



Federal Business Council, Inc. (FBC) Sponsorship Contract

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 Select Below

Please Note: Exhibit Space is NOT included with any of the sponsorships listed below



Non-exhibiting Sponsorship - \$695

- Two attendee passes
- Half page ad in the conference program
- Full-color logo in the conference program
- Logo placement on the conference website
- Logo placement on the sponsorship signage



Conference Lanyard Sponsor - \$1,500 (Exclusive)

- Three attendee passes
- Half page ad in the conference program
- Full-color logo in the conference program
- Company logo and event logo on lanyards provided to every attendee
- Logo placement on the conference website
- Logo placement on the sponsorship signage



Break Sponsor - \$2,095 (Three available)

- Two attendee passes
- Half page ad in the conference program
- Full-color logo in the conference program
- Beverage Napkins with company logo
- Logo placement on the conference website
- Logo placement on the sponsorship signage

DEADLINES & SPECIFICS:

- All logos must be received by January 6, 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 January 6, 2020.
 - Full page ads should be 8.5"(W) x 11"(H) and half page ads must be 8.5"(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 MB
- Any changes to the sponsorships or details must be approved by **Theresa Zichelli** at FBC prior to being confirmed.



PLEASE COMPLETE YOUR CREDIT CARD PAYMENT INFORMATION

Sponsorship must be paid 60 days prior to the event

COMPANY NAME: _____

Please charge this credit card \$_____ for the _____ Sponsorship

Type: O MC O Visa O Amex Card #: _____ Expiration: ____/____

Payee Signature: _____ Security Code: _____

Contact Name: _____ Telephone: (_____) _____

CC Billing Address: _____ Street City State Zip

Terms and Conditions

- 1. The Sponsor, when making 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.
2. Neither FBC nor the government assumes responsibility or liability for any theft, damage, or loss of property (by any cause) to the Sponsor, their agents, or employees, nor for any injury that may occur to the Sponsor, their agents or employees.
3. 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, its employees or representatives.
4. 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.
5. Pre-show advertising & promotions are at the discretion of FBC.
6. FBC nor the government approve, endorse, or recommend the use of any specific commercial products or services. The Sponsor may not, therefore, imply either verbally or in printed literature, that their products or services are approved, endorsed, or recommended by FBC or the government by virtue of this contract to Sponsor.
7. The Sponsor agrees to comply with local fire and safety regulations and furnish any permits required by authorities.
8. In the event the Sponsor cancels their Sponsor reservation contracted herein, the Sponsor must do so in writing no later than 59 days prior to the event date to be liable for 0% of the Sponsor cost. Written cancellation received within 60 days or less of the event date obligates the Sponsor to pay FBC 100% of the Sponsorship cost.
9. Distribution of souvenirs and samples of products is permitted provided there is no interference with other exhibits.
10. All Sponsor fees are due and payable in advance. FBC will only invoice for event 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. Sponsors are taken on a first-come, first-served basis according to receipt of payment.
11. Sponsor will be liable for ANY collection expenses, including reasonable attorney's fees and credit card fees associated with charge backs.
12. FBC will coordinate all of the administrative, catering, purchasing of materials, and any other details dealing with the Sponsor item that is contracted.
13. Sponsor agrees to coordinate any activities, including but not limited to, social events, special seminars, hospitality suites, etc. relating to the event, its audience, exhibitors, 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 your FBC representative 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: ____/____

