

# National



# CONFERENCE

## on Guardianship

October 20 – 23, 2018

Renaissance Palm Springs, Palm Springs, California

An Oasis of Knowledge

### Build Your Brand With NGA

Sponsorships  
and Exhibits

#### Sponsorships

From a platinum sponsorship of \$5,000 to a general sponsorship of \$500, NGA offers opportunities to fit the needs and budget of any business. Sponsorship opportunities are made available on a first-come, first-served basis through submission of NGA's official sponsor and exhibitor agreement. You will be contacted if your selected sponsorship opportunity has already been confirmed, or you can check with the NGA business office for availability of sponsorship opportunities and benefit information.

#### Exhibit Space

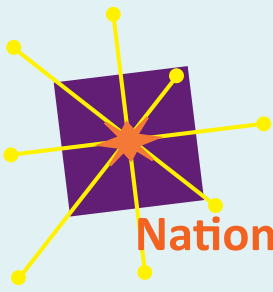
Exhibitors can take advantage of numerous opportunities to network, educate, and interact with conference attendees on a regular basis. In addition, the exhibitor package offers a single conference registration. The 2017 conference hosted more than 425 paid attendees.

### Hotel Reservation Information

For reservations at the Renaissance Palm Springs, visit the reservation [website](#).

or call Marriott Reservations at [800-468-3571](tel:800-468-3571) and reference the National Guardianship Association conference block. You must identify yourself as part of the National Guardianship Association to obtain the group rate of \$189.00 per night. The group rate will be available until September 19, or when the block is filled, whichever comes first.

[www.guardianship.org](http://www.guardianship.org) | [877-326-5992](tel:877-326-5992) | [registration@guardianship.org](mailto:registration@guardianship.org)



# Sponsorship Opportunities

National Conference on Guardianship | October 20 – 23, 2018

The deadline to be eligible for sponsor benefits is Friday, September 14.

## Included With Sponsorships

	Platinum Sponsor \$5,000	Gold Sponsor \$3,500	Silver Sponsor \$2,000	Bronze Sponsor \$1,000	General Sponsor \$500
Options for meeting/session/meal sponsorships <i>(See the Agreement to determine what is available at each level)</i>	X	X	X	X	
Giveaway sponsor <i>(Commitment must be made by September 1 to allow for production)</i>	X				
Two full conference registrations, including meals and materials	X				
One full conference registration, including meals and materials		X	X	X	
One free exhibit package* <i>(additional registrations required for additional people to staff the exhibit)</i>	X	X			
Logo included in printed conference materials	X	X	X	X	X
Logo included in printed conference materials	X	X	X	X	X
Logo on signage	X	X	X	X	
Included in newsletter acknowledgement	X	X	X	X	X
Reserved VIP table at luncheon	X				

\* See exhibitor information sheet for details about the exhibit package.

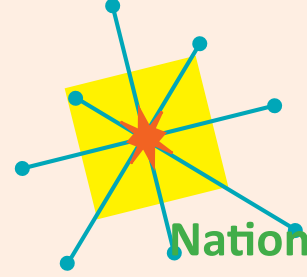
Specific sponsorships include additional exposure. Meal or session sponsorships include company logo on table signage. WiFi sponsorship includes logo on app instruction handout. See descriptions on the contract for further details.

## Important Notes for all Sponsors

Sponsor benefits apply as stipulated above, provided that all information and a commitment for payment are received by NGA no later than Friday, September 14 (unless an earlier commitment date is noted).

Sponsor is responsible for providing an electronic/digital copy of the company logo and a company description. You cannot receive proper recognition on the website, app, signage, or in other acknowledgements, until the logo and description are received.

Sponsorship opportunities are made available on a first-come, first-served basis through submission of NGA's official sponsor/exhibitor agreement. You will be contacted if your selected sponsorship opportunity has already been confirmed. You can also check with the NGA business office for availability of sponsorship opportunities and information about benefits. Email: [registration@guardianship.org](mailto:registration@guardianship.org). Phone: 877-326-5992.



# Exhibit Opportunities

National Conference on Guardianship | October 20 – 23, 2018

The deadline to reserve an exhibit is Friday, September 14, or whenever space fills.

## Exhibit Area Available Sunday, October 21 through Monday, October 22

### Exhibit Package Fee

\$800 for each tabletop exhibit package (platinum and gold level sponsors are entitled to one free exhibit package.)

### The Exhibit Package Includes

A single tabletop exhibit space with a draped and skirted 6' X 30" table, two chairs, and a tent card sign.

One complimentary exhibitor registration with:

- A printed attendee list and all other conference materials
- Access for all food functions held in the exhibit area (see schedule below)
- Admittance for one person to lunch on Sunday and Monday, and the welcome reception Saturday evening
- The opportunity to attend all educational sessions
- Discounted registration of \$200.00 for additional exhibitors (includes breaks only; additional exhibitors wishing to attend meals and sessions must register for the applicable day(s) of the conference.)

### Contract and Payment

Exhibit space is assigned on a first-come, first-served basis. Exhibit location is determined by NGA. **Payment is due by Friday, September 14. No space will be guaranteed until payment in full is received.**

### Exhibitor Schedule (tentative until conference schedule is distributed)

Sunday, October 21	Exhibit Area Open – 10:00 am to 7:30 pm Exhibitor Set-Up – 8:20 am to 9:45 am Morning Break – 10:00 am to 10:30 am (this is the opening of exhibit area) Afternoon Breaks – 1:15 to 1:30, 2:45 to 3:00, and 4:15 to 4:30 Exhibitor Reception and Live Auction – 6:00 pm to 7:30 pm
Monday, October 22	Exhibit Area Open – 7:30 am to 2:00 pm Morning Breaks – 9:45 to 10:00, 11:15 to 11:30 Dessert with Exhibitors – 1:30 pm to 2:00 pm Exhibit Tear-Down – begins at 2:00 pm; must be finished by 4:45 pm

### Set-Up and Tear-Down

Exhibits must be operational by 9:45 am on Sunday, so that they are ready for the opening of the exhibit area at 10:00 am. All exhibits must remain in place until tear-down, which will begin at 2:00 pm on Monday, after dessert is served. The exhibit area must be completely cleared no later than 4:45 pm on Monday.

### Exhibit Furnishings

Each exhibit space is the equivalent of a six-foot tabletop. **You must provide advance notice if your standing exhibit requires more space than allotted with a six-foot table or if you are using a floor display behind your table.** Each space will be provided with one printed tent card, a table, and two chairs. The entire exhibit area is carpeted. If you require electric service for your tabletop exhibit, email [registration@guardianship.org](mailto:registration@guardianship.org) for info.

### Hotel Processing & Handling Information

Packages will not be accepted if delivered prior to Thursday, October 18. **Please Note: If packages arrive prior to October 18, additional fees will apply for storing of shipped items.**

### Cancellation Policy

Cancellations received by Friday, September 14, will result in a refund of 75%; NGA will retain 25% for administrative services. No refunds will be given after September 14.

### For More Information

For all questions on sponsoring or exhibiting, contact NGA's business office at [registration@guardianship.org](mailto:registration@guardianship.org) or 877-326-5992.



# Sponsor and Exhibitor Agreement

## National Conference on Guardianship | October 20 – 23, 2018

To avoid errors, please print clearly — especially if faxing.

*Sponsors AND Exhibitors: Information written here is for promotional purposes on the conference app, the web, and printed materials.)*

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.**

### Complete this section to become a sponsor.

To exhibit 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 NGA no later than Friday, September 14, 2018.

**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 NGA: registration@guardianship.org or 877-326-5992.

**\$5,000 Platinum Level – (Includes two complimentary full-conference registrations and a free exhibit package.)**

- NGA annual business meeting luncheon on Sunday
- Logo on conference giveaway for all attendees (sponsorship commitment must be made by September 1 to allow for production.)

**\$3,500 Gold Level – (Includes one complimentary full-conference registration and a free exhibit package.)**

- WiFi sponsor – logo on signs at registration table for duration of the conference
- Monday's networking lunch & dessert with exhibitors
- Sunday's opening session
- Monday's general session
- Tuesday's first general session
- Tuesday's final general session

**\$2,000 Silver Level – (Includes one complimentary full-conference registration; no exhibit package.)**

- Welcome reception on Saturday
- New member breakfast on Sunday
- Door Prizes
- Information table (logo on table sign with tourism information)

**\$1,000 Bronze Level – (Includes one complimentary full-conference registration; no exhibit package.)**

- Sunday morning break
- Sunday afternoon break #1
- Sunday afternoon break #2
- Sunday afternoon break #3
- Monday morning break #1
- Monday morning break #2
- Monday afternoon break
- Tuesday morning break
- Breakout session (indicate your choice from options available): \_\_\_\_\_

**\$500 General Level – (Does not include a complimentary registration or exhibit package.)**

- General meeting sponsor

**Conference Registration:** Use these lines to register the people who will use the complimentary registrations as outlined at your level of sponsorship.

(Platinum = 2; Gold, Silver and Bronze = 1) Write each name as it should appear on the name badge. If you need more registrations than allotted, contact the NGA business office at 877-326-5992.

1) \_\_\_\_\_ 2) \_\_\_\_\_

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

To decline complimentary exhibit package, indicate here:  NO, we will not be using our complimentary exhibit package.

**Company Logo and Description:** Sponsor must provide a copy of the company logo in JPEG or PNG format and a company description for use on the conference app, website, signs, and other acknowledgements. The logo should be submitted with this agreement, but absolutely no later than September 14.

**Continue to Complete Agreement and/or to Make Exhibit Arrangements. BOTH Pages Must be Submitted to NGA.**

# Complete This Page of the Agreement to Reserve Exhibit Space

No exhibit space is considered reserved until NGA receives this agreement with authorized signature and commitment for payment.

Company name: \_\_\_\_\_

- We are sponsoring at the platinum (\$5,000) level or gold (\$3,500) level and intend to use our free exhibit space.  
 We are not eligible for a complimentary booth, but wish to exhibit. We request \_\_\_\_\_ tabletop exhibit packages.  
This agreement represents our commitment of \$\_\_\_\_\_ as payment in full at a fee of \$800 for each exhibit package.

NGA cannot guarantee availability of exhibit space unless payment in full is received by Friday, September 14. Table locations will be assigned based on the date payment in full is received. If accepted as an exhibitor, the undersigned agrees to be bound by the regulations, requirements and rules provided by the host of the event.

## Each Exhibit Package Includes:

A single six-foot tabletop exhibit space with details described and one complimentary exhibitor registration, a printed attendee list and all other conference materials, as well as access for all food functions held in the exhibit area (exhibitor reception, desserts, breaks, and breakfast), admittance for one person to the welcome reception on Saturday, lunch on Sunday and Monday, and all educational sessions. If additional exhibitor registrations are needed, contact the NGA business office at 877-326-5992 for fees and instructions. Detailed information will be sent to all confirmed exhibitors prior to the conference.

Each exhibit package includes one complimentary exhibitor registration. Please provide the name of the person who will use that one complimentary exhibitor registration for each exhibitor package you have requested: \_\_\_\_\_

Additional registrations are required for any additional individuals needed to staff the exhibit booth. Additional registrations are available for \$200 each (see page 3 for inclusions.) Please list any additional registrants here: \_\_\_\_\_

## Other Requirements

- Electrical Service – please email registration@guardianship.org for information about electric requirements and pricing.  
 I will be bringing a floor display to place behind my tabletop or my display is larger than the six-foot table.  
 I have additional exhibit requirements, please call me. NOTE: additional costs may be incurred.

Let us know if you plan a door prize at your booth. With advance notice, we can note it on the exhibitor list.

- Yes, we will have our own drawing. The prize will be (minimum value \$25) \_\_\_\_\_

**EXHIBITOR CANCELLATION POLICY: Cancellations received by Friday, September 14 will result in a refund of 75%; 25% will be retained for administrative services. No refunds will be given after September 14.**

## 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 National Guardianship Association (NGA) and the Renaissance Palm Springs and their respective employees, agents, and officers against any claims and expense arising out of the use of the exhibition premises at said Renaissance Palm Springs during the National Conference on Guardianship, October 20 – 23, 2018. The exhibitor and/or sponsor understands that neither NGA nor the Renaissance Palm Springs 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.

MAIL check or money order payable to NGA with both pages of the Agreement to the NGA Business Office:

174 Crestview Drive, Bellefonte, PA 16823  
Toll Free: 877-326-5992  
Email: registration@guardianship.org

Our Federal ID #36-3591860

FAX both pages of the Agreement with credit card information to:  
814-355-2452 or EMAIL to registration@guardianship.org.

Credit Card Information: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

\_\_\_\_\_  
Name on card (print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Security Code

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature