



29th Annual Government Procurement Conference

Thursday, April 18, 2019
Walter E. Washington Convention Center, Washington, DC
9:00 a.m. – 4:00 p.m.

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SPONSORSHIP OPPORTUNITIES

Federal Business Council

9800 Patuxent Woods Drive, Suite H, Columbia, MD 21046 | 800.878.2940 | Fax 301.206.2950

SPONSORSHIP CONTRACT

This constitutes an agreement between FBC and _____ (to be referred to as "Sponsor") to sponsor the following item(s) listed below at the given cost(s).

Please Initial Selection Below

SPONSORSHIP LEVELS: (Diamond, Platinum, Gold, & Silver sponsorship levels receive the following items):

- 1) One Premium table space of your choice.
- 2) Recognition on Signage throughout the Conference and Registration area.
- 3) Recognition during the course of the Conference Proceedings.

Diamond Sponsor \$13,000 (1-Exclusive Prime)

- Co-Sponsorship of Conference Program (includes full page color ad with premium placement)
- Co-Sponsorship of the Exhibit Hall
- Sign for table identifying you as a Diamond Sponsor
- Conference Admission for 10 company representatives

Platinum Sponsor \$11,000

- Co-Sponsorship of Conference Program (includes full page color ad)
- Sign for table identifying you as a Platinum Sponsor
- Conference admission for 8 company representatives

Gold Sponsor \$8,500

- Recognition in Conference Program (includes half page color ad – dimensions 8.5" (W) x 5.5" (H))
- Co-Sponsorship of Seminar Room
- Sign for table identifying you as a Gold Sponsor
- Conference admission for 6 company representatives

Silver Sponsor \$6,500

- Recognition in Conference Program (includes quarter page color ad – dimensions 4.25" (W) x 5.5" (H))
- Sign for table identifying you as a Silver Sponsor
- Conference admission for 4 company representatives

Bronze Co-Sponsor – Conference Bag \$5,000

- One sponsorship table space of your choice (other than premium table spaces)
- Logo on bag
- Recognition on Signage
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives



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Bronze Co-Sponsor – Conference Lanyard *\$5,000 (limited to 2)*

- One sponsorship table space of your choice (other than premium table spaces)
- Logo on lanyard
- Recognition on Signage
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives



Bronze Co-Sponsor – Digital Advertising Sponsor *\$5,000 (6 available)*

- One sponsorship table space of your choice (other than premium table spaces)
- Advertisement on Digital Signage during the course of the conference
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives



Bronze Co-Sponsor – Conference Program *\$5,000*

- One sponsorship table space of your choice (other than premium table spaces)
- Recognition on Signage
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives



Bronze Co-Sponsor – Seminar Room *\$5,000*

- One sponsorship table space of your choice (other than premium table spaces)
- Recognition on Signage in one of the Seminar Rooms
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives



Bronze Co-Sponsor – Registration *\$5,000*

- One sponsorship table space of your choice (other than premium table spaces)
- Recognition on Signage in the Registration Area
- Acknowledgment in the Conference Program (logo) & during the course of the Conference Proceedings
- Conference admission for 2 company representatives

Exhibit List Ads (Select Size Below) * Does not include table space



\$1,500 - Full page color in conference program (Ad dimensions 8.5"(W) x 11"(H) with ¼" bleed)



\$1,000 - Half page color in conference program (Ad dimensions 8.5"(W) x 5.5"(H) with ¼" bleed)



\$750 - Quarter page color in conference program (Ad dimensions 4.25"(W) x 5.5"(H) with ¼" bleed)

Deadlines & Specifics:

- Any artwork for print must be received by **Monday, March 25, 2019**. Please submit logos and ads in EPS, PDF or other HIGH resolution format.
- All literature to be used in the registration area must be received by **Monday, April 1, 2019**.
- All ads for the exhibit list must be received by **Monday, March 25, 2019**. All full page ads will be 8.5"(W) x 11"(H). Half page ads will be 8.5"(W) x 5.5"(H) (horizontal). Quarter page ads will be 4.25"(W) x 5.5"(H). Please send the best quality ads that you have, as we will not be able to manipulate them. Please include a ¼" bleed.
- Any changes to the above sponsorships or details must be approved by Bob Jeffers of Federal Business Council, Inc. prior to being confirmed.



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PLEASE COMPLETE YOUR CREDIT CARD PAYMENT INFORMATION

***Sponsorship must be paid 60 days prior to the event.**

COMPANY NAME: _____

Please charge this credit card \$ _____ for the _____ Sponsorship.

(Circle one) **MC VISA AMEX** Expiration: ____ / ____ CSC/Security Code : _____

Credit Card #: _____ Card Holder Signature: _____

Contact Name: _____ Telephone: (____) _____

CC Billing Address: _____
Street City State Zip

Terms and Conditions

- The Sponsor, when making an application to participate, accepts and agrees to comply with the conditions of this contract governing the conduct of and participation in this event. Sponsor further agrees that this contract is binding on all parties and can be amended only in writing by both parties hereto.
- In the event the Sponsor cancels their reservation contracted herein, the Sponsor must do so in writing. Written notice must be received no later than 60 days prior to the event date to be liable for 0% of the Sponsor cost. Written cancellation received within 59 days or less of the event date obligates the Sponsor to pay FBC 100% of the Sponsor cost.**
- Sponsor agrees not to assign or sublet any portion of any included space nor permit individuals other than employees and/or their representatives to use the facilities provided. Sponsor further agrees not to display products or literature that are not regularly sold or distributed to him/her, except as may be necessary to illustrate the applications of his/her product.
- FBC nor the Federal Government assumes responsibility or liability for any theft, damage or loss by any cause of property to the Sponsor, employees or their agents, nor for any injury that may occur to the Sponsor, agents or employees.
- Sponsor agrees to hold FBC harmless and to reimburse the same for any judgments, settlements, costs or other expenses (including legal fees) to which it may be subject, for any injury, damage, loss or harm resulting or occurring to anyone (including visitors) which may result directly or indirectly from or in connection with Sponsor by the Sponsor, its employees or representatives.
- FBC will not be liable for fulfillment of this contract due to any of the following causes: the building being destroyed by fire, acts of God, strikes, the authority of the law or for any other causes beyond FBC's control.
- Pre-show advertising/promotions are at the discretion of FBC.
- Sponsor agrees not to accept any form of funds while at the event.**
- Demonstrations and Interviews: All activities during the event must be conducted in such a way as not to infringe on the rights of other participants or offend visitors. Interviews, discussions or other business conversation must be confined to the Sponsors area only. Independent 'hospitality suites' or other activities which are not an official function of the event or official agenda are prohibited and will not be supported nor promoted.
- FBC nor the government approve, endorse or recommend the use of any specific commercial product or services. The Sponsor may not, therefore, imply either verbally or in printed literature, that his/her products or services are approved, endorsed or recommended by FBC or the government by virtue of this contract.
- The Sponsor agrees to comply with local fire and safety regulations and furnish any permits required.
- FBC reserves the right to reject, in whole or in part and at any time, any individual or material which in its opinion is objectionable to participants or others. No liabilities or damages whatsoever against FBC or any of their representatives, agents or members shall be incurred because of such rejections.
- FBC reserves the right to cancel or change the date of any component of the event at any time.
- Inclement Weather: FBC will hold all event activities as scheduled during times of inclement weather, unless the Federal Government is closed. FBC will not honor requests for refunds or credits for companies who choose not to participate.
- Sponsors who fail to comply with the security requirements may be denied access to the selected site by the hosting agency and/or FBC. FBC will not be responsible and will not provide refunds or credits to Sponsors who are denied admission to the event site due to failure to comply with these security instructions.
- All Sponsor fees are due and payable in advance. FBC will only invoice for Sponsor contracts that are received **more than 90 days from the event date**. Otherwise, the company must pay for the fees of the Sponsor by credit card. Registrations are taken on a first-come, first-serve basis according to receipt of payment.
- Sponsor will be liable for ANY collection expenses, including reasonable attorney's fees and credit card fees due to charge backs.**
- FBC is not responsible or financially liable for the coordination of any shipped materials to or from an event site unless the item is included with a sponsorship. This includes contacting shipping companies, cost of lost items and packaging of materials. The shipment, packaging and tracking of materials are the responsibility of the participating Sponsor
- FBC will coordinate all of the administrative, catering, purchasing of materials and other details dealing with the contracted Sponsor item.
- Sponsor agrees to coordinate any activities, including but not limited to, social events, special seminars, hospitality suites, etc. relating to the event, its participants or any personnel connected with the event, exclusively with FBC. FBC works under agreements with both the hosting agency and the hotel/site. In order to facilitate the conference or event in the best manner and avoid scheduling conflicts, FBC has been directed to coordinate all social functions and receptions that are held on site at the host venue/hotel involving attendees from the particular conference. Therefore any planned social involving industry and conference attendees must be agreed upon and coordinated with FBC. Please speak directly with FBC to get further direction and guidance on this area. Failure to comply with this requirement may result in exclusion from the event.

Authorized Signature: _____ Date: ____ / ____ / ____