

# IAAO 2018 Sponsorship Application

Please fill out the following forms and send them to the contact address indicated. Note that all activities associated with the annual conference, including signage, are subject to the approval of IAAO.

## Contact Information

Corporate Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please type all information below for use in the conference Program book.

Company Name (For Program and Signage): \_\_\_\_\_

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

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Company Website Address: \_\_\_\_\_

## Sponsorship Opportunities

Select the specific sponsorship package you are interested in along with your commitment level.

Remember, the majority of these are available on a first come, first serve basis. For an update of availabilities, please contact: Leann Ritter at 816-701-8161 or email at [ritter@iaao.org](mailto:ritter@iaao.org). Sponsorship opportunities are first-come, first-served, based on receipt of application and full payment. Fully sponsored events provide the opportunity to reserve the same sponsorship the following year.

Opportunity #1: \_\_\_\_\_ Amount\$ \_\_\_\_\_

Opportunity #2: \_\_\_\_\_ Amount\$ \_\_\_\_\_

Opportunity #2: \_\_\_\_\_ Amount\$ \_\_\_\_\_

- Full sponsorship recognition is based on advance payment and receipt of company logo.
- Send logo in PDF or EPS format. Logo with a transparent background is preferred.
- Logo may also be submitted in JPEG format: resolution of 600-1,200 pixels per inch.
- 50-word company description submitted in electronic format (e-mail, Word file, text file)
- **For all defined recognition, the last date to receive annual conference sponsorship materials is June 22, 2018. Meeting this deadline will ensure that sponsors are provided the defined recognition.**

Cancellation Policy

If notice of cancellation is made 90 calendar days before the first day of the annual conference, a refund less 50% of the contracted amount will be issued. If notice of cancellation is made less than 90 calendar days before the first day of the annual conference no refund will be issued. Any reduction in sponsorship level will be treated the same as sponsorship cancellation and will be refunded accordingly. All cancellations/reductions must be received in writing at [ritter@iaao.org](mailto:ritter@iaao.org) (email); 816-701-8149 (fax); or IAAO, 314 W. 10th St. Kansas City, MO 64105 (regular mail).

TOTAL PAYMENT DUE \$ \_\_\_\_\_

Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. IAAO does not accept purchase orders or invoice for services.

Check made payable to IAAO - check # \_\_\_\_\_

Charge the payment to the following credit card: \_\_\_\_\_

- AMEX
- VISA
- MasterCard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_ CSC \_\_\_\_\_

Card Holder email \_\_\_\_\_  
 (A payment receipt will be e-mailed to the card holder.)

\_\_\_\_\_  
 Signature Date

## Submitting your Application

Please send a copy of application along with check to: IAAO  
PO Box 29900 Dept. 929  
Phoenix, AZ 85038-0900

Fax: Fax completed form and credit card payment information to: 816-701-8149

To pay by wire transfer please contact Mary Ann Deming (816-701-8147, [deming@iaao.org](mailto:deming@iaao.org)).

## ACCEPTING AS BINDING CONTRACT

I acknowledge receipt of the Business Partner Prospectus. Further, I certify that I have read the Business Partner Prospectus. I fully understand, accept, and agree to abide by all the requirements, restrictions, and obligations in the entire document including the terms and conditions. Acceptance of this application and payment form by IAAO constitutes a contract.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions: For answers to sponsorship questions, please contact Leann Ritter at [ritter@iaao.org](mailto:ritter@iaao.org) or 816-701-8161.