Conference Sponsorships and Exhibit Opportunities

Sponsorships
From a diamond sponsorship of $10,000 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 2023 conference hosted approximately 550 paid attendees.
SPONSORSHIPS

National Conference on Guardianship | October 19 – 22, 2024

The deadline to be eligible for sponsor benefits is Friday, September 6.

Important Notes for all Sponsors

Sponsor benefits apply as stipulated above, provided that all information AND payment are received by NGA no later than Friday, September 6 (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. Phone: 877-326-5992.

Included With Sponsorships

<table>
<thead>
<tr>
<th></th>
<th>Diamond Sponsor $10,000</th>
<th>Platinum Sponsor $7,500</th>
<th>Gold Sponsor $5,000</th>
<th>Silver Sponsor $2,500</th>
<th>Bronze Sponsor $1,500</th>
<th>General Sponsor $500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giveaway sponsor</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Commitment must be made by September 1 to allow for production</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Options for meeting/session/meal sponsorships</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>See the Agreement to determine what is available at each level</td>
<td></td>
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<tr>
<td>Two full conference registrations, including meals and materials</td>
<td>X</td>
<td>x</td>
<td></td>
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<tr>
<td>One full conference registration, including meals and materials</td>
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</tr>
<tr>
<td>One free exhibit space*</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional registrations required for additional people to staff the exhibit</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Logo included in printed conference materials</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Logo and description included on conference mobile app</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Logo on signage</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Included in newsletter acknowledgement</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Reserved VIP table at luncheon</td>
<td>X</td>
<td>x</td>
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<tr>
<td>Must make NGA staff aware of intent to use the table by October 4.</td>
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</tbody>
</table>

*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.
Exhibit Package Fee
$1,000 for each tabletop exhibit package (diamond, platinum, and gold level sponsors are entitled to one free exhibit space.)

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 $300.00 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 6. Space is not reserved until payment in full is received.

Exhibitor Schedule (tentative until conference schedule is distributed)

<table>
<thead>
<tr>
<th>Sunday, October 20</th>
<th>Monday, October 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Area Open – 9:45 am to 7:00 pm</td>
<td>Exhibit Area Open – 7:45 am to 2:00 pm</td>
</tr>
<tr>
<td>Exhibitor Set-Up – 8:15 am to 9:30 am</td>
<td>Morning Break – 10:30 am to 11:00</td>
</tr>
<tr>
<td>Breaks – 9:45 am to 10:15 am, 2:00 to 2:30, and 3:45 to 4:15</td>
<td>Afternoon Break – 1:45 pm to 2:00 pm, and 3:15 pm to 3:45 pm</td>
</tr>
<tr>
<td>Dessert with Exhibitors – 12:15 pm to 12:45 pm</td>
<td>Exhibit Tear-Down – begins at 3:45 pm; must be finished by 5:00 pm</td>
</tr>
<tr>
<td>Exhibitor Reception and Live Auction – 5:30 pm to 7:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

Set-Up and Tear-Down
Exhibits must be operational by 9:30 am on Sunday, so that they are ready for the opening of the exhibit area at 9:45 am. All exhibits must remain in place until tear-down, which will begin at 3:45 pm on Monday. The exhibit area must be completely cleared no later than 5:00 pm on Monday. Please do not set up prior to 8:15 am on Sunday or leave materials after 5:00 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 for info and we will send the hotel’s order form once we have it.

Hotel Processing & Handling Information
Packages will not be accepted if delivered prior to October 18. Please Note: If packages arrive prior to October 18, additional fees may apply for storing of shipped items.

Cancellation Policy
Cancellations received by Friday, September 6 will result in a refund of 75%; NGA will retain 25% for administrative services. No refunds will be given after September 6.

For More Information
For all questions on sponsoring or exhibiting, contact NGA’s business office at registration@guardianship.org or 877-326-5992.
Complete this section to become a sponsor.  
To exhibit only, skip to the next page.

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 full payment are received by NGA no later than Friday, September 6.

Please Note: Sponsorships are available on a first-come, first-served basis by submitting this agreement. 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.

$10,000 Diamond Level – (Includes two complimentary full-conference registrations and a free exhibit space.)
☐ Logo on conference giveaway for all attendees (exclusive opportunity; sponsorship commitment must be made by July 1 to allow for production.)

$7,500 Platinum Level – (Includes two complimentary full-conference registrations and a free exhibit space.)
☐ Networking lunch & dessert with exhibitors on Sunday
☐ Exhibitor reception on Sunday night
☐ Annual business meeting luncheon on Monday
☐ Logo on name badges

$5,000 Gold Level – (Includes one complimentary full-conference registration and a free exhibit space.)
☐ Saturday’s welcome reception  ☐ Sunday’s opening general session
☐ Monday’s opening general session  ☐ Tuesday’s two general sessions

$2,500 Silver Level – (Includes one complimentary full-conference registration; no exhibit space; breakfasts are not exclusive)
☐ Sunday’s new member breakfast  ☐ Sunday’s main breakfast
☐ Monday’s breakfast  ☐ Tuesday’s breakfast
☐ Breakout session (indicate your choice from options available): ________________

$1,500 Bronze Level – (Includes one complimentary full-conference registration; no exhibit space; breaks are not exclusive)
☐ Sunday morning break  ☐ Sunday afternoon break
☐ Monday morning break  ☐ Monday afternoon break

$500 General Level – (Does not include a complimentary registration or exhibit space.)
☐ 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. (Diamond, Platinum = 2; Gold, Silver, 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 space, indicate here: ☐ NO, we will not be using our complimentary exhibit space.

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 6.
Complete This Page of the Agreement to Reserve Exhibit Space

No exhibit space is guaranteed until NGA receives this agreement with authorized signature and full payment.

Company name: _____________________________________________

☐ We are sponsoring at the diamond ($10,000), platinum ($7,500) level or gold ($5,000) 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 $1,000 for each exhibit package.

NGA cannot guarantee exhibit space unless payment in full is received by Friday, September 6. Table locations will be assigned by NGA. 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 exhibit package you have requested:

Additional registrations are required for any additional individuals needed to staff the exhibit booth. Additional registrations are available for $300 each (see page 3 for inclusions.) Please list any additional registrants here:

Other Requirements
☐ Electrical Service – let us know if you need electric and we will share the hotel’s order form with you.
☐ 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 6 will result in a refund of 75%; 25% will be retained for administrative services. No refunds will be given after September 6.

THIS AGREEMENT IS AUTHORIZED BY

Name and Title of Authorizing Agent ____________________________________________________________

Authorizing Agent’s Signature ________________________________________________________________

Mailing Address for Invoice _________________________________________________________________

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

Company Logo and Description: Sponsor or exhibitor 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 6.

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

EMAIL: registration@guardianship.org

FAX: both pages of the Agreement with credit card information to:
814-355-2452

Our Federal ID is #36-3591860

Credit Card Type (Visa, MasterCard, etc.): __________________________

Name on card (print) ________________________________________________________________

Account Number __________________________ Security Code __________________________

Exp. Date __________________________ Signature ______________________________________

FAX: 814-355-2452

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Exp. Date __________________________ Signature ______________________________________

1-19-24 - RJ