

**SAMPLE CONTRACT FOR CONFERENCE SPONSORSHIP**

**Please print or type in the following:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

P .O. Box

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Web Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Print Name

**Contract Authorization:** Signee agrees to abide by and be bound to all terms and conditions set forth in this contract, including the payment and cancellation terms on the reverse side (page 1).

[LEVEL 1 SPONSORSHIP NAME] — \$1,500

[LEVEL 2 SPONSORSHIP NAME] — \$750

[LEVEL 3 SPONSORSHIP NAME] — \$500

**Additional Sponsorship(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Payment Methods:**

Bill me  Credit card  Check

STC [Chapter Name] will bill sponsor or you can supply credit card information and STC [CHAPTER NAME] will charge the credit card.

Checks should be made payable to STC [CHAPTER NAME].

**Please send check payments to:**

STC [Chapter Name]  
Address Line 1  
City, State, ZIP

**If payment will be made by credit card, please complete the following:**

Visa  MasterCard  American Express

Amount to be charged: \$ \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Security Code

Exp. Date

\_\_\_\_\_  
Name on Card

**Deposit:** A non-refundable deposit and non-creditable fee of 50% of the total requested sponsorship amount is required with the return of this contract. Reservations for exhibit space will not be accepted without deposits. Deposits may be made by check payable to STC [CHAPTER NAME] or by VISA, MasterCard, or American Express. The deposit will apply to the total payment. The balance is due 90 days prior to the exhibit. ANY SPONSOR THAT FAILS TO MAKE THE FULL PAYMENT BY 90 DAYS PRIOR TO THE CONFERENCE WILL BE SUBJECT TO FORFEITURE OF THEIR BOOTH SPACE AND PROMOTIONAL MATERIALS.

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**Cancellation Policy:** Each cancellation or reduction of sponsorship level or exhibit space must be made in writing. Cancellations by phone will not be accepted. The 50% deposit is nonrefundable and non-creditable at any time. If you cancel your sponsorship, the following penalty and refund fees will apply. Cancellation less than 90 days from conference date: Full payment is due.

**Sponsored Seminars:** A limited number of education sessions conducted by sponsors will be available at the [CONFERENCE NAME]. There is a charge of \$X per seminar, plus audio-visual rental, for each seminar conducted. Seminars are limited to confirmed sponsors on a first-come, first-served basis. Sponsor education seminars will take place in [DESCRIBE SPACE FOR SESSIONS].

**Speakers:** Whenever possible, speakers for sponsored educational sessions requested by sponsors will be utilized and have their names included in the published program. Sponsors do NOT have the right to choose the conference keynote speaker.

**Group Meetings/Entertainment:** Sponsors may not hold group meetings or provide entertainment involving conference attendees during STC [CHAPTER NAME] [CONFERENCE NAME] official program hours. Activities and parties held outside the adjoining hotels fall within this category.

**Promotion:** The STC [CHAPTER NAME] will make all reasonable efforts to promote the conference and its exhibitors/sponsors and to share any floor plans, schedules, deadlines, and related materials with sponsors as soon as they are available.

**(OPTIONAL SECTION) Exhibit Space Request:** Please indicate your exhibit space requirements by referring to the floor plan. Please list several alternatives in order of preference. Every effort will be made to allocate your exhibit space per your preferences following the rules stated under Deposit and Exhibit Space Assignment Procedures. If such allocation is not possible, booth space assignments and confirmation will be at Show Management's discretion.

**Default Occupancy:** An exhibitor failing to occupy contracted space will lose the right to such space and STC [CHAPTER NAME] has the right to use such

defaulted exhibit space as it sees fit. Exhibitors who lose exhibit space as described herein are not relieved of the obligation of paying the full rental price for this space.

**Liability:** Exhibiting companies and sponsors hereby release, relinquish, discharge and agree to indemnify, protect, and hold harmless STC [CHAPTER NAME] and its agents from any and all claims, demands, liabilities, costs, and expenses for injury, including death to persons, and any loss of or damage to property caused by, growing out of, or happening in connection with the use of or enjoyment by: the exhibiting company/sponsor, its management, personnel, guests or visitors of the hotel and convention center facilities or equipment.

**Insurance:** Exhibiting companies/sponsors are responsible for insuring their own display/materials/personnel and associated equipment. Neither STC [CHAPTER NAME], its representatives, agents, nor the [VENUE NAME] may be held responsible for damage to or loss/destruction of displays/materials. All claims for any such loss, damage or personal injury are hereby waived by the exhibiting companies/sponsors.

**Amendments:** STC [CHAPTER NAME] [CONFERENCE NAME] Policy, Rules, and Regulations may be amended from time to time and are to be enforced as interpreted by the Show Management. Any situation not covered by these Rules and Regulations is subject to determination of the STC [CHAPTER NAME].

**Acceptance of Terms:** I, the duly authorized representative of the above company, on behalf of said company, have read and agree to abide by the guidelines and regulations outlined in this contract including the provisions on liability and insurance and the regulations detailed in the exhibitor service kit. I have completed all sections of this form according to the instructions. I understand that violations of any of these regulations by my company are subject to such penalties as may be recommended by the Society for Technical Communication and/or its agent, including possible exclusion from future STC [CHAPTER NAME] events, conferences and expos, and sponsorships.