

SPONSORSHIP & EXHIBITING APPLICATION

The 2016 OPEN MINDS Strategy & Innovation Institute (June 8 - 9, 2016)

Day 1 Exhibit Hall Hours: June 8, 7:30 AM – 6:30 PM*

Day 2 Exhibit Hall Hours: June 9, 7:30 AM – 4:30 PM*

*Exhibit Hall Hours subject to change

We, the undersigned, apply for exhibit space and sponsorship considerations, as requested below, for The 2016 OPEN MINDS Strategy & Innovation Institute to be held June 8-9, 2016 in New Orleans, Louisiana.

Section 1: Company Information

Designate below the name and address of the person in your organization who is to receive all relevant exhibition materials:

Contact Name & Title

Company Name

Booth Name for Identification Sign

Address

City/State/Zip

Telephone

Fax

Email

Signature

I understand, and agree to abide by the official Terms and Conditions of the OPEN MINDS Strategy & Innovation Institute as found on the reverse side of this application.

Section 2: Exhibit Space Size

Choose One:

- Single (10' x 8') Exhibit Space: \$4,000
- Double (20' x 8') Exhibit Space: \$8,000

Please note, booth location selections are assigned in order based on total sponsorship contribution amount. Each vendor will be contacted prior to the event to select their designated exhibit space.

Section 3: Advertising Attendee Program Guide

Choose One (Optional):

- Full Page Ad (8.5" x 11") \$1,000
- 1/2 Page Ad (8.5" x 5.5") \$600

Advertisements have no color restrictions and should be submitted in the size specified above (no bleed) to OPEN MINDS by May 13, 2016. All high-resolution (300 DPI or greater) file types will be accepted.

OPEN MINDS
163 York Street
Gettysburg, PA 17325-1933
Phone: 717-334-1329
Fax: 717-334-0538



OPEN MINDS

www.openminds.com/executive-education

Section 4: Additional Sponsorship Opportunities

Check here if you would like more information on:

- Pre-Institute Sponsorships (June 7, 2016)
- Institute Premier Sponsor
- Institute Knowledge Partner Sponsor (speaking)
- Institute Networking Partner Sponsor (branding/awareness)
- Custom Opportunities/Other

Section 5: Fees

Exhibit Space \$ _____

Program Advertising \$ _____

Total Fees \$ _____

Section 6: Payment

- Check Enclosed Invoice Me
- VISA MasterCard AmEx

Account Number

Exp. Date

CVV No.

Signature

Name on Card

The undersigned understands and accepts all terms and hereby applies for exhibit space. Upon official acceptance of the original application, this document constitutes a contract.

Please send completed application with payment to:

Education Events Sponsorships

Email: events@openminds.com

OPEN MINDS, 163 York Street, Gettysburg, PA 17325-1933



OPEN MINDS

Sponsorship & Exhibiting Application: Terms & Conditions

This signed application confirms that the undersigning organization has agreed to purchase the selected sponsorship activities from *OPEN MINDS*. All sponsors and exhibitors also receive the following promotional benefits:

- Name & logo on institute marketing materials
- Name, logo, and 50 word description on exhibitor section of institute website
- 10 complimentary registrations to the institute
- Ability to include up to 2 pieces of marketing materials in attendee tote bags distributed at the institute
- Attendee list with full contact information before and after the institute

By signing this application, the undersigning organization and *OPEN MINDS* agree to the following terms and conditions:

The Undersigning Organization agrees to:

- E-mail logo to events@openminds.com upon signing this application; color logo is requested and must be of high resolution (300 dpi or higher) and submitted as EPS, TIFF, or JPEG
- E-mail brief organization description (around 50 words) to events@openminds.com within 15 days of signing the application
- Submit marketing materials to be placed in attendee tote bags to *OPEN MINDS* 45 days before the event
- Provide *OPEN MINDS* with the names and contact information for ten (10) complimentary registrants 45 days before the event
- Pay any additional costs associated with the exhibit space; this includes but is not limited to electricity, audiovisual equipment, and internet hookup
- Pay any additional fees for actual expenses, plus all applicable state and local taxes, known and unknown.
 - These fees will be billed as they are incurred. Payment of actual expenses is due within 30 (thirty) days of receipt of an invoice for such services.
- Not tear down exhibit booth prior to closure of exhibit hall or pay a \$1,000 penalty fee

Both parties agree:

- This sponsorship and exhibiting application is an effective agreement upon signing
- Sponsorships are reserved but not confirmed until a signed application and payment is received
- This agreement may not be assigned and will continue in full force and effect, even if either party changes its name
- If the undersigning organization requested an invoice, payment of total exhibiting and advertising fees is due within 30 (thirty) days of receipt of an invoice for such services
 - For all invoice amounts, an interest charge of 2% per month will be charged on the overdue balance

Signature

Date

Print Name