



# SPONSORSHIP AGREEMENT

## CONTACT:

**Tawnee S. Brydebell, CMP, DES**  
ASB, Director of Meetings  
tbrydebell@asbe.org  
800.713.0462 x2  
C: 856.343.7838

## COMPANY INFORMATION

\_\_\_\_\_  
Company name (as it should appear in print)

\_\_\_\_\_  
Company website

\_\_\_\_\_  
Company street address

\_\_\_\_\_  
Company city / state / zip

\_\_\_\_\_  
Company phone

## SPONSORSHIP ITEM

\_\_\_\_\_  
Sponsorship 1

\_\_\_\_\_  
Sponsorship 2

## CONTACT INFORMATION FOR PERSON COORDINATING SPONSORSHIP

\_\_\_\_\_  
Person to receive all future correspondence regarding sponsorship graphics and instructions

\_\_\_\_\_  
Contact name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

**TOTAL INVESTMENT**  
\$

**TOTAL PAYMENT**  
\$

## SPONSORSHIP GUIDELINES

- Sponsorship payment is required in full upon return of this form.
- Confirmation will be returned to your company upon receipt of application and payment. No benefits will be given without full payment.
- Cancellation: Your company may not cancel once sponsorship is confirmed and receipt is issued upon payment.
- Sponsorship Agreement after the acceptance by ASB. Companies are liable for the contracted total and no sponsorship cancellation refunds will be granted due to ongoing promotions. In the case that a sponsored item or event is cancelled by ASB, then the amount paid for the specific sponsorship may be refunded to the sponsor or moved to a credit for the 2024 annual conference.
- Deadlines: Sponsors are responsible for adhering to the materials timelines, which includes submitting graphics, materials and any handouts by the given deadlines, for inclusion in promotional materials and event signage.
- Should the sponsor wish to change any logos/graphics after submission deadlines, any changes will be at the expense of the sponsor.
- Transfer of Benefits: Benefits are not transferable and are not redeemable for cash credits.
- Limited Liability: The liability of ASB for any act, error, or omission for which it may be legally responsible shall not exceed the cost of any cash payment. ASB will not, in any event, be liable for consequential damages, including, but not limited to lost income or profits.
- Change, Cancellation, or Substitution of Benefits: ASB reserves the right to change, cancel, or substitute any promotional opportunity and/or advertising opportunity or benefit at any time.

## AUTHORIZATION

I am an authorized company representative with the full power and authority to sign and deliver this Sponsorship Application. I understand that this document represents the entire understanding and contract between parties.

By signing this agreement, I agree to abide by all rules and pay the amount for the sponsorship in full upon receipt of the invoice.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SEND COMPLETED AGREEMENTS TO:** Tawnee Brydebell, CMP, DES | [tbrydebell@asbe.org](mailto:tbrydebell@asbe.org)