

# SPONSOR AGREEMENT AND REGISTRATION/2012

# Sponsorship for Canadian Programs

## COMPANY/ORGANIZATION INFORMATION (Please print clearly)

APPROVED BY Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Company \_\_\_\_\_ Organization # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Website \_\_\_\_\_

## SPONSORSHIP INFORMATION

Name of first conference selected for sponsorship \_\_\_\_\_  
Date of conference \_\_\_\_\_  
Name of second conference selected for sponsorship \_\_\_\_\_  
Date of conference \_\_\_\_\_  
First selected sponsorship opportunity \_\_\_\_\_ \$ \_\_\_\_\_  
Second selected sponsorship opportunity \_\_\_\_\_ \$ \_\_\_\_\_

I have read and signed the Sponsorship Conditions and Guidelines.

## SPONSORSHIP PAYMENT

Full payment in Canadian funds must accompany order. Make cheque payable to International Foundation.

Cheque # \_\_\_\_\_ \$ \_\_\_\_\_  
 MasterCard  VISA  Discover  
Credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_  
Cardholder's name (print) \_\_\_\_\_

## REGISTRATION/ORDER SUMMARY

Sponsorship \$ \_\_\_\_\_  
Total (Canadian funds) \$ \_\_\_\_\_

## CONFERENCE REGISTRATION

(1) First name \_\_\_\_\_ M.I. \_\_\_\_\_ Last name \_\_\_\_\_  
Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  Business  Home  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail (mandatory for hotel confirmation) \_\_\_\_\_ Last 4/3 digits of SSN/SIN \_\_\_\_\_ Date of birth (mm/dd/yyyy) \_\_\_\_\_  
Charge conference registration to:  MasterCard  VISA  Discover \$ \_\_\_\_\_  
Credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_ Cardholder's name (print) \_\_\_\_\_

Hotel required?  Yes  No **Hotel deposit (per room) \$350.**  
 Single room  Double room Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_ Special request \_\_\_\_\_  
Charge \$350 hotel deposit to:  MasterCard  VISA  Discover  
Credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_ Cardholder's name (print) \_\_\_\_\_

(2) First name \_\_\_\_\_ M.I. \_\_\_\_\_ Last name \_\_\_\_\_  
Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  Business  Home  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail (mandatory for hotel confirmation) \_\_\_\_\_ Last 4/3 digits of SSN/SIN \_\_\_\_\_ Date of birth (mm/dd/yyyy) \_\_\_\_\_  
Charge conference registration to:  MasterCard  VISA  Discover \$ \_\_\_\_\_  
Credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_ Cardholder's name (print) \_\_\_\_\_

Hotel required?  Yes  No **Hotel deposit (per room) \$350.**  
 Single room  Double room Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_ Special request \_\_\_\_\_  
Charge \$350 hotel deposit to:  MasterCard  VISA  Discover  
Credit card # \_\_\_\_\_ Exp. date \_\_\_\_\_ Cardholder's name (print) \_\_\_\_\_

Please attach a list of additional conference registrations, along with payment and hotel information, to this form.  
See policies regarding registration/cancellation/refund/record retention/photo release and privacy at [www.ifebp.org/policies](http://www.ifebp.org/policies).

## OTHER INFORMATION

Logo Artwork—Camera-ready artwork of your company logo. An acceptable logo format is an Illustrator EPS file (converted to outline). Provide via e-mail ([spnsrlogo@ifebp.org](mailto:spnsrlogo@ifebp.org))



Register online at [www.ifebp.org](http://www.ifebp.org)



Fax your registration with  
credit card number:  
(262) 364-1818



Mail the registration form with  
cheque or credit card number to:  
International Foundation—Sponsorships,  
P.O. Box 2406, Station A, Toronto, ON M5W 2K6



For general sponsor information, e-mail  
[ronaellec@ifebp.org](mailto:ronaellec@ifebp.org), or phone toll free  
(888) 334-3327, option 2, or (262) 373-7748

# Sponsorship Conditions and Guidelines

## International Foundation of Employee Benefit Plans

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### Sponsor Program Management

Sponsorships are administered by and subject to the terms and conditions imposed by the International Foundation of Employee Benefit Plans, Inc., hereafter referred to as the International Foundation.

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### General

The International Foundation reserves the right to determine the eligibility of any Sponsor and reserves sole control over sponsorship, event and program policies. These conditions and guidelines are established for the mutual protection of the International Foundation and the Sponsors. In order to be an eligible Sponsor at the International Foundation's annual conference, a company/organization must maintain an International Foundation membership. Acceptance of the Sponsor Agreement does not constitute, in any way, an International Foundation endorsement or approval of the Sponsor's products or services. The International Foundation is merely agreeing to display a Sponsor's name at an event, subject to International Foundation policies and procedures, which may change from time to time. The International Foundation reserves the right to make changes to the terms, conditions and guidelines, as may be deemed to be in the best interest of the International Foundation's programs. All matters not specifically covered by these conditions and guidelines shall be subject to the decision of the International Foundation.

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### Agreement for Sponsorship

The Sponsor Agreement, accompanied by the required payment, constitutes a contract for sponsorship of an event subject to the condition of acceptance by the International Foundation. Sponsorships are accepted on a first-come, first-served basis and must be applied for in writing. This contract may be terminated by the International Foundation in the event of strikes, labour disputes, acts of God or other circumstances beyond the control of the International Foundation, which may affect the event.

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### Terms of Payment

All Sponsor Agreements submitted within six months of the selected conference and sponsorship level must be accompanied by payment in full.

**Deposits**—A minimum deposit of 50% per event level, per conference will be accepted up to six months prior to the scheduled start of a conference. No deposits will be accepted within the six months preceding the conference.

**Final payment** for all deposited events will be due and payable six months in advance of the conference event.

- Transfers of money from one event to another will be accepted in writing up to six months of the confirmed sponsorships.

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### Cancellation Policy

An administrative fee equaling 20% of the selected program event sponsorships will be withheld for cancellations received in writing at least 45 days prior to the event, provided a replacement Sponsor can be obtained for the affected event. No refunds will be granted after the 45-day period preceding the event.

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### Sharing and Subletting

Two (2) companies may not share a sponsorship of a single opportunity. A *company* is defined as the same business or firm and can involve only a single line of business. The signage per Sponsor shall only identify a single firm or business.

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### Sponsor Registration

Any sponsoring company planning to have more than the program-level allowance of representatives must purchase additional conference registrations. No company representatives may attend the conference or the event unless registered and have paid the appropriate fees, regardless of the length of time they will be attending the event.

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### Responsibility of the Sponsoring Firm

To be fully familiar with these rules and regulations, and to see that each member of the firm attending the conference, as a registrant, is familiar with these conditions and guidelines.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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### Shipping

Sponsor agrees to ship, at its own expense and risk, all collateral material to be displayed. All sponsoring companies are responsible for the return of any items or collateral materials not consumed at the program site.

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### Conduct/Restrictions

The International Foundation reserves the right to revoke a sponsorship commitment at any time prior to or during the event if Sponsor fails to fully comply with the terms of this Agreement, or it is determined by the International Foundation that the sponsorship will adversely impact the affected event or program.

The International Foundation reserves the right to approve, refuse and/or restrict the distribution of any promotional and/or giveaway items. When applicable, a sample brochure is required for approval prior to display.

- Approved collateral matter will be confined to the assigned display area.
- All signage, banners will be produced and located at the event site only as directed by the International Foundation staff.
- Event arrangements shall be handled by the International Foundation or the facility contracted by the International Foundation, and there shall be no expressed or implied warranties by the International Foundation relating to the sponsorship at the affected event or program.
- The Sponsor shall not conduct outside activities which are likely to take qualified attendees from the official and scheduled conference functions.
- Receptions, demonstrations or meetings in hospitality suites may not be conducted during scheduled and published open hours of the conference.
- Sales/transactions or any form of order taking are prohibited during conference events by the participating Sponsor or anyone on their behalf.
- Badges—All personnel of the sponsoring firm will be required to wear the official conference badge issued by the International Foundation's conference registration desk. Badges and registration materials will be distributed only to registered personnel. Sponsor personnel may not exchange, deface, mark or alter the badge in any manner.
- Any oral or written communication indicating or suggesting that the International Foundation endorses or approves of the Sponsor's products or services is prohibited and is grounds for expulsion from the event with no refund of fees to the Sponsor.

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### Solicitation

The spaces within the facility contracted by the International Foundation to conduct conference sessions shall be under the control of the International Foundation. All displays, equipment, demonstrations, presentations, distribution of literature or any other type of activity are prohibited unless approved by the International Foundation. There shall be no promotional or giveaway items distributed in conjunction with the sponsorship.

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### Termination of Event

If the premises where the sponsorship is to take place are destroyed or damaged, or the conference fails to take place as scheduled or is relocated or interrupted and discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the International Foundation. In the event of such termination, the Sponsor waives any and all damages and claims for damages, and agrees that the sole liability for the International Foundation shall be to return to each participating organization the registration payment minus costs/expenses.

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### Standard Arbitration Clause

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

**IMPORTANT:** Copy this document for your files. Also provide each registrant attending the conference with a copy.