Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

OMB No. 1124-0004; Expires July 31, 2023

U.S. Department of Justice

Washington, DC 20530

Exhibit B to Registration Statement Pursuant to the Foreign Agents Registration Act of 1938, as amended

INSTRUCTIONS. A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. Compliance is accomplished by filing an electronic Exhibit B form at https://www.fara.gov.

Privacy Act Statement. The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the FARA Unit in Washington, DC. Statements are also available online at the FARA Unit's webpage: https://www.fara.gov. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: https://www.fara.gov .

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .32 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, FARA Unit, Counterintelligence and Export Control Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant	2. Registration Number
QORVIS LLC	5483

3. Name of Foreign Principal
Kingdom of Saudi Arabia

Check Appropriate Box:

4. ☒ The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.

5. ☐ There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.

6. ☐ The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.

7. What is the date of the contract or agreement with the foreign principal? 11/14/2022

8. Describe fully the nature and method of performance of the above indicated agreement or understanding.

See attached contract.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

9. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

See Appendix for Response

10. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act[1].

Yes ☒ No ☐

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose. The response must include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

See response to item 9.

11. Prior to the date of registration[2] for this foreign principal has the registrant engaged in any registrable activities, such as political activities, for this foreign principal?

Yes ☐ No ☐ N/A - This statement is filed to update the registrant's agreement/contract with the foreign principal.

If yes, describe in full detail all such activities. The response should include, among other things, the relations, interests, and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored, or delivered speeches, lectures, social media, internet postings, or media broadcasts, give details as to dates, places of delivery, names of speakers, and subject matter. The response must also include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

Set forth below a general description of the registrant's activities, including political activities.

Set forth below in the required detail the registrant's political activities.

Date	Contact	Method	Purpose

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

12. During the period beginning 60 days prior to the obligation to register[3] for this foreign principal, has the registrant received from the foreign principal, or from any other source, for or in the interests of the foreign principal, any contributions, income, money, or thing of value either as compensation, or for disbursement, or otherwise?

Yes ☐ No ☐ N/A - This statement is filed to update the registrant's agreement/contract with the foreign principal.

If yes, set forth below in the required detail an account of such monies or things of value.

Date Received	From Whom	Purpose	Amount/Thing of Value

13. During the period beginning 60 days prior to the obligation to register[4] for this foreign principal, has the registrant disbursed or expended monies in connection with activity on behalf of the foreign principal or transmitted monies to the foreign principal?

Yes ☐ No ☐ N/A - This statement is filed to update the registrant's agreement/contract with the foreign principal.

If yes, set forth below in the required detail and separately an account of such monies, including monies transmitted, if any.

Date	Recipient	Purpose	Amount

1 "Political activity," as defined in Section 1(o) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

2,3,4 Pursuant to Section 2(a) of the Act, an agent must register within ten days of becoming an agent, and before acting as such.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

EXECUTION

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
11/18/2022	Matt Lauer	/s/Matt Lauer

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

EXECUTION

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Appendix
Response to Item 9

Item 9: Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

Registrant will plan and execute four events on behalf of the Kingdom of Saudi Arabia (through SADU Business Solution Company), including a celebration of the international day of the Arabic language, one exhibition and two Arabic language workshops this December in New York City, NY in or near the United Nations.

Registrant will provide all event planning services for the one-day celebration of the international day of the Arabic language, including: custom design options for event, signage/collateral based on client-directed theme; all vendor identification and contract, negotiation for venue, food, security, photography, videography, A/V; communication to speakers and attendees; keynote speaker and presenters' travel coordination, selection of speaker gifts; development of all run-of show and work plans; on-site event management. Registrant will report regularly on progress and for approvals, to ensure all deliverable deadlines are met.

Registrant will manage an exhibition in or near the United Nations that will display Arabic content provided by the foreign principal in celebration of the international day of the Arabic language. Registrant will coordinate all vendor outreach, management, space requirements and approvals.

Registrant will manage all the logistics of the 2 half-day Arabic 101 workshops in or near the United Nations that will focus on how to speak and write in Arabic. Registrant will also manage the presenter to develop the Arabic 101 curriculum for the presentations. The workshops will target UN staff and Permanent Mission employees. Registrant will coordinate presenter's travel and accommodation.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Monday, November 7, 2022

Dr. Batil Alonazi
SADU Business Solution Company

Dear Dr. Alozani,

Qorvis LLC, d/b/a Qorvis Communications ("Qorvis") is delighted to provide public relations services to **SADU Business Solution Company** ("Client"). In this letter (the "Agreement"), we describe the terms of our arrangement with you as we begin our representation. "We," "us," and "our" refer to Qorvis and "you" and "yours" refer to Client.

1. As part of our Agreement, we will provide services on behalf of Client as described in Exhibit A. These services will be performed in the United States.

2. This Agreement will begin on November 7, 2022 and will continue until terminated by either party under this Agreement. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. You will remain liable for all fees and expenses incurred by Qorvis on your behalf through the date of termination and Qorvis shall be released from all duties, obligations and liabilities associated thereof. Such fees and expenses shall include payments prorated on a monthly basis over the term of this Agreement plus approved out-of-pocket expenses.

3. We will bill you as follows:
   (a) Client will submit payments as described in Exhibit A.

   (b) Qorvis will submit bills for out-of-pocket expenses on a monthly basis. Out-of-pocket expenses include those for travel, production, printing, stock imagery, stock video footage, air and ground charges, accommodations and meals or other significant pass-through costs.

   (c) You will be billed for reasonable administrative expenses incurred by Qorvis, including, but not limited to, long-distance telephone and conference call charges, photocopying, FedEx charges and general office supplies.

   (d) Copies of our bills will be sent directly to you and can be remitted by any of the following means:

Please remit to:	**Courier/Express Mail:**	**EFT Instructions:**
Publicis Communications Collection Account f/b/o Qorvis Communications 91451 Collections Center Dr. Chicago, IL 60693	Bank of America Lockbox Services 91451 Collections Center Dr. Chicago, IL 60693	Account Name: Publicis Communications Collection Account f/b/a Qorvis Communications Account Number: 8188395845 Routing/Transit (Wires): 026009593 Routing/Transit (ACH): 071000039 SWIFT: BOFAUS3N Bank of America 100 33rd St West New York, NY 10001

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis COMMUNICATIONS
A Publicis Company

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

4. Time is of the essence for the payment obligations hereunder. Overdue payments shall accrue interest at a monthly rate of 1.5% or the maximum allowed by law, whichever is less. Interest shall accrue on a daily basis from the date payment becomes due until Qorvis has received payment of the overdue amount together with all accrued interest. Overdue payments are payments received by Qorvis thirty (30) days or more from the date the invoice was submitted to Client.

5. Client shall be responsible for the accuracy, completeness and propriety of information concerning its organization, products, services and industry which Client furnishes to Qorvis. It will be the Client's responsibility to review in a timely fashion all advertising, promotional, publicity and other materials prepared by Qorvis under this Agreement to confirm that representations with respect to Client's organization, company statements, descriptions, claims, products, services and industry are accurate, comply with all applicable laws and regulations applicable to Client's industry and products, and supportable by competent and reliable tests or other objective data then possessed by Client, as well as to confirm the accuracy and legality of the descriptions of Client's organization, products, services and industry and competitive products and services.

6. After we have issued material to the news media or to another third party, its use is no longer under our control. We cannot assure the use of news material by any news organization. Similarly, we cannot control the form or manner of use by the news media or others of the material, including, but not limited to, the accurate presentation of information supplied by us.

7. All materials generated by Qorvis in the performance of this Agreement and accepted and paid for by Client are hereby irrevocably assigned by Qorvis to Client. Qorvis retains ownership of its works of authorship and other intellectual property created by it prior to or separate from the performance of services under this Agreement and all materials rejected or not paid-for by Client. Notwithstanding the foregoing, all materials, rights, data and intellectual property owned by third parties (such as spokespersons, influencers, photography and third party licensed materials) shall remain the sole and exclusive property of such third parties, and Client agrees to use such third party materials consistent with the applicable license terms.

8. Client acknowledges that Qorvis may, in the rendition of the Services hereunder, engage third party suppliers and other vendors (such as spokespersons and influencers) (collectively, "Third Party Suppliers") from time to time to provide certain services ancillary to those being provided by Qorvis directly. Qorvis shall use commercially reasonable efforts to guard against any loss to Client as the result of the failure of Third Party Suppliers to properly execute their commitments, but Qorvis shall not be responsible for their failure to properly execute their commitments, acts or omissions, except where such failure, acts or omissions are due to Qorvis' negligence or willful misconduct.

9. You will not request, and nothing in this Agreement shall be deemed to require that we undertake any campaign, prepare any materials or publicity, or cause publication of any copy or article which, in our judgment, would be untrue, indecent, libelous, unlawful, or otherwise prejudicial to your interest or ours. Similarly, nothing in this Agreement shall be construed as committing us to violate any lawful contractual commitments to the media or others.

10. (a) Qorvis shall defend, indemnify and hold harmless Client its parent, subsidiary and affiliated entities, and the officers, directors, shareholders, employees and agents of all such

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis COMMUNICATIONS
A Publicis Company

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

entities ("Client Indemnitees") from and against any and all losses damages, liabilities expenses and any other out-of-pocket costs or expenditures (including reasonable outside attorneys' fees and costs) ("Damages") that Client may incur as the result of any claim, suit or proceeding made or brought against Client ("Claims") to the extent arising from Qorvis' negligent acts, omissions, or intentional misconduct.

(b) Client shall defend, indemnify and hold harmless, Qorvis, its parent, subsidiary and affiliated entities, and the officers, directors, shareholders, employees and agents of all such entities ("Qorvis Indemnitees") from and against any and all Claims and Damages which any Qorvis Indemnitee may incur or be liable for arising out of (i) any materials, permissions, information or specific instructions supplied by Client; (ii) allegations that claims, descriptions or representations regarding Client, its products, services and competitors in Client-approved materials are false, misleading, unsubstantiated or not in accord with relevant legal and regulatory requirements, directives and guidelines applicable to Client, its products and industry; or (iii) the nature and use of Client's products and services, including, without limitation, allegations that Client's products or services are defective, injurious, or harmful.

The duties to indemnify shall not terminate with the termination of this Agreement.

11. Client shall reimburse Qorvis for costs and expenses (including reasonable attorneys' fees and costs) incurred by Qorvis resulting from any third-party investigation of the acts or practices of Client including, without limitation, any costs or expenses related to compliance with any third party subpoena or other discovery request.

12. Qorvis shall provide prompt written notice to Client of any claim indemnified under Sections 10 or 11 and shall consult with Client regarding Qorvis' response to a subpoena to the extent the subpoena seeks Client data, documents, or information pertaining to Client so that Client may have an opportunity to seek appropriate relief.

13. Both parties agree that during the term in which Qorvis provides services to you hereunder and for a period of twelve months (12) thereafter, neither party will solicit or induce any employee of the other party to leave his or her employment, nor hire any such employee to perform the same function. The parties agree that the remedy at law for a breach of this Section shall be inadequate and therefore the non-breaching party shall be entitled to injunctive relief for such breach, without proof of irreparable injury and without posting bond, in addition to any other right or remedy it may have.

14. If you should hire one of our employees who has participated in any services under this Agreement (or a former employee if within six months following employment with Qorvis), we will charge you a finder's fee equal to 20% of the person's first year total compensation with your company.

15. Qorvis shall take reasonable care of any property belonging to the Client and made available to Qorvis for the purpose of this Agreement. Such property shall be at all times at the sole and entire risk of the Client, and Qorvis shall not be subject to any other liability for it.

16. If any provision of this Agreement is declared by any judicial or other competent authority to be illegal, void, voidable or otherwise unenforceable, or indication of the same is received by either of the parties from any relevant competent authority, such provision shall be deemed severed from the Agreement and the remaining terms of the Agreement shall remain in full force and effect.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis COMMUNICATIONS
A Publicis Company

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

17. Neither party may assign, sublicense or subcontract this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party (not to be unreasonably withheld or delayed), except if assignment is to an affiliated entity.

18. This Agreement binds and benefits the permitted heirs, successors, and assignees of the parties.

19. Neither party shall be deemed in default of this Agreement or be liable for any delay in performing or failure to perform its obligations under this Agreement to the extent that and for so long as the delay or failure results from any act of God, fire, natural disaster, accident, riots, acts of government, acts of war or terrorism, shortage of materials or supplies, failure of transportation or communications or of suppliers or vendors of goods or services, or any other cause or circumstances whatsoever beyond its reasonable control (an "Force Majeure Event") provided that the Force Majeure Event is not due to the fault or negligence of that party. Each party shall use its reasonable endeavors to minimize the effects of any Force Majeure Event. In the event a Force Majeure Event renders Qorvis unable to provide services hereunder, you shall not be obligated to pay any fees hereunder until such Force Majeure Event is over and services hereunder are fully resumed.

20. This Agreement and the documents referred to in them will be governed and construed in accordance with the laws of the District of Columbia without regards to any conflicts of law provisions. This Agreement and the documents referred to in it contain the whole agreement between the parties and supersede any previous agreement between them relating to the subject matter of this Agreement, whether written or oral. The parties acknowledge that neither of them has relied upon any presentation, written or oral, of any person but only as expressly set out in this Agreement.

21. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one Agreement. The exchange of a fully executed Agreement (in counterparts or otherwise) by facsimile or by email PDF or similar format shall bind the parties to the terms and conditions of this Agreement with the same force and effect as if such facsimile, PDF, or other similar format were an original signed copy of this Agreement.

22. Any valid alteration to or variation of this Agreement must be in writing and signed on behalf of each of the parties by a duly authorized representative.

23. All notices must be in writing. Any notice to be served on the other party shall be sent by recorded delivery, registered post or fax. Notices sent by registered post or recorded delivery shall be deemed to be served within 72 hours of posting, and by fax within 24 hours if sent to the correct fax address of the addressee.

24. Both parties will designate a decision maker who will be tasked with the responsibility of responding to any issues that may arise and to whom all notices will be sent.

25. Each party has had the opportunity for counsel to review this Agreement and no presumption shall be made against the drafter of this Agreement.

26. IN NO CASE SHALL EITHER PARTY'S MAXIMUM LIABILITY ARISING OUT OF THIS AGREEMENT, WHETHER BASED UPON WARRANTY, CONTRACT, NEGLIGENCE, TORT, STRICT LIABILITY OR OTHERWISE, EXCEED IN THE AGGREGATE THE FEES

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

PAID UNDER THIS AGREEMENT. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR: (i) INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, LOSS OF REVENUES, LOSS OF OPPORTUNITIES, LOSS OF DATA, OR LOSS OF USE DAMAGES, ARISING OUT OF THIS AGREEMENT, DELIVERABLES, ANY STATEMENT OF WORK OR CHANGE ORDER, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR (ii) DAMAGES RELATING TO ANY CLAIM THAT AROSE MORE THAN ONE (1) YEAR PRIOR TO THE INSTITUTION OF SUIT THEREON. THE FOREGOING LIMITATIONS ON LIABILITY SHALL NOT APPLY TO THE INDEMNITY OBLGIATIONS OF THE PARTIES WITH RESPECT TO THIRD PARTY CLAIMS.

27. YOU AGREE THAT REGARDLESS OF ANY STATUTE OF LAW TO THE CONTRARY, ANY CLAIM OR CAUSE OF ACTION ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ANY OF OUR SERVICES MUST BE FILED WITHIN ONE (1) YEAR AFTER SUCH CLAIM OR CAUSE OF ACTION AROSE OR SUCH CLAIM SHALL BE FOREVER BARRED. WE EXPRESSLY DISCLAIM ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

28. Client agrees to allow the use of Client's name for Qorvis' general marketing purposes, such as in a client list in a new client press release or in such a list on the Qorvis website.

29. Each party (the "Recipient") shall take reasonable steps to protect proprietary and confidential information and materials (hereinafter "Confidential Information") provided by the other party or its representatives (the "Discloser") from improper disclosure. Confidential Information shall not include information previously known to Recipient or materials to which Recipient had access prior to the provision of such information or materials by Discloser; information or materials that are now or later become publicly known; or information or materials provided to Recipient by a third party not bound by a duty of confidentiality to Discloser. Recipient shall inform Discloser of all inquiries into or requests for Discloser's Confidential Information by third parties and shall disclose Confidential Information to such third parties only when legally compelled to do so and after notice to Discloser, or when so permitted or instructed by Discloser.

30. **Qorvis is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

If you have any questions about this Agreement, please call our office. We are very enthusiastic about this new assignment and confident of our ability to do the job. We look forward to working with you.

The signing parties hereto acknowledge that they have received and reviewed this document's terms and conditions. This Agreement shall become effective upon the signatures of both parties.

By: **Qorvis, LLC d/b/a Qorvis Communications**

Michael Petruzzello
President

11/14/22
Date

Jonathan Nicholas
Vice President, Director or Finance

11/14/2022
Date

By: **Dr. Batil Alonazi**
SADU Business Solution Company

Name: Dr. Batil Alonazi

Title: CEO of SADU Company for business Solutions

Date: 12/11/2022

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Statement of Work
Exhibit A

Event Planning & Management

Qorvis Communications will plan and execute 4 successful events, including a celebration of the international day of the Arabic language, one exhibition and two Arabic language workshops. These events will take place on December 19-20, 2022, in New York City, NY in or near the United Nations.

Qorvis will provide all event planning services for the one-day celebration of the international day of the Arabic language, including: custom design options for event, signage/collateral based on client-directed theme; all vendor identification and contract, negotiation for venue, food, security, photography, videography, A/V; communication to speakers and attendees; keynote speaker and presenters' travel coordination, selection of speaker gifts; development of all run-of-show and work plans; on-site event management. Qorvis will report regularly on progress and for approvals, to ensure all deliverable deadlines are met.

Qorvis will manage an exhibition in or near the United Nations that will display Arabic content provided by the client in celebration of the international day of the Arabic language. Qorvis will coordinate all vendor outreach, management, space requirements and approvals.

Qorvis will manage all the logistics of the 2 half-day Arabic 101 workshops in or near the United Nations that will focus on how to speak and write in Arabic. Qorvis will also manage the presenter to develop the Arabic 101 curriculum for the presentations. The workshops will target UN staff and Permanent Mission employees. Qorvis will coordinate presenter's travel and accommodation.

Timeline

Qorvis will immediately begin work to plan and execute the final event to take place no later than December 19, 2022.

Budget

The fee for all Qorvis services outlined above will be $368,410, exclusive of any out of pocket expenses and vendor fees. The breakdown is $278,410 for the celebration of the international day of the Arabic language, $60,000 for one exhibition and $30,000 for the two Arabic language workshops. Qorvis fees are due immediately upon contract signature.

Qorvis will provide all out of pocket vendor estimates and pass-through costs to the client to approve and pay directly. Included below is a layout of the estimates previously discussed and agreed upon with client that we will work in obtaining after this agreement is fully executed and once client has confirmed venue. We estimate all event costs will range around $200,000.

We will provide estimates for the below list once contract is signed and we have received payment for our event management fees.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Event 1: International Day of the Arabic Language One-day Celebration

Event Venue & Logistics *Includes the following:* *UN DDR (Client and Permanent Mission of the Kingdom of Saudi Arabia to confirm this week)* *Event space rental for 200 people conference, includes furniture for the guests, reception style, podium, riser/gage.* *Need a table and 2 chairs for agreement signing.* *Green room/interview room space for Minister of Culture and VIPs.*
Event Catering *Includes the following:* ***2 coffee/water/light snack breaks:*** *Morning break for:* *200 people* *10 people (VIP room)* *20 people (staff room)* *Afternoon break for:* *200 people* *10 people (VIP room)* *20 people (staff room)* *Coffee, snacks, waters catering for 200 people (attendees, speakers, staff; Standard linens, tables and chairs); The catering includes breakfast food for guests when they arrive at the event and afternoon break.* ***Lunch buffet*** *For 200, including waters and coffee (attendees, speakers, staff; Standard linens, tables and chairs);*
Audio/Visual *Includes data projection package, sound system package, wireless lav microphone for 7 people, livestream package, HD camera, video switcher, tripod, audio embedder, set-up/breakdown labor, equipment operator labor, equipment operator labor livestream, equipment operator labor – camera, Laptop rental; Custom lighting package.* *Webex w/dedicated laptop and necessary components to send video signal to the Webex call for presenter to be able to see on their end.*

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Video switcher to go between videos, and presentations.
Hotel, Meals, Logistics for Panel *Hotel rooms for 20 guests for 2 nights, breakfast vouchers if available.* *Flights with travel agency fee for 20 guests for domestic flights.* *10-seat meeting room for KSGAAL meeting.*
Transportation *Car service for 20 guests, staff, additional SUV rides for staff for 2 half-days.* *Car service for KSGAAL staff with Arabic speaker: 3 10-people sprinter vans available from December 18-22 all day*
Décor/Flowers *Centerpieces for check in table (2), catering tables (20), arrangements for VIP rooms(4).*
Furniture Rental *6 sofa chairs for stage, lounge furniture for green room.*
Photography & Videography *2 photographers; All photo files following the event and handful of edited photo files immediately after the event for media/social media/website purposes - 4 hours* *1 videographer to shoot to* *official celebration ceremony and panel discussion; 1 video editor to edit 1 min video the same day; Delivery of raw video footage following event.*
Design Production & Printing *200 event programs, 1 step & repeat, 2 stage banners, 7 pop-up banners, 1 podium sign, 15 table tents for lunch, 4 tabletops for registration/green room, registration lists, speaker name badges, delivery, etc.*
Translator Services *2 Interpreters and 200 headsets.*
Security

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Speaker Gifts / Appreciation Shields *50 awards.* *5 VIP gifts.*
Snapchat Influencers Recommendations & Outreach Travel Expenses (2 nights at hotel, transportation to and from airport)
Qorvis Team Travel Expenses
Business Meal for KSGAAL staff
Contingency *(Placeholder: Unknown/unplanned costs)*

Event 2: International Day of the Arabic Language Exhibition (1-2 days)

Exhibition

Design and implement an exhibition for King Salman Global Academy for the Arabic Language, in partnership with Ministry of culture related authorities which are:

- Fashion Commission.
- Music Commission.
- Culinary Arts Commission.
- King Abdullah bin Abdulaziz Center for Language Planning and Polices.

The exhibition will cover:

- Arabic Language history in the UN.
- King Abdullah Center works.
- Historical monitoring for Arabic language in the UN.
- Photos, manuscripts and graphical writings samples.
- Showing the beauty of Arabic Language in:
  - Fashion field.
  - Culinary Arts field.
  - Music field.
  - King Abdullah Center for language planning and polices field.

Exhibition Development and Set-Up

Qorvis will coordinate and liaise exhibition production with vendor.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

• Client will provide calligrapher and Lutenist or zither player. Qorvis will manage vendor. • Client will provide holography experience of 2 people of 2-5 minutes that will be in constant rotation. Vendor will provide equipment to display holography experience. • Qorvis will coordinate setting the exhibition up with the Sound and lighting and backlight. • Client will provide ready-to print content for exhibition and Qorvis will manage printing vendor. • Vendor will provide the below requested materials if the space allows for them: • (5) 65-inch or more screens. • (11) 35-inch or more screens. • (5) 65-inch touchable interactive screens. • (5) iPad Pro. • Qorvis will manage transfer of exhibit materials from Riyadh to New York and return them back to Riyadh. • Design and provide souvenirs for the exhibition visitors. **Client needs to provide all content and renderings to Qorvis and vendor no later than November 15, 2022 to ensure exhibition timing can be met.*
Photography & Videography *1 photographer for 1 day; All photo files following the event and handful of edited photo files immediately after the event for media/social media/website purposes - 4 hours.* *1 videographer for 1 day; raw material will be shared with client.*
Security
Exhibition Room Rental Fee
Exhibition Development and Set-Up Fee *Qorvis will coordinate and liaise exhibition production with vendor. Depending on budget, this can be pop-up banners with rotating videos/images on screens or it can be a more elaborated gallery wall, interactive.*

Event 3: Arabic 101 Language Workshops (2 workshops)

Event Venue, Catering & Logistics *Includes the following:* *2 training rooms on December 20 for 3 hours each room.* *Layout:* *U-shaped for 30 people*

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Coffee, waters, snacks, catering for 30 people each day.
Audio/Visual *Includes data projection package (need a screen to showcase presentations), sound system package, 1 microphone for 1 presenter for 2 workshop, one from 9AM – 12PM and another one from 1 PM – 4PM, set-up/breakdown labor, equipment operator labor, we may need a special equipment in case we are having these workshop to be available online as well.*
Hotel, Meals, Logistics for Workshop Presenter *Hotel room for:* *1 presenter for 2 nights, breakfast, lunch, and dinner vouchers if available.* *Domestic flights with travel agency fee for 1 guest.*
Transportation *Car service for 1 presenter.* *From airport to hotel only.*
Décor/Flowers *Flowers for room.*
Photography & Videography *1 photographer for 1 day; All photo files following the event and handful of edited photo files immediately after the event for media/social media/website purposes - 4 hours.* *1 videographer for 1 day; raw material will be shared with client.* *Photographer and videographer will alternate between rooms throughout the day.*
Design Production & Printing *60 Arabic class manuals. Content will be provided by the UN, Qorvis will manage production.* *1 step & repeat, 2 pop-up banners, 1 podium sign, delivery, etc.*
Workshop Presenter *Fee to create Arabic 101 workshop curriculum and execute them in October and November.*

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM

Qorvis Communications
T (202) 467 6600
F (202) 467 5187
W www.qorvis.com/

1201 Connecticut Ave, NW
Washington, DC 20036

Language Manuals Translations *UN manuals translations* **Qorvis will manage process. This fee will be paid by and reimbursed by the Permanent Mission of the Kingdom of Saudi Arabia.*	***$16,000*** *This fee will be paid directly to the Permanent Mission of the Kingdom of Saudi Arabia and should be part of your overall budget.

Received by NSD/FARA Registration Unit 11/18/2022 11:51:50 AM