



# MEETING SPONSOR FORM

Please fill out all blanks below.

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

Phone Number \_\_\_\_\_

Contact Person\* \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address\* \_\_\_\_\_

Which Month and/or Meeting Are You Requesting To Sponsor? \_\_\_\_\_

2017

- Sponsor receives 10 minutes presentation time during the meeting.
- Sponsor may place marketing materials at each table / place setting.
- Use of the microphone (if available) is included.
- Company Name will be listed on website home page for the year.
- Company Name will be listed on most email notices to members.
- A banner ad is included to be listed on the VBA website for the year (ends Jan. 1).

### THE RULES;

- You are responsible for any audio visual equipment that you may need for the presentation.
- The host facility (i.e. The Mansion) may be able to lend some equipment (possibly for a fee).
- You will need to contact them directly for the availability and rates of any equipment they may have.
- The meeting sponsor may place handouts and other marketing materials at each table.
- The sponsor (and their guests) are responsible for the regular payment of their meals.
- There is a **10 MINUTE LIMIT** for the sponsors presentation. The VBA chairperson will approach the speaker when there are 2 minutes left, and may interrupt the speaker if the allowed time has surpassed.
- The spot for the sponsored meeting will be held upon payment for the particular month.
- If a spot has not been payed for, then it is still open for anyone to reserve (with payment). Remember, just because you've "committed" to a spot - until paid for, someone else may take it.
- The meal is not included with sponsorship. The member and any guests will be responsible for the current lunch/dinner costs.

### Cancellations -

- Once paid for and the spot is held, if a sponsor cannot make the sponsored meeting, **THERE ARE NO REFUNDS.**
- If given AT LEAST 30 days notice of cancellation, the VBA will make an attempt to find another sponsor by sending an email blast to the members. If another sponsor is found for that month, then the cancelling sponsor may reschedule a spot for the next available date (which could be months away).
- The VBA holds the right to terminate any agreement for a sponsored meeting for just cause, such as, but not limited to, a change in Venue, a members unpaid dues or sponsor fee, etc.
- I have read and agree to the above conditions and hereby submit a payment of 175.00 for sponsorship of the meeting listed above.

x \_\_\_\_\_

ck# \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_