Enc. Confirmation

I. LOCATION(S) AND DATE(S)
National Exercise Trainers Association (NETA) and UNIV OF CINCINNATI CAMPUS REC, also called "SPONSOR", agree to jointly offer the following Group Exercise Certification Workshop(s) on the dates listed below.
Each workshop will be held at the SPONSOR's facility as indicated; sponsor agrees and initials below to indicate that facilities have been reserved and will be accessible from 7:15 a.m. to 5:00 p.m. on the dates indicated. NETA's trainer will arrive at 7:15 to prepare for participant check-in by 7:45, so workshops can begin promptly at 8:00.

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Group Exercise Certification
Univ of Cincinnati Campus Rec Center
2820 Bearcat Way
Cincinnati OH 45221

Barre Connect Specialty Certification
Univ of Cincinnati Campus Rec Center
2820 Bearcat Way
Cincinnati OH 45221

***IMPORTANT***
In conforming to NCCA accreditation guidelines, NETA instructors are prohibited from administering the Group Exercise Certification exam. The sponsor agrees to provide a staff person who is not taking participating in the workshop to administer the exam in accordance with NETA's proctor instructions from 3:00 to 4:30. If a proctor is not available, the exams will not be administered.

II. NETA AGREES TO PROVIDE
NETA will provide complimentary registration for 2 (two) people from the Sponsor's organization, in exchange for use of the facility. If a sponsor's employee(s) pays a workshop registration fee and later finds they are eligible for complimentary registration, NETA will not refund the fees.

As the workshop date approaches, NETA will provide Sponsor with Public Service Announcements for submission to local newspapers and social media. Because NETA is a non-profit organization, there is no charge for public service announcements. NETA will also provide posters for Sponsor to hang on the premises and take to other local organizations.

III. SPONSOR AGREES TO PROVIDE
The facility, to be provided free of charge by the Sponsor, will have a workout space of at least 1,500 square feet minimum of unobstructed room. Sponsor agrees that the facility will be properly equipped the day of the workshop as follows:
* Staff person not taking the workshop to administer the Group Exercise Exam from 3:00 - 4:30.
* Heat / AC (depending on season) will be on and functioning by workshop start time.
* Lecture room and group exercise workout are reserved.
* Chairs and tables set up in lecture area for a minimum of 20 participants (i.e. banquet-size table for each 8 participants).
* One additional table for registration & one for merchandise display.
* Stereo equipment with a working microphone, CD and pitch control (preferable).
* Dry erase board, chalk board, flip chart or overhead projector and screen.
The Sponsor agrees to help promote the workshop(s) by printing news releases in Sponsor publications, (if applicable), such as class schedules, newsletters, calendars and catalogs. Sponsor agrees to not schedule another fitness certification workshop with any other organization within a 3-month time period of NETA's workshop(s).

IV. CONFIRMATION DUE DATE
This confirmation will be signed and returned to NETA no later than ______________.

This will enable NETA to list your workshop in our brochures and on our website.

DATE SIGNED Amara Viaene, Marketing & Events Director

DATE SIGNED Sponsor's Signature, Title

NETA phone: 1-800-237-6242 (in 763 area code, dial 545-2505). Fax: 763-545-2524

DIRECTIONS & HOTELS VERIFICATION
Please verify the information regarding your facility as shown below.
Workshop Location: (if information incorrect or missing, please write in correct info)
Univ of Cincinnati Campus Rec Center
2820 Bearcat Way
Cincinnati OH 45221 Phone: 513-556-0604

Driving Directions: (if information incorrect or missing, please write in correct info)
FROM THE NORTH OR SOUTH VIA I-75: FROM I-75 TAKE THE HOPPLE ST EXIT (EXIT 3) TURN LEFT OFF THE EXIT ONTO HOPPLE ST. AS YOU CROSS THE FIRST INTERSECTION (CENTRAL PKWAY) HOPPLE ST BECOMES MARTIN LUTHER KING DR. FOLLOW MLK DR UP THE HILL TO CLIFTON AVE. CLIFTON AVE BORDERS THE WEST EDGE OF THE WEST CAMPUS.
FROM THE WEST VIA I-74: TAKE I-74 EAST TO I-74 SOUTH. TAKE THE HOPPLE ST EXIT. TURN LEFT OFF THE EXIT ONTO HOPPLE ST. FOLLOW DIRECTIONS ABOVE.

FROM THE NORTH VIA I-71: FROM I-71 SOUTH, TAKE THE TAFT RD EXIT ON TAFT RD, A 1-WAY ST HEADING WEST. TAFT RD BECOMES CALHOUN ST. CONTINUE UNTIL IT ENDS AT CLIFTON AVE. TURN R ON CLIFTON.
FROM THE SOUTH VIA I-71: TAKE THE I-71 NORTH UNTIL IT MERGES WITH I-75 JUST SOUTH OF FLORENCE, KY. STAY ON I-75 AFTER CROSSING OHIO RIVER. FROM LEFT LANE, TAKE THE HOPPLE ST EXIT. TURN LEFT. AS YOU CROSS THE FIRST INTERSECTION HOPPLE ST BECOMES MLK DR FOLLOW MLK DR UP THE HILL TO CLIFTON. (WWW.UC.EDU/VISITORS FOR A MAP.)

Nearest Airport: (if information incorrect or missing, please write in correct info)
Cincinnati CVG 25 Minutes 17.0 Miles
Hotels Nearby: (please list hotels that are convenient to your workshop location, moderately priced, and which have a restaurant or are near one)
Kingsgate Marriott(campus) 513-487-3800
Holiday Inn 877-863+4780