

## **MAFWA SERVICE TO MIDWEST F&W CONFERENCE**

**The Midwest Association of Fish & Wildlife Agencies (MAFWA) agrees to provide the following administrative services to any state agency member who requests MAFWA's aid in hosting the Midwest Fish & Wildlife Conference (MFWC). These are administrative services only and in no event imply that MAFWA owns the conference or intends to take over management, responsibility or liability for the event.**

- 1) Banking Services: MAFWA will accept and deposit start-up funding and write checks for any state agency member hosting MFWC (this does not include auditing services). Fee: 5% of funds received.**
- 2) Conference Coordinator Contracting: MAFWA will sole source contract with a conference coordinator of the host member state's choice (this does not include auditing services), sign the hotel contract of the host member state's choice, and secure hotel cancellation and conference ~~financial loss~~ liability insurance. Fee: 10% of meeting event planner contract fees plus actual cost of insurance.**