

# IT & Cyber Day at Fort Belvoir Sponsorship Contract

## Federal Business Council, Inc. (FBC)

9800 Patuxent Woods Drive, Suite H, Columbia, MD 21046 | (800) 878-2940 | Fax (301) 206-2950

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 Make a Selection Below

#### Lunch Sponsor - \$3,500.00 (limited to 3)

- Recognition in opening remarks
- Opportunity to include collateral material in attendee bags
- Full page ad in the conference program
- Full color logo in the conference program
- Lunch Sponsor Signage
- Food and Beverage for lunch
- Table Tent with company logo on tables
- Standard Exhibit Table Space
- 4 Exhibit Reps

#### Networking Break Sponsor - \$2,500.00 (limited to 2)

- Half page ad in the conference program
- Full color logo in the conference program
- Networking Break Sponsor Signage
- Food and beverage for selected break
- Table tent with company logo on tables
- Standard Exhibit Table Space
- 3 Exhibit Reps

#### Non-Exhibiting Event Sponsor - \$725.00

- Quarter page ad in the conference program
- Full color logo in the conference program

#### Exhibit List Ad - \$500.00

- Full page color ad in the conference program

#### Exhibit List Logo - \$50.00

- Color logo in printed conference program

### Deadlines & Specifics

- Any artwork for print must be received by Monday, May 6, 2019. Please submit these logos in EPS, CDR, PDF or any other High-resolution format.
- 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. The program will be printed in 4 color (CMYK). Please include a 1/4" bleed.
- Any changes to the above sponsorships or details must be approved by Theresa Zichelli of Federal Business Council, Inc. prior to being confirmed.

### Company & Contact Information

**COMPANY NAME:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Contact Email: \_\_\_\_\_

# PLEASE COMPLETE YOUR CREDIT CARD PAYMENT INFORMATION

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

**SPONSORSHIP LEVEL:** \_\_\_\_\_

Please charge this credit card \$ \_\_\_\_\_ for the sponsorship listed above.

Type  MC  VISA  AMEX Expiration Date (MM/YY): \_\_\_\_ / \_\_\_\_ CSC/Security Code : \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

Credit Card Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

CC Billing Address: \_\_\_\_\_  
Street City State Zip

## Terms & Conditions

1. 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 exhibit. Sponsor further agrees that this contract is binding on all parties and can be amended only in writing by both parties hereto.
2. ***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.***
3. *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.*
4. 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.
5. 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.
6. 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.
7. Pre-show advertising/promotions are at the discretion of FBC.
8. **Sponsor agrees not to accept any form of funds while at the event.**
9. *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.*
10. 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.
11. The Sponsor agrees to comply with local fire and safety regulations and furnish any permits required.
12. *FBC reserves the right to reject, in whole or in part and at any time, any*
13. *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.*
14. *FBC reserves the right to cancel or change the date of any component of the event at any time.*
15. *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.*
16. *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.*
17. 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.
18. ***Sponsor will be liable for ANY collection expenses, including reasonable attorney's fees and credit card fees due to charge backs.***
19. *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*
20. FBC will coordinate all of the administrative, catering, purchasing of materials and other details dealing with the contracted Sponsor item.
21. 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_