

Sponsor/Exhibitor Application & Agreement Form (page 1):

COMPANY CONTACT INFORMATION

COMPANY: _____
(Name of individual or organization as you would like it to appear in the conference program booklet.)

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON (to receive all conference information): _____

TITLE: _____

EMAIL: _____

RELATIONSHIP TO ICF: _____ Member _____ Supporter

METHOD OF PAYMENT

TO PAY BY CREDIT CARD:

Total amount to be charged: \$ _____

Credit Card Number: _____ Expiration Date: _____

Name on card (print): _____

Fax to: CCC Exhibits at (703) 964-1246 PLEASE NOTE: *If emailing contract, DO NOT include the credit card number. Fill in the amount authorized and provide signature. You will be contacted by phone for the credit card number.*

TO PAY BY CHECK:

Mail check to: CCC Exhibits Department, 512 Herndon Parkway, Suite D, Herndon, VA 20170

Enclosed is a check in the amount of \$ _____ payable to ICF Metro DC Chapter

Email contract to: CCCExhibits@conferencemanagers.com

PLEASE NOTE: *If emailing contract, DO NOT include the credit card number. Fill in the amount authorized and provide signature. You will be contacted for the credit card number separately.*

PAYMENT POLICY

Payment for all exhibit tables and sponsorships are due in full at the time of reservation

CANCELLATION POLICY

Any exhibitor or sponsor who cancels all purchased booth space or sponsorships on or prior to August 4, 2016 will forfeit and pay to CCC, as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's exhibit space or sponsorship. Any exhibitor or sponsor who cancels all purchased booth space or sponsorships after August 4, 2016 will forfeit and pay to CCC, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor's exhibit space or sponsorship. In the event of a default by the exhibitor or sponsor, as set forth in the previous sentence, the exhibitor or sponsor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a forth lease for the space involved. Cancellation requests must be submitted, in writing, to the Exhibits Manager. The exception to this cancellation policy is any sponsored item which includes a logo which may already be in production and which order cannot be cancelled with the producing vendor.

LOGO RECOGNITION

Company agrees to submit company logo to the Exhibits Manager (CCCExhibits@conferencemanagers.com) via email within 1 week of signing this agreement form. If the company changes logo at any point, company will notify Exhibit Manager immediately and send the new logo. Due to production time of certain items, if a logo change occurs, it is not guaranteed that the time can be printed with the new logo. Please check with the Exhibit Manager for individual items' production times.

AUTHORIZATION

By signing this Agreement, I agree that I have read the above guidelines and agree to abide by the terms and conditions set forth.

Authorized Signature: _____

Printed Name: _____ Date: _____

SELECT ITEMS (PAGE 2)

SPONSORSHIP

Item	Price	Qty Available	Select Qty	Total Price
Session Scanning Sponsor	\$3,500	1		
Education Sponsor	\$4,000	1		
Keynote Sponsor	\$3,000	1		
Educational Breakout Session	\$1,000			
Power Breakfast	\$2,000	2		
Networking Break	\$800	3		
Evening Reception	\$1,000	4		
Lunch Sponsor	\$1,000			
Conference Tote Bag	\$1,500			
TOTAL SPONSORSHIP(S)				

EXHIBIT HALL

Item	Price	Select Qty	Total Price	Table #
Tabletop Display	\$550			
TOTAL EXHIBITS				

ADVERTISING

Item	Price	Qty Available	Select Qty	Total Price
Inside Front Cover (four color)	\$300	1		
Inside Back Cover (four color)	\$300	1		
Back Cover (four color)	\$400	1		
Full Page (black/white)	\$200			
Half Page (black/white)	\$100			
Business Card (black/white)	\$75			
Conference Tote bag Insert	\$350			
Exhibit Hall Passport Program	\$100			
TOTAL ADVERTISING				

OTHER:

Additional Full Conference Registrations Quantity _____ x \$400 each = \$ _____

GRAND TOTAL: _____