

Contract Number: ENTER THE INTERNAL CONTRACT REFERENCE FOR THIS CONTRACT

## WORK ORDER

EFFECTIVE DATE: AUGUST 1, 2024

Pursuant to Master Services Agreement

made and effective as of May 1, 2006, as amended and modified

(the "Agreement" or "MSA")

Between (Redacted) ("Redacted" or "Client")

and Octagon Worldwide, Inc., a subsidiary of the Interpublic Group of Companies, Inc.

(the "Agency" or "Supplier")

This Work Order is covered by and made pursuant to and subject to, the terms and conditions contained in the Agreement referenced above, which are incorporated by reference into this Work Order ("WO"). Agency offers the following services (the "Work") to (Redacted)'s undersigned parent, subsidiary and/or affiliated company.

(Redacted) Region/Market/Business Unit Involved: (Redacted)

Octagon Office providing Services: STAMFORD, CT; ATLANTA, GA; CHICAGO, IL

Title of Project: 2025 (Redacted) Masters Executive Hosting Program Project Fees

Term of Project: August 1, 2024 – April 30, 2025

### Understanding and Project Context

Nature of the Relationship to be established respecting the Project: Fixed Project Fee

Description of Services: Agency to provide the following Services to 2025 Masters Executive Hosting Program

- Develop B2B hospitality programming around the 2025 Masters at Augusta National Golf Club
- Execute on-site hospitality program for up to 20 executives and key customers



### Scope of Work:

#### **Project Title**

##### **2025 MC Global Masters Executive Hosting Program**

- Assist with preparation of Compliance documents for guest approvals.
- Facilitate guest registration management.
- Secure and manage 3rd party vendors including but not limited to accommodations, transportation, maid service, rental furniture, and catering.
- Manage hosting home for up to 20 executives and customers including but not limited to the home turnover associated with three (3) hosting waves
- Secure transportation to/from airport(s) to host home.
- Secure transportation to/from Augusta National for 2025 Masters, business sessions, and meals.
- Secure talent for appearances.
- Manage ticket distribution.
- Prepare guest communications including pre-trip documents, welcome packets and branding elements.
- Provide on-site support to facilitate program delivery.
- Participate in weekly status calls.

#### **Project Staffing Plan**

Name	Role	Primary Role	%	Primary Location
Christine Franklin	EVP	Global Account lead	2%	Norwalk, CT
Francesca Minorini	VP	Program and Executive Lead	8%	Chicago, IL
Stephanie Riley	VP	Culinary Lead	5%	Norwalk, CT
Genevieve Courtney	SAM	Program Day-to-Day and Support	10%	Norwalk, CT
<b>Total</b>			\$	

The allocations of time set forth are estimates of the percentage of the resources' total work time. Actual allocations may vary, but the total Monthly Fee will not vary unless the parties agree otherwise in writing.

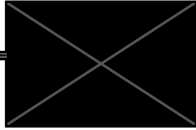
#### **Fee**

In consideration for the Services provided by Agency, shall pay a fixed and non-reconcilable fee of US Dollars [Click or tap here to enter text.](#) ("Fee") invoiced to according to the following schedule: billed monthly in the amount of September 2024 through April 2025. Agency shall earn the Fee as follows: evenly over the term.

#### **Additional Terms**

[Click or tap here to enter text.](#)

In accordance with the MSA, Agency staff are required to follow Code of Conduct and Supplier Travel Policy. Please find links to these policies below.



**Code of Conduct:**

[Redacted]

**Supplier Travel Policy:**

[Redacted]

Notwithstanding any contrary contractual provisions that might otherwise apply in the MSA or any WO, [Redacted] agrees that given the extraordinary effect of Coronavirus on sponsorships, events and activations (any of which, an "Event"): (1) if [Redacted] or Octagon elects to cancel or postpone an Event, or if Octagon is prevented from rendering Event services, due to Coronavirus (including but not limited to the Octagon personnel, talent or crew being unable or unwilling to participate due to suspected or actual illness), such cancellation, postponement, or prevention (collectively, "Cancellation") will not be deemed a breach, and Octagon shall use commercially reasonable efforts to mitigate any costs associated with such Cancellation, but [Redacted] shall remain liable for any approved fees, costs or expenses due to any third party providers for goods and services provided through the effective date of Cancellation which have been committed to by Octagon to any such third party providers on a non-cancellable or non-refundable basis that were previously approved in writing by [Redacted]; and (2) Octagon is requiring Event vendors and other companies to comply with all applicable laws including, but not limited to, health and Covid related laws, rules, regulations, orders and ordinances and take commercially reasonable steps to mitigate risks relating to Coronavirus.

That said, the parties acknowledge and agree that Octagon shall not be responsible for Coronavirus related costs, claims and liabilities arising out of the Event; provided, however, the foregoing limitation shall not apply to the extent that any such costs, claims or liabilities result from any of the following: (i) Octagon entering into a non-cancelable or non-refundable arrangement without [Redacted] prior written approval, (ii) Octagon failing to use commercially reasonable efforts to mitigate any costs associated with any Cancellation; (iii) Octagon not requiring Event vendors and other companies it engages to comply with all applicable laws, including but not limited to, health and covid related laws, rules, regulations, orders and ordinances or taking commercially reasonable steps to mitigate risks relating to Coronavirus; (iv) any claim arising from the negligence, willful misconduct or violation of applicable law, rule, regulation order or ordinance by Octagon or any person or entity engaged by Octagon to provide goods and/or services for the Event.

**Acknowledged and Agreed:**

**OCTAGON, INC.**

[Redacted]

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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