

SPONSOR/EXHIBITOR APPLICATION AND AGREEMENT FORM



COMPANY CONTACT INFORMATION

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

Address: _____

Telephone: _____ Fax: _____

Contact Person (to receive all conference information): _____

Title: _____

Email: _____

PAYMENT

We accept payment by Visa or Mastercard, ACH transfer, or check. Upon receipt of this completed form, we will send an invoice to the contact listed above.

Sponsorship Type: _____

Total amount to be charged: \$ _____

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 exhibit table space or sponsorships on or prior to July 1, 2022 will receive a 50% refund if exhibitor's space or sponsorship has been paid. If booth fee has not been paid the exhibitor will pay to ICF Metro DC, as liquidated damages, a sum of money equal to 50% of the full price of the exhibitor's exhibit space or sponsorship. Any exhibitor or sponsor who cancels all purchased exhibit table space or sponsorships after July 1, 2022 will not receive a refund and will pay to ICF Metro DC, as liquidated damages, a sum of money equal to 100% of the full price of the 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 another 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 via email at sponsorships@eventhousepartners.com when submitting 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 item be printed with the new logo. Please check with the Exhibit Manager for individual items' production times.

AUTHORIZATION

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

Authorized signature: _____

Printed Name: _____ Date: _____

SPONSOR/EXHIBITOR ORDER FORM



Sponsorships

ITEM	PRICE	QUANTITY AVAILABLE	SELECT QUANTITY	TOTAL PRICE
TITLE SPONSOR	\$15,000	1		
CLOSING PANEL SPONSOR	\$6,000	1		
KEYNOTE SPONSOR	\$5,000	2		
BREAKOUT ROOM SPONSOR	\$2,500	5		
OPENING SPEAKER/LEADERSHIP RECEPTION SPONSOR	\$5,000	0		
POWER BREAKFAST SPONSOR	\$3,500	1		
LUNCH SPONSOR	\$3,500	1		
CLOSING EVENING RECEPTION SPONSOR	\$5,000	1		
NETWORKING BREAKS SPONSOR	\$1,500	2		
CONFERENCE LANYARD SPONSOR	TBD	0		
CONFERENCE BAG SPONSOR	TBD	0		

Exhibitor Tables

ITEM	PRICE	QUANTITY AVAILABLE	SELECT QUANTITY	TOTAL PRICE
6' DRAPED EXHIBITOR SPACE WITH TWO ATTENDEES	\$750	10		

Conference Program Advertising

ITEM	PRICE	QUANTITY AVAILABLE	SELECT QUANTITY	TOTAL PRICE
FULL PAGE AD	\$450	MULTIPLE		
HALF PAGE AD	\$350	MULTIPLE		

Complete and submit this form with the Sponsor/Exhibitor Application and Agreement Form to Victoria Smith at sponsorships@eventhousepartners.com.