

2010 FICP Education Forum Terms and Conditions

Financial & Insurance Conference Planners (FICP) and each sponsor taking part in the FICP Sponsorship Program agree by way of signing an official FICP Sponsorship Agreement that the following terms and conditions will apply:

1. All applications for Sponsorship must be submitted online. Please note that all sponsorship applications are pending until approval by FICP Headquarters and are approved on a first-come, first-served basis.

All Sponsorship payments must be made directly to FICP, except in the case of In-Kind sponsors.

2. Payments must be received via corporate check or credit card within 30 days of invoice in order to receive sponsorship benefits related to the sponsorship purchase. FICP will pay the appropriate vendor(s) supplying sponsorship deliverables. FICP reserves the right to select all sponsorship vendors, including situations with in kind sponsors. A 20% deposit must accompany any signed contract for direct payment sponsorships in order to be considered complete. Contracts received with deposit for the same item of sponsorship will take precedent over any contract received without deposit, regardless of the date the contract was received by FICP Headquarters. Assuming a deposit is received with the FICP Application and Contract, the award of the requested sponsorship item will be assigned on a first-come, first serve basis, based on the official date/time stamp of each contract received by FICP Headquarters. Sponsors who fail to provide full payment for a sponsorship will lose their Hospitality Partner status and be prohibited from registering or sponsoring at any future FICP event until payment is made in full. If a sponsored event is co-sponsored between two or more parties, the recognition outlined within the Table of Recognition will benefit each sponsor by the amount which they are contributing. In addition, each of the contributing sponsors will be deemed to have agreed to the terms outlined herein.

3. Multiple segments that are purchased from **TWO OR MORE** companies will NOT be accumulated towards a new level of sponsorship. Rather, purchasing separate levels of sponsorship will only provide the benefits of the corresponding level to each company.

4. Multiple segments that are purchased from **ONE** company will be accumulated towards a new level of sponsorship. Purchasing separate levels of sponsorship will NOT provide separate benefits of the different sponsorship levels. (Example: Companies purchasing (2) Bronze Level sponsorships within the Education Forum (2 X \$3,000 = \$6,000), will receive the benefits of (1) Silver Level sponsorship and not the benefits of (2) Bronze Level sponsorships). Note: This same example would apply for any type of sponsorship by simply applying the appropriate dollar amounts that correspond to the appropriate sponsor program. However, the policy DOES NOT apply to sponsors classified as a Chain Hospitality Partner sponsor.

5. Each Sponsor will obtain the benefits corresponding to the level of the Sponsor's contribution as outlined in FICP's Table of Recognition.

6. The total accumulation of sponsorship spend for any one company cannot exceed more than the highest level attainable within the respective sponsorship program (i.e., Double Diamond Level or Super Platinum levels).

7. Sponsorship values from the FICP Education Forum do not apply towards registration allotments at the FICP Annual Conference.

8. All sponsors planning to attend the Annual Conference must be registered attendees. You must be registered by May 31, 2010.

9. Any amenities offered by Sponsors must be offered to all attendees with the exception of guests/spouses. Additional room drop charges may apply and are the responsibility of the sponsor. All amenities must be selected from FICP's approved list of amenities (contact FICP HQ for current approved list).

10. In-kind Sponsorship levels are based on retail value. FICP reserves the right to verify the retail value and to ask the sponsor to provide the value in writing. Failure to verify retail values may result in an automatic forfeiture of sponsorship values.

11. FICP reserves the right to determine the maximum number of sponsorships per any given level.

12. FICP may deem it necessary to amend the list of Sponsorship Opportunities depending on the final program plan.

13. Sponsors who qualify for In-Kind sponsorships will be responsible for coordinating all logistics and payments associated with their chosen opportunity. Any sponsor selecting a sponsorship containing an In-Kind element (*In-Kind defined as: Sponsorship item or service that the sponsor will pay for directly to a vendor for the delivery of any product or service*) will be contracting directly with that chosen vendor for that product or service and will not hold FICP liable in any way for the negligence or non-payment of costs owed to any vendor. FICP must approve of vendor prior to contracting them. If a

sponsor pays a vendor directly, the sponsor MUST pay FICP for the difference between what they paid the vendor and the price of the sponsorship package. The options that a sponsor can exercise in this situation are as follows:

- Maintain their sponsorship level status and use the remaining balance to apply towards another sponsorship opportunity (assuming there is enough of a balance to do so). If the remaining balance is not enough to cover a new opportunity, the sponsor may opt to not receive a rebate **OR**,
- Downgrade their sponsorship level (i.e., from Silver to Bronze) and receive the remaining balance as a rebate following the Education Forum.

14. Hospitality Partners that select a sponsorship tied to a meal and/or entertainment are asked to review and comply with the following:

- The value of the sponsorship is in part attached to the meal/entertainment and partially towards FICP as an organization. The full dollar amount listed for the sponsorship is not intended to be solely used towards the meal/entertainment. FICP reserves the right to determine the final amount to be applied to the cost of the meal.
- Final design elements (including such items as food & beverage, décor, entertainment, etc.) that are being coordinated by individual or co-sponsors must be submitted to the Director of Events at FICP Headquarters at least 8 weeks prior to the start date of the conference and prior to any final purchases of the deliverable of that event or before any announcements or promotions of the event are made.
- FICP is not liable for any expenditure that is contracted or purchased by any sponsor. All functions must meet full quality standards of FICP and should be presented in full details via:
 - Official production agenda / timeline.
 - Copies of any purchased proposal or contract that the sponsor intends to sign.
 - Detailed menus of all food & beverage functions.
 - Full description of all entertainment and décor and design elements. Generic descriptions such as “dancers” or “entertainment” without description of the nature, attire and style will be denied approval by FICP.

Note that all design approvals are intended to ensure FICP’s level of quality service and to uphold the association’s image and message set forth by the membership’s charter. This policy is also to protect the investment of each sponsor by ensuring that there are no overlaps or duplications with sponsorship deliverables.

FICP reserves the right to manage/control all onsite deliverables of any sponsored event. Sponsors are required to acknowledge and meet any request (within reason) made onsite from FICP’s Director of Events or Executive Director. Examples include a request to lower decibel levels of audiovisual equipment, removal of entertainment not described within the sponsor’s event specifications submitted to FICP or elements viewed as being inappropriate.

15. All sponsors agree to carry full liability and cancellation insurance for any solely sponsored function that is held in relation to any FICP-chartered event and releases FICP, its associates, managers, officers and all affiliates from any financial liability or loss caused by any reduction in attendance or cancellation for any reason.

16. All required advertisement copy, logos and graphics must be submitted to FICP Headquarters no later than 90-days prior to any FICP event. FICP will not provide refunds for advertisement exposure due to not receiving materials in time for printing.

17. **Sponsors of a major event at the FICP Education Forum** that are not categorized as a Chain Hospitality Partner will be entitled to invite their hotel properties that are supporting the cost of any event; however, **ONLY** the primary sponsor representative will be allowed to attend the duration of the entire program. Sponsorships that are entitled to receive podium time will be asked to limit podium presentations to the primary sponsor representative only. For specific podium time allowances, please refer to the Education Forum Table of Recognition.

18. Individual hotels falling within the category of Chain Hospitality Partner may participate as an Education Forum sponsor by sponsoring via their corporation’s Chain Hospitality Partner sponsorship **OR** by participating as an individual hotel sponsor. However, no individual hotel whose corporation belongs to the FICP Chain Hospitality Partner program may participate as a Chain Hospitality Partner sponsor **AND** as an individual sponsor for the FICP Education Forum.

19. The terms outlined above form the entire agreement between the Sponsor and FICP.