Trade Mission to Mexico City, Mexico:  
Energy/Construction/Infrastructure Industries  
IMPACT PROJECT for the PACIFIC ALLIANCE COUNTRIES  
July 10-12, 2017

Participation Agreement

Mail to Duquesne University Small Business Development Center (SBDC) 600 Forbes Ave. Rockwell Hall-108. Pittsburgh, PA 15282. Tel. 412-396-5670. Fax. 412-396-5884. Brent Rondon. rondon@duq.edu. Make checks payable to Duquesne University SBDC. ($2100 or 2400). You can also register and pay online at www.sbdc.duq.edu/impact. Registration and payment must be received by May 25, 2017. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

Company Name

Address

City

State

Zip

Telephone

Fax

Web

Contact Person

Title

E-mail

As a duly authorized representative of the above-named company, I have read, understand and agree to the following terms with regard to being a participating company in this Trade Show:

- Only Products of 51% US content and/or value-added products may be represented.
- No foreign produced items may be included, except items from foreign countries with 51% US content that have been processed or value-added in the U.S.
- The participating company must have an office and staff or manufacturing facility in the U.S.
- Cancellations: No refunds will be issued after June 5, 2017. Cancellation before June 5, 2017 should be in writing to Brent Rondon at rondon@duq.edu. Trip cancellation insurance is available at extra cost.
- All participating companies must provide results attained through participation in the Trade Mission to the Duquesne University SBDC. "Initial Results" are any estimated sales amount defined by the sales representative the company met at the show followed by Actual Sales when they occur. We use this information to track progress in the market.
- Participating companies assume all risks of participation in this Trade Mission.

Company Authorized Representative (Please Print) Company Name

Signature

Title

Date

Payment Enclosed of $___________________

www.sbdc.duq.edu/impact
TRADE MISSION TO MEXICO: Construction/Energy
July 10-12, 2017

Participation Application for IMPACT PROJECT AWARD: $500. This form is used in conjunction with the US Commercial Service in Mexico

There is a limited amount of project funds available and applications are on a first come, first served basis up to 10 companies. Available to all US firms that fit Trade Mission criteria and complete Duquesne University Impact Project Success Agreement and Duquesne SBDC form. Mail/EMail this form to Duquesne University Small Business Development Center (SBDC), 600 Forbes Ave, Rockwell Hall-108. Pittsburgh, PA 15282. Tel. 412-396-5670. Fax. 412-396-5884. Brent Rondon. rondon@duq.edu

Company Name

Address

City

State

Zip

Telephone

Fax

Web

Contact Person

Title

E-mail

As a duly authorized representative of the above-named company, I have read, understand and agree to the terms stated above. I represent a participating company in the MEXICO TRADE MISSION and have completed the Duquesne University Impact Project Success Agreement stating that all participating companies must provide initial and follow up sales results to the Impact Project. This information is confidential and used to track progress on U.S. export sales. Only for Target Industries: Water, Infrastructure, oil and gas, mining, construction, energy, equipment, machinery. Participating companies assume all risks of participation.

Company Authorized Representative (Please Print)

Signature

Title

Date

www.sbdc.duq.edu/impact
## REQUEST FOR CONSULTING

**Company Name:** (If applicable)  
**Client Name:** (Last, First, M.I.)

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Secondary/Cell</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
<th>4+:</th>
<th>County:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Race: (mark one or more)</th>
<th>Ethnicity:</th>
<th>Military Status:</th>
<th>Veteran Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>Hispanic or Latino</td>
<td>Member of the Reserve or National Guard</td>
<td>Non-Veteran</td>
</tr>
<tr>
<td>White</td>
<td>Not Hispanic or Latino</td>
<td>On Active Duty</td>
<td>Veteran</td>
</tr>
<tr>
<td>African American or Black</td>
<td>Other (specify)</td>
<td>Other (specify)</td>
<td>Service-Disabled Veteran</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islander</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Do you consider yourself a person with a disability?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Female</td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>

### How did you hear about our services? (Mark all that apply)

<table>
<thead>
<tr>
<th>SBA District Office</th>
<th>Other Client</th>
<th>Educational Institution</th>
<th>Legislator</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Website</td>
<td>Media – Print</td>
<td>Training Seminar</td>
<td>Local Economic Official</td>
</tr>
<tr>
<td>Business Owner</td>
<td>Internet</td>
<td>SBDC</td>
<td>Chamber of Commerce</td>
</tr>
<tr>
<td>Television/Radio</td>
<td>Lender</td>
<td>SCORE</td>
<td>Other (specify)</td>
</tr>
<tr>
<td>USEAC</td>
<td>SCORE</td>
<td>WBC</td>
<td></td>
</tr>
</tbody>
</table>

### Type of Business: (Choose Primary Category)

<table>
<thead>
<tr>
<th>Mining</th>
<th>Utilities</th>
<th>Information</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Entertainment &amp; Recreation</td>
<td>Health Care &amp; Social Assistance</td>
<td>Real Estate, Rental &amp; Leasing</td>
<td>Waste Management &amp; Remediation Services</td>
</tr>
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<td>Real Estate, Rental &amp; Leasing</td>
<td>Waste Management &amp; Remediation Services</td>
</tr>
<tr>
<td>Construction</td>
<td>Real Estate, Rental &amp; Leasing</td>
<td>Real Estate, Rental &amp; Leasing</td>
<td>Waste Management &amp; Remediation Services</td>
</tr>
<tr>
<td>Transportation &amp; Warehousing</td>
<td>Other Services (except Public Administration)</td>
<td>Other Services (except Public Administration)</td>
<td>Other Services (except Public Administration)</td>
</tr>
</tbody>
</table>

### Description of Business:

**What tasks would you like to accomplish by working with the SBDC?**

### What is the legal entity of your business?

- □ Sole proprietorship  
- □ Partnership  
- □ LLC  
- □ C-Corp  
- □ S-Corp  
- □ Other

### Business Status:

- □ Full Time  
- □ Part Time

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Total No. of Employees:</th>
<th>For most recent full business year: Gross Revenue/Sales:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time □ Part Time</td>
<td>□ Starting a Business □ Purchasing a Business</td>
</tr>
</tbody>
</table>

### Consulting requested for:

- □ Present Business  
- □ Starting a Business  
- □ Purchasing a Business

### For most recent full business year: Gross Revenue/Sales:

- □ $_________  
- □ + Profits/Losses $_________

### What is the nature of the counseling you are seeking? (Select all that apply)

- □ Start-Up Assistance (How do I start a small business?)  
- □ Government Contracting (including Certifications)  
- □ Legal Issues (such as, should I incorporate?)  
- □ Business Accounting/Budget  
- □ Environmental Management  
- □ Tax Planning  
- □ Human Resources/Managing Employees  

### Business Ownership – What percentage of your business is male or female owned?

<table>
<thead>
<tr>
<th>% Male</th>
<th>% Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Business Ownership started?

- □ Yes  
- □ No

### Do you conduct business online?

- □ Yes  
- □ No

### Is this a home-based business?

- □ Yes  
- □ No

### Are recent financial statements available for your business?

- □ Yes  
- □ No

### Do you have a written business plan?

- □ Yes  
- □ No

### Are you 8(a) certified?

- □ Yes  
- □ No
SBDC Client Rights and Responsibilities

As an SBDC Client, you have the right to expect:

Consulting Assistance Provided at No Charge – Because the SBDC program is supported by the funding from the U.S. Small Business Administration, the Pennsylvania Department of Community and Economic Development, Duquesne University and other funders, consulting is provided at no charge to you. Fees may apply for training programs, special services (such as, research), materials, and publications. You will be notified of any fee in advance.

Confidentiality of Information is Provided – All SBDC representatives agree to abide by the Pennsylvania SBDC’s Standards of Professional Ethics and Conflict of Interest Policy. Information you provide will be held in the strictest confidence and will not be released to any parties outside of the Pennsylvania SBDC network without your consent. No information you provide will be used to the commercial advantage of any SBDC representative or to the advantage of a third party. Exceptions:

- Information about the SBDC’s service delivery is reported in aggregate to its funders and the general public. Specific information about you will not be released, without your consent.
- The SBDC will collect and report, in aggregate to its funders and the general public, information about you, such as, demographic statistics; size, location, age, and industry of your business; the general nature of your engagement with the SBDC; and impact statistics, such as, financing obtained, increased sales or jobs created.
- If you were referred to the SBDC, the SBDC may notify the referrer that you have sought assistance from the SBDC. The SBDC, however, will not disclose in detail the nature of the assistance you are requesting unless you provide consent to do so.
- Information will be shared with the Pennsylvania Partnerships for Regional Economic Performance (PREP) if you consent below.

Unbiased Recommendations – SBDC representatives will not knowingly recommend the purchase of goods or services from any individual or firm with which any SBDC representative has a financial, familial, or personal interest.

Non-Disclosure of Trade Secrets – Sensitive trade secrets pertaining to unique facts of your business will not be used to benefit another client of the SBDC or any SBDC representative. Sensitive trade secret information is information which is not obvious, which is unknown, or which is unique and pertains to new inventions, secret manufacturing and processing procedures or formulas, or any new innovative process. You understand that it is your responsibility to inform the SBDC of any such sensitive trade secrets both verbally and in writing.

Accepting Responsibility and Waiving all Claims – In recognition that you are ultimately responsible for the success or failure of your business and that all decisions pertaining to implementing plans and operating your business are solely your responsibility, you hereby waive your claims of damages against Duquesne University SBDC, the Pennsylvania SBDC program, any Universities hosting a Pennsylvania SBDC program, Duquesne University, the U.S. Small Business Administration, and the Pennsylvania Department of Community and Economic Development, or any other entity that provides funding to the Pennsylvania SBDC program, based on any advice or information provided by the SBDC.

SBDC services are not available to individuals or entities that have been debarred or suspended by the federal government. By agreeing to receive assistance from the SBDC you are self-certifying that you are not currently federally debarred or suspended and also agree to cease using SBDC services if you become federally debarred or suspended in the future.

Reporting of Data to Pennsylvania Partnerships for Regional Economic Performance (PREP):

Per Federal law (15 USC 648(a)(7)), the Pennsylvania Small Business Development Centers maintain strict confidentiality of client data. The only condition under which a Small Business Development Center can share client information with other organizations is if the client provides explicit written permission to do so. Because:

- the Pennsylvania Department of Community and Economic Development (DCED), who provides significant funding to the SBDC program through the Partnerships for Regional Economic Performance (PREP), which enables consulting services to be provided to you at no-fee, is interested in knowing specific information on SBDC clients served; and
- there are economic development and growth programs outside of the SBDC from which you as a client may benefit;

therefore, you permit the release of your name, contact information, company name, business type/NAICS code, demographic information (minority, woman and/or veteran owned status), company start date, tenure of company owner, and type of assistance provided to the Pennsylvania DCED and member organizations in the PREP program. This information will be entered into the PREP database called Executive Pulse. By agreeing to allow the information outlined above to be entered into Executive Pulse you waive all rights to the Privacy Protection of SBDC data as noted in 15 USC 648(a)(7), and waive all claims against the SBA, the University of Pennsylvania and the [X] University for any harm or damages resulting from sharing this information.

You have my permission to release my name, contact information, company name, business type/NAICS code, demographic information (minority, woman and/or veteran owned status), company start date, tenure of company owner, and type of assistance provided to the Pennsylvania DCED, member organizations in the PREP program and other authorized users of the Executive Pulse database:

☐ Yes  ☐ No  
(Your response does not impact access to SBDC services.)

Print Name ____________________________  Signature ____________________________  Date ____________________________

Date Received ____________________________  Outreach ____________________________  Contact Dates

Date Assigned ____________________________  Consultant ____________________________
<table>
<thead>
<tr>
<th>Country of Interest: ________________________________</th>
<th>For most recent full business year:</th>
<th>Total No. of Employees engaged in exporting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount of your Gross revenues/sales related to exporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$_________________ PT___________</td>
<td></td>
</tr>
</tbody>
</table>

If your company is currently exporting, please indicate the countries to which your company exports: (Mark all that apply)

### Asia
- Afghanistan
- Bahrain
- Bangladesh
- Belarus
- Bhutan
- Brunei
- Burma
- Cambodia
- China
- East Timor
- Georgia
- Hong Kong
- India
- Indonesia
- Iran
- Iraq
- Israel
- Japan
- Jordan
- Kazakhstan
- Korea, North
- Korea, South
- Kuwait
- Kyrgyzstan
- Laos
- Lebanon
- Macau
- Malaysia
- Maldives
- Micronesia
- Mongolia
- Nepal
- Oman
- Pakistan
- Philippines
- Qatar
- Russia
- Saudi Arabia
- Singapore
- Sri Lanka
- Syria
- Tajikistan
- Taiwan
- Thailand
- Turkey
- Turkmenistan
- United Arab Emirates
- Uzbekistan
- Vietnam
- Yemen

### Africa
- Algeria
- Angola Benin
- Botswana
- Burkina Faso
- Burundi
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- Comoros
- Congo
- Democratic Republic of the Congo
- Côte d'Ivoire
- Djibouti
- Egypt
- Equatorial Guinea
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Kenya
- Lesotho
- Liberia
- Libya
- Madagascar
- Malawi
- Mali
- Mauritania
- Mauritius
- Morocco
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- Sao Tome and Principe
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- Sudan
- Swaziland
- Tanzania
- Togo
- Tunisia
- Uganda
- Zambia
- Zimbabwe

### Central America
- Belize
- Costa Rica
- El Salvador
- Guatemala
- Honduras
- Nicaragua
- Panama

### Caribbean
- Anguilla
- Antigua & Barbuda
- Aruba
- Bahamas
- Barbados
- Virgin Islands (British)
- Cayman Islands
- Cuba
- Dominica
- Dominican Republic
- Grenada
- Haiti
- Jamaica
- Montserrat
- Netherlands Antilles
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and Grenadines
- Trinidad and Tobago

### Europe
- Austria
- Azerbaijan
- Albania
- Armenia
- Belgium
- Bosnia-Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Macedonia
- Malta
- Moldova
- Monaco
- Montenegro
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Serbia
- Slovak Republic
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom
- Vatican City

### South America
- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Ecuador
- Guyana
- Paraguay
- Peru
- Suriname
- Uruguay
- Venezuela

### Oceania
- Australia
- New Zealand
- Cook Islands
- Fiji
- Kiribati
- Marshall Islands
- Nauru
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

### Other
- Subcontractor for exporter
- Sell to fill-freight