



CORPORATE OFFICE: 1120 Joshua Way, Vista, CA 92081 • (760) 727-5100 fax (760) 727-1583 (800) 799-7373 www.certifiedfolder.com

DISTRIBUTION SERVICE AGREEMENT

SALESPERSON: 011500 - Matt Preston
ADVERTISER ID: 119484
ADVERTISER: The City of Newport
CONTACT: Melanie Nelson, Destination Newport Committee
EMAIL: c.atkinson@newportoregon.gov
ADDRESS1: 169 SW Coast Hwy
ADDRESS2:
CITY: Newport
STATE: OR ZIP: 97365
PHONE: (541) 265-8801 FAX: (541) 265-5589

FEDERAL TAX ID: 93-6002222 REF: 19-0113063
PO NUMBER:
BILL TO: City of Newport-The
ADVERTISER: City of Newport-The
CONTACT: Melanie Nelson
WEB SITE: www.discovernewport.com
ADDRESS1: 169 SW Coast Hwy
ADDRESS2:
CITY: Newport
STATE: OR ZIP: 97365
PHONE: (541) 574-0603 FAX: (541) 574-0609

RENEWAL

DATE: 03/04/2020
CONTRACT: 20-0118643 REV: 00001
START DATE: 07/01/2020
END DATE: 06/30/2021

NAME OF BUSINESS / PUBLICATION

Newport

INVENTORY ID NUMBER: 001782

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months.

CODE	DISTRIBUTION PROGRAM AREA	#SITES	START DATE	END DATE	MONTHLY FEE	#MONTHS	GROSS FEE	NOADPROF	OVERSEAS	DUNNALL	NET FEE
1-TS-1-NW/W	Washington - Tourist Systems Program	112	07/01/20	09/30/20	517.15	3	1,551.45	-155.15	-209.45	0.00	1,186.86
1-VM-1-NW/VN	Vancouver, WA	71	07/01/20	09/30/20	149.90	3	449.70	-44.97	-60.71	0.00	344.02
1-VM-1-NW/DH	The Dalles/Hood River	69	07/01/20	09/30/20	135.75	3	407.25	-40.73	-54.98	0.00	311.55
1-VM-1-NW/SM	Salem	63	07/01/20	09/30/20	125.25	3	375.75	-37.58	-50.73	0.00	287.45
1-VM-1-NW/E	Eugene	74	07/01/20	09/30/20	151.90	3	455.70	-45.57	-61.52	0.00	348.61
1-VM-1-NW/R	Roseburg	59	07/01/20	09/30/20	121.20	3	363.60	-36.36	-49.08	0.00	278.15
1-VM-1-NW/GP	Grants Pass	50	07/01/20	09/30/20	112.00	3	336.00	-33.60	-45.36	0.00	257.04
1-VM-1-NW/M	Medford	81	07/01/20	09/30/20	168.90	3	506.70	-50.67	-68.40	0.00	387.63
1-VM-1-NW/NOC	N. Oregon Coast	74	07/01/20	09/30/20	151.90	3	455.70	-45.57	-61.52	0.00	348.61
1-VM-1-NW/SOC	S. Oregon Coast	113	07/01/20	09/30/20	224.05	3	672.15	-67.22	-90.74	0.00	514.19
1-VM-1-NW/COC	Central Oregon Coast	104	07/01/20	09/30/20	197.00	3	591.00	-59.10	-79.79	0.00	452.11
1-TS-1-NW/W	Washington - Tourist Systems Program	112	05/01/21	06/30/21	517.15	2	1,034.30	-103.43	-139.63	0.00	791.24
1-VM-1-NW/VN	Vancouver, WA	71	05/01/21	06/30/21	149.90	2	299.80	-29.98	-40.47	0.00	229.35
1-VM-1-NW/DH	The Dalles/Hood River	69	04/01/21	06/30/21	135.75	3	407.25	-40.73	-54.98	0.00	311.55
1-VM-1-NW/SM	Salem	63	05/01/21	06/30/21	125.25	2	250.50	-25.05	-33.82	0.00	191.63
1-VM-1-NW/E	Eugene	74	05/01/21	06/30/21	151.90	2	303.80	-30.38	-41.01	0.00	232.41
1-VM-1-NW/R	Roseburg	59	05/01/21	06/30/21	121.20	2	242.40	-24.24	-32.72	0.00	185.44
1-VM-1-NW/GP	Grants Pass	50	07/01/20	08/31/20	112.00	2	224.00	-22.40	-30.24	0.00	171.36
1-VM-1-NW/M	Medford	81	05/01/21	06/30/21	168.90	2	337.80	-33.78	-45.60	0.00	258.42
1-VM-1-NW/NOC	N. Oregon Coast	74	04/01/21	06/30/21	151.90	3	455.70	-45.57	-61.52	0.00	348.61
1-VM-1-NW/SOC	S. Oregon Coast	113	05/01/21	06/30/21	224.05	2	448.10	-44.81	-60.49	0.00	342.80
1-VM-1-NW/COC	Central Oregon Coast	104	07/01/20	08/31/20	197.00	2	394.00	-39.40	-53.19	0.00	301.41
1-VM-2-NW/P	Portland (Super Cities)	237	07/01/20	06/30/21	550.85	12	6,610.20	-661.02	-892.38	0.00	5,056.80
52-BR-11-ORS03	French Prairie - SB I-5 (Brochure)	1	07/01/20	06/30/21	25.00	12	300.00	-30.00	0.00	-94.50	175.50
52-BR-11-ORS06	Oak Grove - SB I-5 (Brochure)	1	07/01/20	06/30/21	25.00	12	300.00	-30.00	0.00	-94.50	175.50
52-BR-11-ORS07	Gettings Creek - NB I-5 (Brochure)	1	07/01/20	06/30/21	25.00	12	300.00	-30.00	0.00	-94.50	175.50
52-BR-11-ORS10	Brookings - EB/WB Hwy 101 (Brochure)	1	07/01/20	06/30/21	25.00	12	300.00	-30.00	0.00	-94.50	175.50
3-BR-11-CWC01	CA Welcome Center San Francisco	1	07/01/20	06/30/21	25.00	12	300.00	-30.00	0.00	0.00	270.00
5-BR-11-WF/SW	WSF Seattle/Bainbridge		07/01/20	09/30/20	155.25	3	465.75	-46.58	0.00	0.00	419.17
5-BR-11-WF/SW	WSF Seattle/Bainbridge		05/01/21	06/30/21	155.25	2	310.50	-31.05	0.00	0.00	279.45



CORPORATE OFFICE: 1120 Joshua Way, Vista, CA 92081 • (760) 727-5100 fax (760) 727-1583 (800) 799-7373 www.certifiedfolder.com

DISTRIBUTION SERVICE AGREEMENT

SALESPERSON: 011500 - Matt Preston
ADVERTISER ID: 119484
SHIP TO:
ADVERTISER: The City of Newport
CONTACT: Melanie Nelson, Destination Newport Committee
EMAIL: c.atkinson@newportoregon.gov
ADDRESS1: 169 SW Coast Hwy
ADDRESS2:
CITY: Newport
STATE: OR Zip: 97365
PHONE: (541) 265-8801 FAX: (541) 265-5589

FEDERAL TAX ID: 93-8002222 REF: 19-0113063
PO NUMBER:
BILL TO:
ADVERTISER: City of Newport-The
CONTACT: Melanie Nelson
WEB SITE: www.discovernewport.com
ADDRESS1: 169 SW Coast Hwy
ADDRESS2:
CITY: Newport
STATE: OR ZIP: 97365
PHONE: (541) 574-0603 FAX: (541) 574-0609

RENEWAL
DATE: 03/04/2020
CONTRACT: 20-0118643 REV: 00001
START DATE: 07/01/2020
END DATE: 06/30/2021

NAME OF BUSINESS / PUBLICATION:
Newport
INVENTORY ID NUMBER: 001782

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months. (P)

CODE DISTRIBUTION PROGRAM AREA #PAGES START DATE END DATE MONTHLY FEE #MONTHS GROSS FEE NET FEE

RECEIVED
JUN 23 2020
BY:

COMMENTS/SPECIAL INSTRUCTIONS:

APPROVED BY ADVERTISER

AGREEMENT TO TERMS. Advertiser hereby acknowledges that Advertiser has read all the terms and provisions set forth on the front and backside of this Agreement, and agrees that all such terms and provisions are a part of this Agreement.

Your Signature: Margaret M. Hawker
Name (print): MARGARET M. HAWKER
Title: Acting City Manager Date: 6/22/2020

Signature: [Signature]
Name (print): PATRICK C. FEARN
Title: PRESIDENT Date: 6/30/20

Print Date: March 04, 2020 at 8:58 AM

MONTHLY BILLING SCHEDULE (Fees are normally billed 30 days in advance of service. Monthly Billing Schedule details actual billing for the month indicated, not for the month service is provided.)

Fees are normally billed 30 days in advance of service. Monthly Billing Schedule details actual billing for the month indicated, not for the month service is provided.

Jun	Jul	Aug	Sept	Oct	Nov
2,450.60	2,450.59	2,214.23	502.42	502.42	502.42
Dec	Jan	Feb	Mar	Apr	May
502.42	502.42	502.42	722.47	1,977.86	1,977.59

PREPARED BY:

PREPARED BY (Please check one):

☐ Yes ☐ No (8.00% on all applicable programs)

NET TOTAL:

TOTAL NET FEE: 14,807.86
APPLICABLE SALES TAX: 0.00
TOTAL FEE: 14,807.86

TERMS: The agreed payment is NET CASH. Payment shall be made not later than 30 days from invoice date. If unpaid, a late charge of 1 1/2% per month or 18% annually will be added on the unpaid balance and monthly thereafter until paid. Advertiser agrees to pay all collection costs including reasonable attorney's fees.

TOTAL NET FEE: 14,807.86
SUBTOTAL: 13,644.84
APPLICABLE SALES TAX: 0.00
NET TOTAL: 13,644.84

All fees billed 30 days in advance of service

Page: 2 of 2

CF0700IS rev. 10/29/16



July 1, 2020

Advertiser Nbr: 119484
Contract Nbr: 20-0118643
Contract Type: Renewal
Start Date: 07/01/2020

Gloria Tucker
Deputy City Recorder
THE CITY OF NEWPORT
169 SW Coast Hwy
Newport, OR 97365

Dear Ms. Tucker,

It is indeed a pleasure to return to you an approved copy of your Distribution Service Agreement to renew service in the following program(s):

1-TS-1-NW/W	Washington - Tourist Systems Program
1-VM-1-NW/VN	Vancouver, WA
1-VM-1-NW/DH	The Dalles/Hood River
1-VM-1-NW/SM	Salem
1-VM-1-NW/E	Eugene
1-VM-1-NW/R	Roseburg
1-VM-1-NW/GP	Grants Pass
1-VM-1-NW/M	Medford
1-VM-1-NW/NOC	N. Oregon Coast
1-VM-1-NW/SOC	S. Oregon Coast
1-VM-1-NW/COC	Central Oregon Coast
1-TS-1-NW/W	Washington - Tourist Systems Program
1-VM-1-NW/VN	Vancouver, WA
1-VM-1-NW/DH	The Dalles/Hood River
1-VM-1-NW/SM	Salem
1-VM-1-NW/E	Eugene
1-VM-1-NW/R	Roseburg
1-VM-1-NW/GP	Grants Pass
1-VM-1-NW/M	Medford
1-VM-1-NW/NOC	N. Oregon Coast
1-VM-1-NW/SOC	S. Oregon Coast
1-VM-1-NW/COC	Central Oregon Coast
1-VM-2-NW/P	Portland (Super Cities)
52-BR-11-ORS03	French Prairie - SB I-5 (Brochure)
52-BR-11-ORS06	Oak Grove - SB - I-5 (Brochure)
52-BR-11-ORS07	Gettings Creek - NB - I-5 (Brochure)
52-BR-11-ORS10	Brookings - EB/WB Hwy 101 (Brochure)
3-BR-11-CWC01	CA Welcome Center San Francisco
5-BR-11-WF/SW	WSF Seattle/Bainbridge
5-BR-11-WF/SW	WSF Seattle/Bainbridge



Corporate Office: 1120 Joshua Way, Vista, California 92081

Since 1899 Phone: (760) 727-5100 or 1-800-799-7373 Fax: (760) 727-1583 www.certifiedfolder.com

Enclosed please find a copy of your Distribution Service Agreement along with an invoice for the entire service period.

The City of Newport is a very important client of ours, and we sincerely appreciate the working relationship we have developed during our association.

Our thanks to you and your staff for your support of our service programs. And as always, we pledge to you the finest folder distribution service available... Certified Service!

Sincerely,

A handwritten signature in black ink, appearing to read "P. Fearn", with a stylized flourish at the end.

Patrick C. Fearn
President

Enclosures

cc: Matt Preston, Regional Sales Manager



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: Certified Folder Display Distribution Agreement Date: 6/22/2020

Statement of Purpose: Distribution of Destination Newport brochures in hotels in NW region

Department Head Signature: _____

Remarks, if any: _____

City Attorney Review and Signature: David W. Allen Date: 6/22/2020

Other Signatures as Requested by the City Attorney: _____

Name/Position
Date: _____

Budget Confirmed: Signature Yes ☒ No ☐ N/A ☐

Certificate of Insurance Attached: Yes ☐ No ☐ N/A ☒

City Council Approval Needed: Yes ☐ No ☒ Date: _____

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: _____ Date: _____

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: pmhawke Date: 6/22/2020

Date posted on website: 7/15/20