

Sponsor Form



GENERAL INFORMATION

- Completed sponsor forms are your pledge of support to *Housing Washington*. Sponsorship payment must be received by September 15 to gain full sponsor and exhibitor benefits. Unpaid pledges may result in loss of benefits, including listings in printed materials.

PUBLICATION DEADLINES

- Pledges received by **July 1** will be included in the Conference Registration Brochure.
- Paid sponsorships received by **August 15** will be included in the Conference Program & on signage.

SPONSORSHIP PAYMENT

- Make check payable to: *Housing Washington Conference*
- WA Housing Finance Commission Tax ID#: 91-1874730
- Pledges paid by credit card will receive receipts indicating payment to *Housing Washington*.
- Housing Washington* is not a 501(c)(3) organization, however the Commission is a tax-exempt government agency and your conference sponsorship might be deductible as a corporate contribution.
- W-9 available upon request.

SUBMIT PLEDGE FORM & PAYMENT TO

Joanie Pop
Event Dynamics, Inc.
3042 Cain Road SE
Olympia, WA 98501-3806
Fax: 360-786-8125

Payments are requested at time of pledge.

REFUND POLICY

- Pledges are considered final commitment for payment.
- Refunds for payments will not be issued as some benefits will be implemented upon commitment.

QUESTIONS

Catherine Filippini
Housing Washington Sponsorship Manager
425-761-5717
Fax: 425-307-6591
cfilippiniHW@gmail.com

Thank you for your support!

SPONSORSHIP LEVEL (check one)

- | | | | |
|--------------------------|----------|-------------------------|-------------------|
| <input type="checkbox"/> | \$10,000 | Platinum | (7 registrations) |
| <input type="checkbox"/> | \$ 5,000 | Gold | (5 registrations) |
| <input type="checkbox"/> | \$ 3,000 | Silver | (3 registrations) |
| <input type="checkbox"/> | \$ 2,000 | Bronze | (2 registrations) |
| <input type="checkbox"/> | \$ 1,500 | Exhibitor | (1 registration) |
| <input type="checkbox"/> | \$ 750 | Precious Gem | (1 registration) |
| <input type="checkbox"/> | \$ 500 | Non-Profit/Governmental | (1 registration) |

Will you be exhibiting at the conference? Yes No

One exhibit booth is provided as a benefit for all levels with the exception of Precious Gem sponsors who may participate in a collective Precious Gem exhibit table. All exhibitors, including Precious Gem sponsors providing materials for the collective exhibit table, must complete the exhibit form.

Signature Authorizing Pledge

PAYMENT TYPE

Check enclosed Check in process Invoice required

PO # _____

Visa/Mastercard (please fill in your card information below)

Credit Card # _____

Expiration Date fA A #MMt _____

Name on Card _____

Signature _____

Credit card payments are preferred by fax or mail for security purposes. Housing Washington and its agents are not liable for fraudulent use of credit card information when submitted via email. Credit card receipts will be sent to the contact listed below.

COMPANY INFORMATION

Company Name

Sponsorship Contact/Title

Address

City, State, Zip

Work Phone

Fax

Email

Website

Sponsor Exhibit Form



DEADLINES

Exhibit forms must be received by **August 15, 2013**. Submit to:

Catherine Filippini
cfilippiniHW@gmail.com or fax to 425-307-6591

INFORMATION & DETAILS

- The official Exhibitor Kit will be distributed in August 2013 and will include:
 - ⇒ Shipping information
 - ⇒ Options to order additional booth items (for additional charges) via the conference *Sponsor Showcase* contractor
 - ⇒ Booth set up and tear down details
- **Exhibit booths and banners must be shipped** through the conference tradeshow contractor to ensure safe delivery. Literature may also be shipped if needed.
- **Booth numbers** will be issued on-site at exhibitor set-up & are not generally provided or publicized prior to the conference.
- Complimentary **wireless Internet** is available. Speed is based on number of users at any given time. Higher speed, with a designated account, can be purchased from the Greater Tacoma Convention & Trade Center.
- **Exhibitor staff rates** are available for representatives who will not be attending the conference. Please refer to the *Housing Washington* website for more details or contact Catherine Filippini.

BOOTH SPACE SPECS*

The *Housing Washington* 2013 sponsor exhibit package includes:

- One 10 x 10ft. (approx.) piped and draped space
- One 8ft. draped table
- One chair
- Access to power outlet, if requested.

***Precious Gem** sponsors receive a special opportunity to place company literature on the collective Precious Gem exhibit table. Precious Gem sponsors do not receive individual exhibit booths.

SPONSOR SHOWCASE POLICIES

Housing Washington reserves the right to terminate exhibit privileges due to personal conduct, method of operation, or for causes of which the conference believes are not compatible with the purpose of its event. Termination under this clause will not entitle the sponsor to an exhibit refund.

- ⇒ **Cancellations:** There is no charge to cancel your exhibit space, however as a courtesy to exhibit staff and other exhibitors, please provide a written notice of your cancellation **20 days** prior to the conference.
- ⇒ **Booth Hours:** Exhibitors are requested to have their exhibit up for the duration of the conference. Early tear down is a discourtesy to other exhibitors.
- ⇒ **Outside Food:** Distributing outside fresh food items at the conference is strictly prohibited.

SPONSORSHIP LEVEL

- Platinum Silver Exhibitor Nonprofit/
 Gold Bronze Precious Gem* Governmental

***Precious Gem** sponsors do not receive an individual exhibit booth, but may send or bring company literature to share as part of the collective Precious Gem exhibit table.

PRE-CONFERENCE CONTACT

Name _____

Company/Organization _____

Phone _____

Fax _____

Email _____

I am a Precious Gem and will ship literature for the Precious Gem exhibit table. Please skip next section & proceed to signature line.

ON-SITE CONTACT

Same as above? Yes No

If yes, please skip this section & proceed to signature line.

Name _____

Company/Organization _____

Cell Phone _____

Email _____

Does your booth need power?

Yes No

Is your booth hosting a raffle?

Yes No

HOLD HARMLESS

By signing this form, I/we agree to hold harmless *Housing Washington* and its agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement, including those arising out of injury to participants, whether arising before, during or after completion of the conference hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Contractor or its employees, agents or subcontractors.

- I have read and understand the exhibit policies of *Housing Washington*. I understand the hold harmless clause, no show, food and other details.**
- I understand that only Platinum, Gold and Silver level sponsors will receive a one-time advance PDF copy of the attendee roster. Full rosters will be included in the conference packet provided at conference check-in.**

Signature _____