

## Sponsorship Contract

### Federal Business Council

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).

## PREMIUM EXPOSURE OPPORTUNITIES

### Presenting Sponsor: \$25,000 (Exclusive)

- Premier 10x20 booth space location on exhibit floor
- Eight (8) symposium passes with meals included
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Full-page ad in the program
- Company logo placement on marketing materials
- 2-minute podium/marketing time during a keynote session
- Two table sponsorships (a total of 20 attendees) for night one dinner
- 20 attendees to the VIP reception
- Company logo on premier signage during the symposium
- Company logo on signage during the VIP reception
- Conference bag insert (provided by company) in every attendee bag

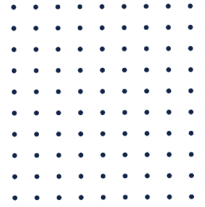
### Platinum Sponsor: \$20,000 (Limited to 2)

- Premium 10x10 booth space location on exhibit floor
- Six (6) symposium passes with meals included
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Full-page ad in the program
- Company logo placement on marketing materials
- 2-minute podium/marketing time during a keynote session
- One table sponsorship (a total of 10 attendees) for night one dinner
- 10 attendees to the VIP reception
- Company logo on signage during the symposium

### Gold Sponsor: \$15,000 (Limited to 5)

- Premium 10x10 booth space location on exhibit floor
- Four (4) symposium passes with meals included
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Half-page ad in the program
- Mention from the podium
- One table sponsorship (a total of 10 attendees)
- Eight (8) people to the VIP Reception
- Company logo on signage during the symposium

AVAILABLE EXPOSURE OPPORTUNITIES



## REFRESHMENT EXPOSURE OPPORTUNITIES

### **VIP Reception Sponsor:** \$10,000 (Limited to 4)

- Standard 10x10 booth space location on exhibit floor
- Beverage napkins with company logo
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Half-page ad in the program
- Company logo on marketing materials
- Five (5) attendees to the VIP reception
- Company logo on signage during the VIP reception
- Two mobile application push notifications promoting the reception\*

### **Dinner Sponsor:** \$5,000 (Limited to 8)

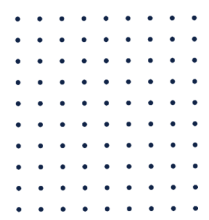
- One table sponsorship (a total of 10 attendees) for night one dinner
- Company logo on symposium website
- Company logo and description in the program
- Company logo on marketing materials
- Company logo and 100-word description in symposium mobile app\*
- Company logo on signage during the dinner
- One mobile application push notification promoting the dinner\*

### **Lunch Sponsor:** \$4,500 (Limited to 4)

- Lunch for attendees
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Company logo on marketing materials
- Two (2) symposium passes with meals included
- One (1) attendee to the VIP reception
- Company logo on signage during the symposium
- One mobile application push notification promoting the lunch\*

### **Networking Break:** \$3,500 (Limited to 4 – day will be assigned prior to event)

- To-go coffee cups with company logo
- Break for attendees
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Company logo on marketing materials
- Two (2) symposium passes with meals included
- One (1) attendee to the VIP reception
- Company logo on signage during the symposium
- One mobile application push notification promoting the break\*



## ITEM & BRANDING EXPOSURE OPPORTUNITIES

### **Event Mobile App:** \$9,500 (Exclusive)

- Premium 10x10 booth space location on exhibit floor
- Mobile app header logo
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app
- half-page ad in the program
- Company logo on marketing materials promoting the app
- Five (5) attendees to the VIP reception
- Company logo on signage during the symposium
- Rotating banner ad in the app
- Two (2) push notifications promoting the app

### **Conference Bag Sponsor:** \$8,500 (Limited to 2)

- Company logo on all conference bags
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Recognition in the conference program
- Company logo on signage during the symposium

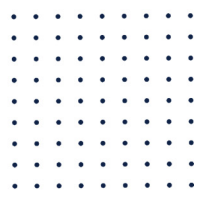
### **Lanyard Sponsor:** \$7,500 (Exclusive)

- Company logo on all conference lanyards
- Company logo on symposium website
- Company logo and 100-word description in symposium mobile app\*
- Recognition in the conference program
- Company logo on signage during the symposium

## SPECIAL NOTES AND DEADLINES

### DETAILS

- All artwork (logos and ads) must be received by **May 29, 2020**
  - Logos to be placed on an item (i.e. bag) must be submitted in a high-resolution EPS or PNG format.
  - Logos submitted for other print (programs and signage) must be in a high-resolution EPS, PNG or JPEG format.
- All ads for the conference program must be received by **May 29, 2020**
  - Full page ads are 8.5"(W) x 11"(H) | Half page ads are 8.5"(W) x 5.5"(H) | Quarter page ads are 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 exhibit list will be printed in color (CMYK). \*File size not to exceed 10
- Any changes to a sponsorships or details must be approved by Theresa Zichelli at the Federal Business Council in writing



**JUNE 15 & 16 | GAYLORD ROCKIES RESORT**



**PAYMENT INFORMATION**

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

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

Type:  MC  VISA  AMEX      Expiration: \_\_\_\_ / \_\_\_\_      CSC/Security Code: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**TERMS AND 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. Sponsorships with imprinted materials are nonrefundable once the product has been ordered. Otherwise, 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 AFCEA 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 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.*
13. *FBC reserves the right to cancel or change the date of any component of the event at any time.*
14. *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.*
15. *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.*
16. 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.
17. **Sponsor will be liable for ANY collection expenses, including reasonable attorney's fees and credit card fees due to charge backs.**
18. *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*
19. 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

**AVAILABLE EXPOSURE OPPORTUNITIES**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_