

# KM Showcase 2019: Beyond the Theory

April 4-5, 2019  
The Westin Arlington



## SPONSORSHIP AGREEMENT

Thank you for your interest in sponsoring KMI's Knowledge Management Showcase. We are excited to offer a variety of sponsorships that will provide you with the visibility and opportunities to speak with over 200 expected attendees. Please fill out the pages in this packet to secure your chosen sponsorship.

When: April 4-5, 2019

Where: The Westin Arlington - 801 N Glebe Road - Arlington, VA 22203

Please select the Sponsorship(s) you are interested in and complete the second page of this form:

- Tabletop Sponsorship
- Charging Station Sponsorship
- Breakfast Sponsorship
- Lunch Sponsorship

Complete, sign and date this form (digital signature acceptable) and email it to:

marie.jeffery@kminstitute.org

Phone: 866-360-4564

### Sponsorships

#### Tabletop Sponsorship - \$2,000

- One table in the exhibition area
- Logo in event program and promotions
- Logo on signage at the event

#### Charging Station Sponsorship - \$1,000

- One charging station with your company's branding
- Logo on signage at event
- Logo in event program and promotions

#### Breakfast Sponsorship - \$1,000

- Acknowledgement in event program for providing breakfast
- Logo on signage during breakfast
- Logo in event program and promotions

#### Lunch Sponsorship - \$1,000

- Acknowledgement in event program for providing lunch
- Logo on signage during lunch
- Logo in event program and promotions

## Sponsorship Agreement | KM Showcase 2019

Print company information exactly as it should appear in all promotional materials:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Company Phone \_\_\_\_\_

Website \_\_\_\_\_

Please send all exhibitor-related information to:

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**PAYMENT TERMS:** Your KM Showcase 2019 Practical KM - Beyond the Theory sponsorship is not confirmed until this contract is signed and 100% of total sponsorship value is received along with the signed contract.

**CANCELLATION TERMS:** If KMI finds it necessary to cancel, based upon nonpayment in accordance with the terms of this contract, or if any sponsor requests a cancellation of the assigned sponsorship program, the sponsor will be assessed a cancellation fee as follows:

- 50% of total sponsorship value if canceled on or before March 4, 2018, plus production expenses.
- 100% of total sponsorship value if canceled after March 4, 2018.

### Payment Information

Payment Amount: \_\_\_\_\_

Please use secure electronic credit card payment form on sponsorship website and you will receive an automated receipt. If you need to make other payment arrangements, please contact KMI at: 866-360-4564

**Sponsorship Type:**  Tabletop  Charging Station  Breakfast  Lunch

**Accepted By:**

I have read the terms of this agreement. I fully understand that it shall become a binding contract upon signature and is subject to the terms, conditions, rules, and regulations as set forth herein.

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Title** \_\_\_\_\_

**Signature/Date**\_\_\_\_\_

**1. Tabletop Assignments**

Tabletop assignments will be made in the order that contracts are received. The organizers will make every effort to place sponsors in their preferred position and separate exhibitors from competitors where requested. The organizers reserve the right to change location assignments at any time.

**2. Tabletops**

No hard wall booths or structures are permitted. Any object 8' tall (MAX height allowed) must be against the back drape and come out no further than 2'. All objects in the front 4' of the booth can be no taller than 36". Any exceptions must first be approved by Exhibition Management. Audio-visual aids and/or equipment may not be played at a level that would interfere with adjacent exhibitors. Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should not be positioned so as to direct sound into other booths.

**3. Payment and Cancellation**

Subject to terms of contract.

#### **4. Use of Space**

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or normally sold by them. Requests for co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be made in writing to Exhibition Management. If permission is granted by Exhibition Management, there will be an additional charge at the discretion of Exhibition Management for each additional participant for the run of the particular conference or convention; benefits of agreement are limited to the contracted exhibiting company. Exhibitors shall not sublet booths or assign this lease in whole or in part without the prior consent of the organizers.

#### **5. Limitation of Liability**

The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.

#### **6. Security and Insurance**

The organizers will take reasonable care to ensure security in the exhibition areas. Neither the organizer, organizer management, nor the owners of the exhibit premises will assume any responsibility for an exhibitor's personal property, booth materials, or rented equipment. Exhibitors should make their own insurance agreements. The exhibitor hereby agrees to indemnify and hold harmless the organizers, its partners, agents and representatives, and the owners of the exhibit premises from any claim, loss, liability, or damage suffered as a result of the operation of the exhibit.

#### **7. Protection of the Exhibit Hall Facility**

Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel exhibit area without permission from the proper building authority and Exhibition Management. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager, the hotel manager, or their assistants.

#### **8. Installation and Dismantling**

The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor. Such requirements shall be binding. All displays must be in

place and set up by the time of the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes. No exhibits shall be dismantled before the official closing time of the show. The exhibitor must comply with all union regulations applicable to installation/dismantle and display of exhibits.

#### **9. Default Occupancy**

Any exhibitor failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the Exhibition Management shall have the right to use such space as it sees fit to eliminate empty space in the exhibit hall, provided such booth space is not occupied by one (1) hour before the official show opening.

#### **10. Distribution of Printed Matter, Etc.**

Neither exhibitors nor non-exhibitors shall distribute to the conference or convention delegates printed matter, samples, souvenirs, and the like, except from within rented spaces.

#### **11. Agreement to Conditions**

Each exhibitor for himself and his employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit hall rests with the Exhibition Management.

#### **12. Amendments**

The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Exhibition Management.