



GFOA PA
Government Finance Officers
Association of Pennsylvania

2018 Annual Statewide Conference

April 22 – 25, 2018 at the Penn Stater Hotel, State College, PA

Sponsorship and Exhibit Opportunities

Included With Sponsorships

	Platinum Sponsor \$3,600	Gold Sponsor \$2,800	Silver Sponsor \$2,100	Bronze Sponsor \$1,600	General Sponsor \$500
Up to four complimentary full-conference registrations including meals and materials	X				
Up to three complimentary full-conference registrations including meals and materials		X			
Up to two complimentary full-conference registrations including meals and materials			X		
One complimentary full-conference registration including meals and materials				X	
One free exhibit booth space (This does not include the additional exhibitor registrations)	X	X	X	X	
Opportunity to be introduced and personally welcome the audience at your event	X				
Your logo on signage at your sponsored event	X	X	X	X	
Your logo and company details displayed on conference app	X	X	X	X	
Your sponsorship with logo included in the printed materials distributed at the conference	X	X	X	X	X
Inclusion in a thank you acknowledgement in <i>The Ledger</i> newsletter	X	X	X	X	X

Specific sponsorships include additional exposure. Meal or session sponsorships include company logo on table signage. WiFi sponsorship includes logo on app loading screen. See descriptions on page 2 for further details.

Important Notices: Please Read

Receiving sponsor benefits: sponsor benefits apply as stipulated above provided that all information and a commitment for payment are received by GFOA-PA no later than Friday, March 17. Sponsor is responsible for emailing a logo and a company description to registration@gfoapa.org. You cannot receive proper recognition on the app, website, on sponsor signage, and in other acknowledgements until this information is received.

Golf outing: Please note that the golf tournament is being staged as a separate event and registration is not included as part of the sponsorship contribution. To register for the tournament, you will use the golf tournament entry form on the conference brochure.

Sponsorship Information

Choose an opportunity from one of the following sponsorship levels

The deadline to be eligible for sponsor benefits as outlined is March 17.

Sponsorships are made available on a first-come, first-served basis through submission of the GFOA-PA sponsor and exhibitor agreement. You will be contacted if the sponsorship that you select is sold out. If you have questions about sponsor benefits or if you need additional details about sponsorship opportunities, please contact the GFOA-PA Business Office: registration@gfoapa.org or 814-357-9198.

\$3,600 Platinum Sponsorship Level

- 1) Sunday's welcome reception
- 2) Door prizes
- 3) Conference giveaway
- 4) Name badges
- 5) Monday evening's reception
- 6) Monday's dinner
- 7) Monday's after-dinner event

\$2,800 Gold Sponsorship Level

- 1) Conference WiFi
- 2) Monday's networking lunch & time with exhibitors
- 3) Tuesday's networking lunch & time with exhibitors
- 4) Tuesday night's downtown transportation

\$2,100 Silver Sponsorship Level

- 1) Breakfast on Monday
- 2) Breakfast on Tuesday
- 3) Breakfast on Wednesday

\$1,600 Bronze Sponsorship Level

- 1) Break sponsor - select from various options on page 4.
- 2) Breakout session sponsor - select a breakout topic from the conference brochure

Exhibitor Information

GFOA-PA 2018 Annual Statewide Conference April 22 – 25 at the Penn Stater Hotel, State College, PA

Exhibit Area Available: Sunday, April 22 - Tuesday, April 24

GFOA member fee: \$750 for each single 8' x 8' booth

Non-member fee: \$825 for each single 8' x 8' booth

The Exhibit Package Includes

A single 8' x 8' exhibit pipe and draping booth with a skirted 6' table, two chairs, wastebasket, and tent card sign

Two complimentary EXHIBITOR REGISTRATIONS with

- a listing, with logo and description, on the conference app
- an attendee list and all other conference materials
- access for all food functions in the exhibit area (see schedule below)
- the opportunity to attend all educational sessions on Monday and Tuesday.

Contract and payment – no space will be assigned until payment in full is received.

Booth locations are not assigned until GFOA-PA has received a contract and payment in full. Assignment for all exhibitors is then made on a first-come, first-served basis. Payment is due by Friday, March 16.

Tentative Exhibitor Schedule (Exact times and events are subject to change)

Sunday, April 22:	Exhibitor Set-up – 2:00 pm to 4:00 pm Exhibit Area Open during Welcome Reception – 5:00 pm to 6:30 pm Following the reception is an opportunity for exhibitors to entertain clients, contacts, and guests.
Monday, April 23:	Exhibit Area Open – 8:00 am to 7:00 pm Breakfast – 8:00 am to 9:00 am Morning Break – 10:55 am to 11:15 am Lunch – 12:00 pm to 1:15 pm Afternoon Break – 3:00 pm to 3:30 pm Reception – 5:30 pm to 6:30 pm
Tuesday, April 24:	Exhibit Area Open – 7:30 am to 11:00 am Breakfast – 7:45 am to 8:45 am Morning Break – 10:25 am to 10:55 am Exhibit Tear Down – 11:00 am – 12:00 pm Golf Outing (separate registration required)

Set-up and tear-down: exhibits must be operational by 5:00 pm on Sunday to be ready for the opening of the exhibit area. Exhibitors may begin to tear down at 11:00 am on Tuesday. All exhibits must be completely torn down by 12:00 pm.

Booth details: each exhibit booth is 8' x 8'. *We cannot accommodate displays that are wider than 8'.* You must provide advance notice if you will have a floor display at the rear of your booth. Each pipe and draping booth will be provided with one printed tent card, a 6' skirted table, two chairs and wastebasket. The entire exhibit area is carpeted. If you require electric service for your exhibit the fee is \$45.00, which should be included with your payment.

Exhibitor cancellation policy: Cancellations must be received by Friday, April 6. If space cancelled before April 6 is resold, a refund will be made of any amount paid, less a \$50 handling charge. After April 6, there will be no refunds for cancellations.

For questions regarding conference sponsorship or exhibiting, contact the business office at registration@gfoapa.org or 814-357-9198.

Sponsor and Exhibitor Agreement

GFOA-PA 2018 Annual Statewide Conference
April 22 – 25 at the Penn Stater Hotel, State College, PA

In this box provide the information as you want it used on promotional materials.
To avoid errors, please print clearly — especially if faxing.

***Sponsors AND Exhibitors:** Information written here is used for promotional purposes. Print as you would like to be listed.*

Name and Title of Person You Want Listed on Promotions: _____

Company Name _____

City, State _____ Phone _____

Website _____ Email _____

Twitter _____ Facebook _____

Please forward a one-paragraph company description, with your logo in JPG or PNG format, to registration@gfoapa.org.

For Sponsors: please complete the information below.
For Exhibitors Only: skip to the next page.

IMPORTANT!

We hereby agree to contribute the sum of \$ _____ to be a sponsor at the level noted below. We understand that benefits for sponsorship will be supplied as indicated at specific levels in the sponsorship packet, provided that full information and a commitment for payment are received by GFOA-PA no later than Friday, March 16.

PLEASE NOTE: Sponsorships are available on a first-come, first-served basis. You will be contacted if your selection is sold out. For more information about sponsorship opportunities or details about benefits, contact the GFOA-PA business office: registration@gfoapa.com or 814-357-9198.

\$3,600 Platinum Level – (Includes four complimentary full-conference registrations and a free exhibit booth.)

- | | |
|--|--|
| <input type="checkbox"/> Name badge sponsor | <input type="checkbox"/> Sunday's welcome reception |
| <input type="checkbox"/> Conference giveaway | <input type="checkbox"/> Door prizes at conference closing |
| <input type="checkbox"/> Monday's reception | <input type="checkbox"/> Monday's dinner |
| <input type="checkbox"/> Monday's after-dinner event | |

\$2,800 Gold Level – (Includes three complimentary full-conference registrations and a free exhibit booth.)

- WiFi and conference mobile app
- Monday's networking lunch & time with exhibitors
- Tuesday's networking lunch & time with exhibitors
- Tuesday's transportation downtown

\$2,100 Silver Level – (Includes two complimentary full-conference registrations and a free exhibit booth.)

- | | |
|--|--|
| <input type="checkbox"/> Monday's breakfast | <input type="checkbox"/> Tuesday's breakfast |
| <input type="checkbox"/> Wednesday's breakfast | |

\$1,600 Bronze Level – (Includes one complimentary full-conference registration and a free exhibit booth.)

- | | |
|---|---|
| <input type="checkbox"/> Morning break on Monday | <input type="checkbox"/> Afternoon break on Monday |
| <input type="checkbox"/> Morning break on Tuesday | <input type="checkbox"/> Afternoon break on Tuesday |
| <input type="checkbox"/> Morning Break on Wednesday | |
- Breakout Session – Indicate your choice from the options available on the conference brochure:
Monday Breakout Session – Specify Preferred Topic and Time _____
Tuesday Breakout Session – Specify Preferred Topic and Time _____

Conference Registration: Use these lines to register the people who will use the complimentary registrations as outlined at your level of sponsorship. (Platinum = 4; Gold = 3; Silver = 2; Bronze = 1) Give each name as it should appear on the name badge. If you need more registrations than allotted, contact the GFOA-PA Business Office at 814-357-9198.

1) _____ 2) _____
3) _____ 4) _____

To decline all complimentary registrations indicate here: NO, we will not be using our complimentary conference registrations.
To decline complimentary exhibit booth indicate here: NO, we will not be using our complimentary exhibit booth.

Company logo and description: Sponsor must provide a brief company description AND a copy of the company logo for use on signs, app, website and other acknowledgements. These materials should be submitted with this agreement.

Continue to complete agreement at the bottom of the next page. **BOTH Pages Must be Submitted to GFOA-PA.**

Complete This Page of the Agreement to Reserve Exhibit Space

No exhibit space is considered reserved until GFOA-PA receives this agreement with authorized signature and commitment for payment. Please complete the company information space on the previous page.

Application is hereby made by (company name) _____ for exhibit space at the GFOA-PA statewide conference. If accepted as an exhibitor, the undersigned agrees to be bound by the regulations, requirements and rules of the event. It is understood that payment in full for exhibit space is required by Friday, March 16 or space will not be confirmed.

Exhibitor Details: See page 3 for complete details, including the exhibit schedule, what's included and more.

For Sponsors Only:

_____ We will use the single exhibit booth (and included registrations) that is complimentary with our sponsorship. Additional exhibitor registrations are available at the standard rate. See the conference brochure for full conference or daily rates.

For Exhibitors Only:

_____ We are not eligible for a complimentary exhibit space, but wish to exhibit. We request the following exhibit space:
_____ booth(s) at the \$750 GFOA-PA member rate for a total fee of \$ _____
_____ booth(s) at the \$825 non-member rate for a total fee of \$ _____

Exhibitors should use this space to give the names of the people who will use the two complimentary exhibitor registrations for each space requested. Additional exhibitor registrations are available at the standard rate. See the conference brochure for full conference or daily rates.

1) _____ 2) _____

Please Note Other Requirements

- Electrical Outlet (Please include \$45 fee with payment)
- I will be bringing a floor display to place at the rear of my booth. We cannot accommodate displays wider than eight feet.
- I have additional exhibit requirements, please call me. NOTE: additional costs may be incurred

Exhibitor Drawing

- Please indicate that we will have a booth drawing on the exhibitor list. Booth winners can be announced and prizes presented at the Monday exhibitor reception. The prize will be (minimum value \$25) _____

EXHIBITOR CANCELLATION POLICY: Cancellations must be received by Friday, April 6. If space cancelled before April 6 is resold, a refund will be made of any amount paid, less a \$50 handling charge. After April 6, there will be no refunds for cancellations.

THIS AGREEMENT IS AUTHORIZED BY:

Hold Harmless Agreement – The exhibitor and/or sponsor listed herein assumes full responsibility and agrees to indemnify and defend the GFOA-PA and the Penn Stater and their respective employees, agents, and officers against any claims and expense arising out of the use of the exhibition premises at said Penn Stater during the GFOA-PA conference on April 22 - 25, 2018. The exhibitor and/or sponsor understands that neither the GFOA-PA nor the Penn Stater maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor and/or sponsor to obtain such insurance. We fully agree to the terms hereof:

Name and Title of Authorizing Agent _____

Authorizing Agent's Signature _____

Mailing Address for Invoice _____

City _____ State _____ Zip code _____

Phone _____ Email _____

TOTAL PAYMENT IN THE AMOUNT OF: \$ _____ (Please make a copy for your records.)

Method of Payment: Check/Money Order Enclosed Payment by Credit Card Please invoice us

We require an emailed receipt when payment is processed.

Send payment with <u>both</u> pages of the agreement to the GFOA-PA Business Office: Email: registration@gfoapa.org Fax: 814-355-2452 Mail: 174 Crestview Drive, Bellefonte, PA 16823 Phone: 814-357-9198 Federal ID #25-1693077	Credit Card Information: _____ Visa _____ MasterCard Name on card (print) _____ Account Number _____ Security Code _____ Exp. Date _____ Signature _____
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