



Sponsorship & Exhibiting Application: Terms & Conditions

This signed application confirms that the undersigning organization has agreed to purchase the selected sponsorship activities from *OPEN MINDS*.

- Name and logo on institute marketing materials
- Name, logo, and fifty (50) word description on exhibitor section of institute website
- Ten (10) complimentary registrations to the institute
- Ability to include two (2) marketing materials in attendee tote bags distributed at the institute
- Attendee list with full contact information before and after the institute
- Logo inclusion on the institute tote bags distributed to all attendees (*Enhancement Package Only*)
- Logo inclusion on institute floor stickers or directional signage (*Enhancement Package Only*)
- Logo inclusion on special signage for sponsored networking events (*Enhancement Package Only*)
- Name and logo featured above standard sponsors on event marketing material and on the institute website (*Enhancement Package Only*)
- Half-page advertisement in the institute program guide (*Enhancement Package Only*)

By signing this application, the undersigning organization and *OPEN MINDS* agree to the following terms and conditions:

The Undersigning Organization agrees to:

- E-mail logo to events@openminds.com upon signing this application; color logo is requested and must be of high resolution (300 dpi or higher) and submitted as EPS, TIFF, or JPEG
- E-mail brief organization description (around 50 words) to events@openminds.com within fifteen (15) days of signing the application
- Submit marketing materials to be placed in attendee tote bags to *OPEN MINDS* forty-five (45) days before the event
- Provide *OPEN MINDS* with the names and contact information for ten (10) complimentary registrants forty-five (45) days before the event
- Provide *OPEN MINDS* with the half-page advertisement to be featured in the event program guide forty-five (45) days before the event
- Pay any additional costs associated with the exhibit space; this includes but is not limited to electricity, audiovisual equipment, and internet hookup
- Pay any additional fees for actual expenses, plus all applicable state and local taxes, known and unknown.
 - These fees will be billed as they are incurred. Payment of actual expenses is due within thirty (30) days of receipt of an invoice for such services.
- Not tear down exhibit booth prior to closure of exhibit hall or pay a \$1,000 penalty fee

Both parties agree:

- This sponsorship and exhibiting application is an effective agreement upon signing
- Sponsorships are reserved but not confirmed until a signed application and payment is received
- This agreement may not be assigned and will continue in full force and effect, even if either party changes its name
- If the undersigning organization requested an invoice, payment of total exhibiting and advertising fees is due within 30 (thirty) days of receipt of an invoice for such services
 - For all invoice amounts, an interest charge of 2% per month will be charged on the overdue balance

Signature

Date

Print Name