

## VENDOR AGREEMENT

- 1) The Event will be held at the Emory Conference Center, Sept 10, 2009, 7:30 am-6:30 pm.
- 2) Price - \$350.00 by August 10 - after August 10th - \$400.00
- 3) Includes: (1) 6 ft. table w/ drape- **table top only displays - there will not be any room behind or in front of the tables.** You will also have (1) chair.
- 4) If electricity is needed an extension cord with outlet can be added for \$15.
- 5) Breakfast, snacks, buffet lunch, social mixer and parking for one person - additional person is: \$50 includes lunch, drink tickets and extra chair. Each company is limited to one additional person only. If you are a tiered Sustaining Patron for 2008-2009 as well as 2009-2010, you may have one additional person at your table at no cost.
- 6) However, exhibitors may have two folks take shifts during the day:  
Example: one person works from 8:00am 1:00 then leaves and the 2nd person arrives at 1:00 and stays till end of the evening.
- 7) Silent Auction item requested at all tables-proceeds go to our community service partners and the IFMA Foundation. Remember the silent auction is the draw to your table! Last year we had tickets for sports events, concerts, electronics and even a beach vacation. Make it fun and be creative!
- 8) Set up date/time to be determined. All exhibitors should be up and running by 7:30 am on the 10th. Keynote begins at 8:30 am. Take Down is after the Reception.
- 9) Each table will receive stickers to put on folks event card/diagram. Cards must be completed to win the \$500.00 raffle items. (There are 2 of these provided by IFMA). Raffle - sticker placement cards/diagrams will be given to folks that register at the \$195.00 price.
- 10) At registration everyone will receive a name badge, a bag with one happy hour drink ticket, program and their receipt. Drink tickets will be used for Beer and Wine -mixed drinks will not be offered - water, soda will be free. Cash bar will be offered also.

I/We agree to the conditions outlined above. \_\_\_\_\_

Signature

Print name

## SPONSORSHIP OPPORTUNITIES

- Session Breakouts (6 spots):  
\$250-Your Company will be presented on the intro slide as the session sponsor for one session. Your sponsorship will be listed in the program.
- Reception Sponsor (1 spot):  
\$1000-This sponsor will have a banner printed. This session takes place prior to the silent auction. A good chance to showcase in front of the entire group!
- Giveaway Eco-Bags (1 spot):  
\$1250-Giveaway Eco-Bags. Each attendee will be given an "Eco-Friendly" bag at registration for materials/marketing information. This is your chance to have your logo printed and on display through out the day and brought back to the office!

\*\*\*If you want to share this sponsorship with another company feel free!