

DEPARTMENT OF STATE
FEBRUARY 7, 2018

SPONSORSHIP OPPORTUNITIES

Federal Business Council, Inc. (FBC)

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

Please Note: Exhibit Space is NOT included with any of the sponsorships

AM Break Sponsor – \$2,500 - Tripwire

- AM Break refreshments for 200 attendees
- Posters in the Break Area
- 2 Extra Exhibit Reps for the Expo
- Full Page Color Ad in exhibit list
- Full-Color Logo in exhibit list

General Event Sponsor (one Representative) - \$500

- Logo on Thank you to our sponsors poster
- Company Listing and Logo in Program
- Company Literature (provided by company) at Registration area
- 1 company representative

General Event Sponsor (two Representatives) - \$750

- Logo on Thank you to our sponsors poster
- Company Listing and Logo in Program
- Half Page Ad in Program
- Company Literature (provided by company) at Registration area
- 2 company representatives

Exhibit List Ad - \$500

- Full Page Color Ad in exhibit list

Exhibit List Logo - \$50

- Full Page Color Ad in exhibit list



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DEADLINES & SPECIFICS:

- Artwork must be received by 2/2/18. Please submit these ads/logos in .eps or other high resolution format.
- Any changes to the above sponsorships or details must be approved by *Bob Jeffers* at the Federal Business Council, Inc. prior to being confirmed.

PLEASE COMPLETE YOUR CREDIT CARD PAYMENT INFORMATION

SPONSORSHIP MUST BE PAID 60 DAYS PRIOR TO THE EVENT

SHOW NAME: Department of State

COMPANY NAME: _____

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

(Circle one): MC VISA AMEX

Credit Card #: _____ Expiration: ____ / ____

Signature: _____ CSC/Security Code: _____

Contact Name: _____ Telephone: (____) _____

CC Billing Address: _____
Street City State Zip

Terms and Conditions

1. The Sponsor/Exhibitor, when making application to participate, accepts and agrees to comply with the conditions of this contract governing the conduct of and participation in this exhibit. Sponsor/Exhibitor further agrees that this contract is binding on all parties and can be amended only in writing by both parties.
2. Neither FBC nor the Federal Government assumes responsibility or liability for any theft, damage, or loss of property (by any cause) to the Sponsor/Exhibitor, his/her agents, or employees, nor for any injury that may occur to the Sponsor/Exhibitor, his/her agents or employees.
3. Sponsor/Exhibitor 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, but not limited to, visitors) which may result directly or indirectly from or in connection with Sponsor/Exhibitors, its employees or representatives.
4. FBC will not be liable for fulfillment of this contract due to any of the following causes: by reason of the building being destroyed by fire, acts of God, strikes, the authority of the law, or for any other causes beyond FBC's control.
5. Pre-show advertising & promotions are at the discretion of FBC.
6. FBC nor the government do not approve, endorse, or recommend the use of any specific commercial products or services. The Sponsor/Exhibitor 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 to Sponsor/Exhibitor.
7. The Sponsor/Exhibitor agrees to comply with local fire and safety regulations and furnish any permits required by local authorities.
8. **In the event the Sponsor/Exhibitor cancels their Sponsor/Exhibitor reservation contracted herein, the Sponsor/Exhibitor must do so in writing. Written notice must be received no later than 59 days prior to the event date to be liable for 0% of the Sponsor/Exhibitor cost. Written cancellation received within 60 days or less of the event date obligates the Sponsor/Exhibitor to pay FBC 100% of the Sponsor/Exhibitor cost.**
9. Distribution of souvenirs and samples of products is permitted provided there is no interference with other exhibits.
10. All Sponsor/Exhibitor fees are due and payable in advance. FBC will only invoice for event Sponsor/Exhibitor contracts that are received **more than 90 days from the date of the event.** Otherwise, the company must pay for the fees of the Sponsor/Exhibitor by credit card. Sponsors/Exhibitors are taken on a first-come, first-served basis according to receipt of payment.
11. **Sponsor/Exhibitor will be liable for ANY collection expenses, including reasonable attorney's fees and credit card fees associated with charge backs.**
12. FBC will coordinate all of the administrative, catering, purchasing of materials, and any other details dealing with the Sponsor item that is contracted.
13. Sponsor/Exhibitor agrees to coordinate any activities, including but not limited to, social events, special seminars, hospitality suites, etc. relating to the event, its audience, exhibitors, 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 your FBC representative 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: ____ / ____

