

BOCC CONTRACT APPROVAL FORM

(Request for Contract Preparation)

CONTRACT TRACKING NO. CM3449 <u>CS-22-304</u>

GENERAL INFORMATION

Requesting Department: OMB

Contact Person: Marshall Everman

Telephone: 904-530-6010 Email: meyerman@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Light Up Amelia, Inc.

Address: 106 N. 15th St, Fernandina Beach, FL. 32034

Contractor's Administrator Name: Sarah Pelican Title: Treasurer

Telephone: 904-556-6819 Email slpelican@gmail.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name Sarah Pelican

Authorized Signatory Email: slpelican@gmail.com

CONTRACT INFORMATION

Contract Name: Light Up Amelia, Inc. 2023 Sponsorship Agreement

Description: Shrimp Drop event on New Years Eve in downtown Fernandina.

GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$2500.00.

APPROXIMATE IF NECESSARY

Source of Funds: County State Federal Other Account: 37523552 548350 LCPRJ

Authorized Signatory: Taco Pope

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution through January 15 2024 Termination/Cancellation: _____

Status: New Renew Amend# WA/Task Order Supplemental Agreement

How Procured: Exemption Sole Source Single Source ITB RFP RFQ Coop

Piggyback Quotes Other Sponsorship agreement

If Processing an Amendment:

Contract #: _____ Increased Amount to Existing Contract: _____

New Contract Dates: _____ to _____ Total or Amended Amount: _____

Continued on next page

CHECKLIST		
<i>Review/Complete before sending contract for final signature</i>		
Requirement	Description	Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract.	Dept LG
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept LG
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept LG
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	Dept LG Cnty Atty
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	Cnty Atty
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	Cnty Atty
Term of Contract	Start and end dates of contract are included. Any renewals are included.	Cnty Atty
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	Cnty Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	Dept LG
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	Cnty Atty
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	Cnty Atty
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	Router

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Marshall Egerman 7/24/2023 ql 7/24/2023
Department Head/Contract Manager Date
2. Leanne Adams 7/25/2023
Procurement Date
3. Chris Lacambra 7/24/2023 JP 7/24/2023
Office of Mgmt & Budget Date
4. Denise C. May 7/26/2023 DJ 7/26/2023
County Attorney Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5.  7/26/2023
County Manager Date



SPONSORSHIP AGREEMENT

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS AND LIGHT UP AMELIA, INC. FOR THE NEW YEARS EVE SHRIMP DROP

The following shall set forth the agreement ("Agreement") effective on behalf of the Nassau County Board of County Commissioners ("NCBOCC") to be overseen by the Amelia Island Convention and Visitors Bureau ("AICVB") and Light Up Amelia, Inc. (LUI) for the purpose of promoting and conducting Light Up Amelia the Shrimp Drop ("Event").

1. Format & Schedule of Events

The Event will consist of a family friendly New Year's Eve Shrimp drop in downtown Fernandina Beach as further detailed in the Request for Sponsorship ("Exhibit A"). The Event will be held on December 31, 2023. LUA and AICVB may change the Event dates so long as LUA and AICVB agree in writing on such change at least two (2) weeks in advance of the Event.

2. AICVB Responsibilities

- a. AICVB will provide an event posting on www.ameliaisland.com Festival & Events page.
- b. AICVB and LUA shall share responsibility for promoting the Event to residents in and out of Nassau County, Florida.

3. LUA Responsibilities

- a. LUA will include the destination Amelia Island logo, as supplied by the AICVB, on printed materials as directed by the AICVB and will reference the Amelia Island Tourist Development Council (AITDC) as a sponsor in press releases and any other media materials as requested. Both parties have the right to approve all materials and releases produced by the other for promotional purposes.

- b. LUA will obtain all necessary permits, approvals, and venues for the conducting of the Event and related activities.
- c. LUA will provide all necessary equipment for the Event.
- d. LUA is responsible for providing a safe environment for all participants and spectators.
- e. LUA will be responsible for promoting a parking system for the Event in a safe and efficient manner in cooperation with Nassau County.
- f. LUA will provide on-site medical personnel.
- g. LUA agrees that it is an independent contractor and has no authority or right to make obligations of any kind in the name of or for the account of the NCBOCC nor AITDC nor commit or bind the NCBOCC or AITDC to any contract (other than this Agreement) by virtue of this Agreement.
- h. LUA shall provide a Certificate of Insurance including one million dollars (\$1,000,000) in general liability coverage and listing the NCBOCC and the AICVB as "additional insured" for the Event within five (5) days of Notification of Selection and/or at time of signing this Agreement. Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to NCBOCC and AITDC. Certificates of Insurance and the insurance policies required for this Agreement will also include a provision that policies, except Worker's Compensation, are primary and noncontributory to any insurance maintained by the AICVB. All insurers must be authorized to transact insurance business in the State of Florida as provided by Section 624.09(1), Florida Statutes and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (property-Casualty) must be at least A- or above.
- i. A Post Event Report must be submitted by LUA within forty-five (45) days of the event.

4. Financial Responsibilities

- a. Through the recommendation of the AITDC and the approval of NCBOCC, the NCBOCC will supply LUA a sponsorship of Two Thousand Five Hundred Dollars (\$2,500), as general Event sponsorship. The County's performance and obligation

under this Agreement is contingent upon an annual appropriation by the Nassau County Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

- b. The Event sponsorship will be paid in full to LUA at least two (2) weeks in advance of the Event.
- c. All Event expenses set forth in sub-paragraph A, above, which are in excess of the total sponsorship amount of Two Thousand Five Hundred Dollars (\$2,500), and all other costs associated with the operation of the Event shall be the responsibility of LUA.

5. Indemnification

LUA shall indemnify, and hold harmless the NCBOCC, and its officers and employees from damages, losses, liabilities, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of LUA and other persons employed or utilized by LUA, in the performance of the Agreement.

6. Compliance with Laws & Regulations

LUA represents and warrants that it will comply with all applicable state, federal and local laws and regulations relating to operation of the Event.

7. Waivers

No release or waiver of any provision of this Agreement shall be enforceable against or binding upon a party unless in writing and executed by the releasing or waiving party. The failure to insist upon specific performance of any of the agreements, terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any rights or remedies that either party may have, or a waiver of any subsequent courses of actions or claims based upon breach or default of any of such agreements, terms, covenants, and conditions.

8. Relationship of Parties

The parties of this Agreement shall not be deemed joint venturers, agents, or partners of the other for any purpose because of this Agreement or for the transactions contemplated hereby.

9. Term

This Agreement shall commence when fully executed and shall remain in full force and effect until the completion of the Event, or no later than January 15, 2024.

10. Amendments

No provision of this Agreement may be modified, waived, or amended except by a written instrument duly executed by both parties.

11. Impossibility

The performance of this Agreement is subject to any circumstances making it illegal or impossible to manage the Event, including acts of God, war, inclement weather, government regulations, strikes, disaster or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either LUA or NCBOCC to the other within seven (7) days of learning the basis for termination. If the Event is cancelled for any of the above reasons, any funds provided by NCBPCC to LUA not expended shall be remitted to the NCBOCC.

12. Governing Law and Venue

The exclusive jurisdiction and venue for any action to interpret and/or enforce the terms of this Agreement shall be in the Fourth Judicial Circuit Court in and for Nassau County, Florida. In the event of a dispute, this Agreement shall be interpreted under Florida Law except its conflict of law's provisions.

13. Non-Disclosure

Except as otherwise expressly required by law, the parties hereto will not publicly announce or otherwise disclose to any third party any term or provision of this Agreement. The provisions of this Agreement shall survive the expiration or termination of this Agreement.

14. Entire Agreement

This Agreement sets forth the final and complete understanding of the parties. It is understood and agreed that there are no other representations with respect to this Agreement and this Agreement supersedes all prior discussions, agreements and understandings relating to this subject matter hereof. It is further agreed that the rights, interests, understandings, agreements, and obligations of the respective parties may not be amended, modified, or supplemented in any respect except by a subsequent written instrument evidencing the express written consent to the parties duly executed.

Please indicate your acceptance of the foregoing terms and conditions by signing and dating the space below and returning one fully executed copy of this Agreement to NCBOCC.

Nassau County



Signature

Taco Pope

Printed Name

County Manager

Title

7/26/2023

Date

Light Up Amelia, Inc.



Signature

Sarah Pelican

Printed Name

Treasurer

Title

7/25/2023

Date

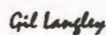
Approved as to form and legality by the Nassau County Attorney



7/26/2023

DENISE C. MAY

Amelia Island Convention & Visitors Bureau



Signature

Gil Langley

Printed Name

President

Title

7/24/2023

Date

EXHIBIT "A"

AMELIA ISLAND

COME MAKE MEMORIES®

Event or Project Sponsorship Funding Application

Please complete the following to be considered for event or project sponsorship funding. Attach additional documentation if needed. Be sure to review the requirements before submitting your application.

Each event or project host/organizer applying for sponsorship will be required to submit this Special Event or Project Sponsorship Application. The annual sponsorship application process shall close on June 30 for consideration of support in the next fiscal year (October 1 through September 30). The application must be submitted to the TDC Managing Director by e-mail (billing@ameliaisland.com) or mailed/hand delivered to 2398 Sadler Road, Suite 200, Amelia Island, FL 32034.

For questions related to completing the application, please email Mariela Murphy at mmurphy@ameliaisland.com or call 904-277-4369.

Name of Event or Project: Light Up Amelia

Event or Project Date(s)

December 31st 2023

Event or Project Location(s):

Downtown Fernandina

Funding Amount Requesting: \$2,500.00

Event or Project Host/Organizer/Applicant: Light Up Amelia - Sarah Pelican

Event or Project Host/Organizer/Applicant Address: 106 N. 15th St, Fernandina Beach, FL. 32034

Contact Person: Sarah Pelican

Address: same

Phone: 904-556-6819

Email: spelican@gmail.com

Event or Project Information

Provide names and contact information of all persons, firms, and corporations with a financial interest in the Special Event or Project or participating in the control of the event or project.

City of Fernandina Beach. City Manager: Charles George, (904) 310-3100

Florida Public Utilities, Ramiro Sicre, President, Light Up Amelia: (561)601-6311

Mike Brooks, First Port City Bank of Fernandina: (904) 557-9355

Phillip Smith, Fernandina Beach Optimist Club, Secretary, Light Up Amelia: (904) 753-5506

Charles Corbett, Vice President, Light Up Amelia: (904) 583-1767

Sarah Pelican, Treasurer, Light Up Amelia: (904) 556-6819

Amy Ryan, Light Up Amelia Board Member: (904) 753-1338

Provide a detailed description of the event or project and how it promotes Amelia Island tourism, the proposed goals, objectives, and economic impact of the event or project to include dates of the event or project (including set up and tear down); anticipated attendance; audience demographic, and projected overnight visitation.

The New Years Eve Shrimp Drop is a family friendly event held at the downtown Fernandina waterfront from 5 - 8 p.m. on December 31st. The first Shrimp Drop was held in 2015 as a novel interpretation of the NYC Times Square ball drop, using our local shrimping history as the catch. The event was so successful, the following year it was featured on "Fox and Friends," and attendance from the first year was estimated to have doubled from 2,000 to approximately 4,000, and continues to grow. A quick google search leads to Visit Florida, along with many of our local hotels and B&Bs promoting this event as a "must see" fun, family friendly draw for New Years Eve; as well as national and international blogs lauding "a unique and enjoyable experience for people of all ages." Same day set up and tear down per City of Fernandina Beach Special Events permit. A conservative estimate for projected overnight visitation would be 300 families.

Provide a logistics outline (including but not limited to location/site plan, parking/shuttle and traffic plan, security plan, sanitation plan, health and safety plan, and special needs requirements) for your event or project.

For each and every event, Light Up Amelia appears before the City of Fernandina Beach Special Events Committee and meets/exceeds all their permitting requirements. Light Up Amelia provides an Enhanced Access Unit Portalet to accommodate those with special needs; as well as paying for additional police officers to be in attendance for the duration of the event.

Describe in detail how the special event or project sponsorship funds will be used including media plan with advertising schedule; public relations activities; proposed creative materials (including but not limited to display ads, banner ads, websites, flyers, posters); promotional activities to support the event or project and the related expense budgets for the marketing activities.

The sponsorship funds will go towards the music, laser show and fireworks on the evening of the event. Light Up Amelia has a website, Facebook page and a presence on Instagram and Twitter. The City of Fernandina Beach promotes the event via its social media avenues, and all local media (print, radio and TV) advertise the event. Light Up Amelia has signage and banners at the event booth advertising sponsorships of each event, and multiple announcements are made during the event thanking the sponsors.

Budget

An event or project budget must accompany this application. Budget should include:

- **amount being invested by the event or project host/organizer:** All work and special projects involved in this event by the board members of Light Up Amelia is voluntary, including raising money to put on this and the Hometown 4th of July event.
- **an expense budget for producing the event or project:** \$21,000 (includes fireworks, music and laser show, additional police officers and portalets)
- **amount of support requested from the TDC and its intended use:** \$2,500 towards music, laser show and fireworks.
- **additional sponsorship revenues:** FPU, City of Fernandina Beach, First Port City Bank
- **anticipated revenue from ticket/ancillary sales:** This event is open to the public at no charge
- **any other revenue expected to be generated by the event or project:** \$1,100 from vendors (11 @ \$100 ea. per booth space); \$300 donations from attendees .

Event or Project Host/Organizer/Applicant Signature: *SPelican* 05/14/2023

TO: FINANCE

CHECK REQUEST

DEPARTMENT: AICVB

DATE: July 7, 2023

PAY TO: Light Up Amelia, Inc. 106 N. 15th St, Fernandina Beach, FL. 32034

AMOUNT: \$2500.00

ACCOUNT: 37523552 548350 LCPRJ

EXPLANATION: Sponsorship for Light Up Amelia, Inc. Shrimp Drop 2023.

FORWARD CHECK TO:

Light Up Amelia, Inc. 106 N. 15th St, Fernandina Beach, FL. 32034

REQUESTED BY: Gil Langley 7/24/2023 APPROVAL: Chris Lacambra 7/24/2023


Certificate of Completion

Envelope Id: C17429AF0CD34A4397181EA008B86D9C Status: Completed
 Subject: Complete with DocuSign: Light Up Amelia CM3449 CAF.docx, Light Up Amelia CM3449 Agreement.pdf, ...
 Source Envelope:
 Document Pages: 10 Signatures: 11 Envelope Originator:
 Certificate Pages: 6 Initials: 3 Tracy Poore
 AutoNav: Enabled tpoore@nassaucountyfl.com
 Envelopeld Stamping: Enabled IP Address: 50.238.237.26
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)


Record Tracking

Status: Original Holder: Tracy Poore Location: DocuSign
 7/24/2023 9:41:54 AM tpoore@nassaucountyfl.com

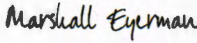
Signer Events

	Signature	Timestamp
Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/24/2023 10:41:58 AM Viewed: 7/24/2023 10:42:11 AM Signed: 7/24/2023 10:42:18 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Gil Langley glangley@ameliaisland.com Amelia Island CVB Security Level: Email, Account Authentication (None)		Sent: 7/24/2023 10:42:20 AM Viewed: 7/24/2023 10:45:19 AM Signed: 7/24/2023 10:46:07 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.196.104.105 Signed using mobile		

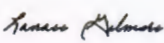


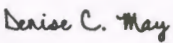

Electronic Record and Signature Disclosure:
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Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/24/2023 10:46:08 AM Viewed: 7/24/2023 10:48:16 AM Signed: 7/24/2023 10:48:25 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/24/2023 10:48:27 AM Viewed: 7/24/2023 12:04:58 PM Signed: 7/24/2023 12:05:05 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/24/2023 12:05:07 PM Viewed: 7/25/2023 12:09:44 PM Signed: 7/25/2023 12:09:50 PM</p>
<p>Sarah L. Pelican slpelican@gmail.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/25/2023 1:34:53 PM ID: f0641b5a-a363-4822-9faa-95675183f614</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 73.35.67.76</p>	<p>Sent: 7/25/2023 12:09:52 PM Viewed: 7/25/2023 1:34:53 PM Signed: 7/25/2023 1:37:56 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/25/2023 1:37:58 PM Viewed: 7/25/2023 1:38:47 PM Signed: 7/26/2023 8:24:09 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/26/2023 8:24:11 AM Viewed: 7/26/2023 8:28:58 AM Signed: 7/26/2023 8:29:13 AM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 7/26/2023 8:29:16 AM Viewed: 7/26/2023 2:07:19 PM Signed: 7/26/2023 2:07:24 PM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/26/2023 2:07:27 PM
Linda Van Haren lvanharen@ameliaisland.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/26/2023 2:07:28 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/24/2023 10:41:59 AM
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Envelope Updated	Security Checked	7/26/2023 8:46:42 AM
Certified Delivered	Security Checked	7/26/2023 2:07:19 PM
Signing Complete	Security Checked	7/26/2023 2:07:24 PM
Completed	Security Checked	7/26/2023 2:07:28 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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