _____

Time of meeting: _____

Number of attendees expected: _____

Number of meeting days: _____

Name of requested Conklin speaker: _____

Special requests of speaker: _____

By my signature (or typed signature), I verify the above information is correct and that I understand and agree to the terms and conditions of this agreement. I understand payment of remaining balance will be due within one week of receiving invoice.

Independent Distributor signature _____ Date _____

Staff Presenter signature: _____ Date _____

Executive signature _____ Date _____

Once your request is approved by Conklin's Executive Group, the signed agreement will be returned to you as the requesting meeting host.

This program is subject to change without notice.