REGIONAL EXPORT PROMOTION AGREEMENT

BETWEEN

[NAME OF REGIONAL EXPORT PROMOTION PARTICIPANT]

AND

EXPORT-IMPORT BANK OF THE UNITED STATES
CRITERIA FOR BECOMING A REPP

1. Organization must be regional, state or local economic development organization or World Trade Center, SBDC or similar not-for-profit entity whose mission is to provide export assistance to small businesses.

2. Submit Annual Report or other formal document that demonstrates the organization’s track record of providing export assistance to small businesses. If export assistance is a new function, then a marketing plan or similar formal document may be submitted. This document must demonstrate that your organization has the capacity to fulfill the ongoing responsibilities of this Agreement as stipulated in Appendix B herein.

3. Designate at least one person in your organization to be the Ex-Im Bank primary day-to-day contact person. This person must attend Ex-Im Bank’s “Trade Finance Solutions” training seminar in Washington, D.C. soon after organization has been approved to participate in the Program.

4. Commit to fulfilling the ongoing responsibilities of REPPs as stipulated in Appendix B of this Agreement.
RESPONSIBILITIES OF A REPP

1. Maintain at least one qualified, trained officer dedicated to promoting EXIM Bank Programs.

2. Market Ex-Im Bank’s small business programs through personal visits, seminars, telephone outreach programs, press releases, mailings, email and other forms of digital communications.

3. Organize at least 3 EXIM Bank seminars or make a minimum of 3 EXIM Bank presentations per year.

4. Refer 10 small business exporters to EXIM Bank per year.
   - Referrals must be reported using the REPP referral tool on the REPP webpage on exim.gov.
   - Referrals can include joint business calls with EXIM Bank regional staff.

5. Assist Regional Offices with customer calling as appropriate:
   a. Screening potential customers
   b. Referring calls to regional staff
   c. Arranging calls for regional staff
   d. Calling on behalf of regional staff
   e. Joint calling with regional staff

6. Report seminars and referrals to EXIM Bank headquarters on an ongoing basis via the online REPP seminar and referral tools.

7. Coordinate with EXIM Bank on export promotion activities in their locality in conjunction with other intermediaries, i.e. arranging EXIM Bank seminars, Global Access Forums, etc.

8. Maintain knowledge of EXIM Bank’s small business programs through regular attendance at the REP Program Annual Meeting, Exim Bank Annual Conference, REP Program Quarterly webinars and other EXIM Bank sponsored events and activities.