

2012 Education Forum Sponsor 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 (pre-contracted sponsorships, such as evening events, are excluded). Please note that all sponsorship applications are pending until approval by FICP Headquarters and are approved on a first-come, first-served basis based on the official date/time stamp of each contract received online.
2. Sponsorship applications received will be verified by FICP headquarters to ensure Hospitality Partner is in good standing.
3. Upon receiving the Sponsorship Acceptance Notification, you will be prompted to submit a 20% deposit with credit card within 72 hours in order for the sponsorship to be considered complete. Sponsors who fail to provide a deposit within the 72 hours of receiving the acceptance notification will forfeit their sponsorship.
4. All Sponsorship payments must be made directly to FICP, except in the case of In-Kind sponsors. For the 80% balance due, payments must be received via corporate check within 30 days of invoice in order to receive sponsorship benefits related to the sponsorship purchase; **final payment must be received by no later than May 11, 2012**. No credit card transactions will be made over the amount of \$10,000. Failure to submit payment in full for the agreed sponsorship will result with the sponsor losing their Hospitality Partner status and will be prohibited from registering or sponsoring at any future FICP event until payment is made in full.
5. 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.
6. 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.
7. 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 \$3,500 = \$7,000), 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. 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. Please refer to the Chain Table of Recognition for further explanation of Chain allotments.
8. Each Sponsor will obtain the benefits corresponding to the level of the Sponsor's contribution as outlined in FICP's Sponsor Benefit Grid. Registrations cannot be transferred to other FICP events; any unused registrations will be forfeited.
9. 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).
10. Sponsorship values from the FICP Education Forum do not apply towards registration allotments at the FICP Annual Conference and vice versa.
11. All sponsors planning to attend the Education Forum must be registered attendees. **You must be registered by May 11th, 2012.**
12. Any amenities offered by Sponsors may be offered to only Planners. Additional room drop charges may apply and are the responsibility of the sponsor. FICP must approve all amenities.
13. 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.
14. FICP reserves the right to determine the maximum number of sponsorships per any given level.
15. FICP may deem it necessary to amend the list of Sponsorship Opportunities depending on the final program plan.

16. 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.

17. The value of the sponsorship is in part attached to the deliverable (such as a meal) and partially towards FICP as an organization. The full dollar amount listed for the sponsorship is not intended to be solely used towards the deliverable. FICP reserves the right to determine the final amount to be applied to the cost of the deliverable.

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

- Sponsor is to work with the FICP Director of Events on all elements. FICP must approve all plans. FICP must review all design elements prior to any final purchases of the deliverable of that event or before any announcements or promotions of the event are made.
- Final design elements (including such items as food & beverage, décor, entertainment, production timeline, etc.) that are being coordinated by individual or co-sponsors must be submitted to the Director of Events at FICP Headquarters by May 11, 2012. FICP may need preliminary information prior to this date; sponsor will be given notice of earlier due date as needed. FICP reserves the right to determine the design element if the sponsor fails to submit for review by no later than May 11, 2012.
 - FICP is not liable for any expenditure that is contracted or purchased by any sponsor.

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.

19. 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.

20. 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.

21. Sponsors of a major event at the FICP Education Forum are entitled to invite their hotel properties and suppliers that are supporting the cost of the event; however, ONLY the primary sponsor representatives that received the registration allotments will be allowed to attend the duration of the entire program.

22. Sponsorships that are entitled to receive stage time must limit podium presentations to the primary sponsor representative only. *FICP must approve all plans for stage time and must receive all plans, including videos, to review by May 11, 2012. The Speaker representing the Sponsor must attend a rehearsal onsite. Any requests over and above FICP's planned AV/production set will be at the sponsor's cost.*

23. Individual hotels falling within the category of Chain Hospitality Partner may participate as an Education Forum sponsor 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. Please refer to the Chain Table of Recognition for further explanation of Chain allotments.

24. It is against policy for Hospitality Partners to host private functions during event hours or any official sponsored event. FICP requests that any pre or post events planned in conjunction to the FICP events are communicated to Headquarters.

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

Failure to comply with any of the terms and conditions may result in forfeiture of sponsorship and attendance to the 2012 FICP Education Forum and/or future FICP events.