

MILITARY REUNIONS TO REMEMBER
William V. Pratt DDG-44 Association

Military Reunions to Remember
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Terry W. McManuels
Military Reunions to Remember
Virginia Beach, VA 23464
23 October 2006

Rodger Hall
USS William V. Pratt Association
1286 Steakhouse Road
Knoxville, IL 61448

Mr. Hall,

Military Reunions to Remember ("Company") is pleased to accept the appointment by the USS William V. Pratt Association and its members, spouses and guests ("Group") as Group's exclusive representative to make arrangements for suitable lodging, tours, meals and other services and entertainment ("Reunion Activities") in Concord, CA in connection with your upcoming reunion scheduled for August 15 - 19, 2007 at the Holiday Inn Concord hotel. We understand that you are authorized to act on behalf of Group, including its members and their spouses and guests. It is our understanding that you expect approximately 100 members plus spouses, and guests to attend and therefore will have need of an initial reserved peak night block of 40 rooms, with an estimated total room block of 160 room nights spread over a 4 day period.

Company agrees to make all reasonable efforts to make suitable arrangements on behalf of Group for the Reunion Activities requested by Group. Company's compensation for arranging the Reunion Activities shall be the commission from the hotel(s) selected. Group also agrees to a \$ 6.00 (Six Dollars) registration fee per attendee, to be paid to Company.

Company agrees to provide a full refund of all registration fees paid directly to Company for services provided to any member of Group in the event our services are considered unsatisfactory by said member (all registration fees waived for first reunion).

Company may produce and mail out a national level press release to those media currently in our Newspaper and Magazine Data Base at no charge to Group. This press release will list the date and location of Groups Reunion and point of contact for reunion information. Provided Company produces this press release, Group agrees to provide Company with suitable point of contact for responses to include name, address, phone number and email address (if applicable).

All attendees shall be responsible for paying Company, prior to the published Reunion Cut Off Date all fees for meals, tours and registration fees utilizing registration forms approved by Company. All reasonable advance deposits necessary in arranging Reunion Activities, typically deposit for hotel meals and tours will be paid by Company, subject to reimbursement following the reunion. Company shall provide Group upon request with a statement of those expenses.

Company shall receive from Group and/or it's members at least thirty (30) days in advance all funds necessary to confirm the Reunion Activities. All registrations received after this date shall be accepted on a space available basis. Company shall assess a \$ 6.00 (Six Dollars) processing fee for all cancellations of Reunion Activities after the 30 day cutoff date.

Company shall provide Group one master registration form (listed Reunion Activities and costs) and one master program sheet (Reunion Activities Itinerary) to be reproduced by Group in its newsletter. Group's members shall send completed registration forms to Company with payment made to "RTR / USS William V. Pratt Association. Company shall send periodically to Group a printout of who has registered and shall from funds collected on behalf of Group, pay all vendors associated with the Reunion Activities, excluding any charges for lodging. Reunion attendees will make lodging reservations directly with host hotel.

After the thirty (30) day cutoff date Company shall assemble registration envelopes to include an events itinerary, color coded meal and tour tickets, and laser-printed name tags and ship or deliver them to the hotel. A Company representative shall disperse these registration packages to the members at the hotel during pre-determined registration periods. Company's On Site Representative will be available during all Reunion Activities and will act as Assistant to the Reunion Chairman, currently Rodger Hall. Company's On Site Representative will liaison between hotel staff, tour company staff and all other vendors to assist with any problems that may arise during your reunion.

Assuming the enclosed letter of agreement fairly sets forth the terms of our understanding, please execute the enclosed duplicate and return it to us in the enclosed self addressed stamped envelope. Thank you and we look forward to working with you and making the upcoming reunion a Reunion to Remember.

Sincerely,

MILITARY REUNIONS TO REMEMBER

By _____
Terry W. McManuels

Approved and agreed to as of this _____ day of _____, 2004

USS William V. Pratt Association

By _____
Rodger Hall