



2019 – 2020 MEETING SPONSORSHIP

DESCRIPTION OF EVENT

The Triangle Chapter of ARMA International hosts monthly luncheon meetings and bi-annual Seminars that focus on various topics related to Records Management. The meetings are held on the first Thursday of each month from September 2019 through May 2020. The Seminars are held in April.

All sponsors have the option to designate ½ their sponsorship fee to support one or both of our Philanthropic Organizations: Haven House Services and/or Oak City Cares. ARMA Triangle Chapter will make the donation on your behalf. Simply mark the appropriate box below the sponsorship meeting date.

This agreement applies to the meeting(s) held on _____ Date(s)

Yes, please donate ½ my sponsorship fee to the organization(s) marked below.

Haven House Services

Oak City Cares

Not at this time.

SPONSOR APPLICATION

Please type or print legibly

I. Sponsor Information

Name of Company

Contact Person

Mailing Address

City State ZIP

Area Code/Telephone Number

Area Code/Fax Number

Email Address



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II. Sponsor Agreement

In order to be approved as a Sponsor of a Monthly Meeting and/or Seminar I hereby agree to the following conditions and obligations:

A. Sponsor Services

1. Live Demonstrations – **Monthly Meeting**

I agree to demonstrate and/or fully explain my company’s products and services to attendees, and to have a representative available to answer questions prior to and following the luncheon meeting. Hours of attendance will be from 11:45 a.m. to 1:45 p.m.

Live Demonstrations - **Seminar**

I agree to demonstrate and/or fully explain my company’s products and services to attendees, and have a representative available to answer questions prior to the seminar and during breaks and lunch.

2. Presentation

Immediately prior to the start of the scheduled program, as a monthly meeting sponsor, I will have five (5) minutes to speak to the assembled group about my company’s products and services.

3. Literature

I agree to provide product literature and contact information for attendees.

B. Fees

1. **Participation Costs**

Each Sponsor is required to pay the fee listed below to participate in these events. **Payment is due with this application.** Payment of this fee entitles the Sponsor to one 3’x6’ table for Monthly Meeting sponsorship. Payment of this fee entitles the Sponsor to one 3’x6’ table, two (2) chairs and appropriate electrical power for the Seminar. For the monthly meeting, it includes lunch for one representative. For the seminar, it includes continental breakfast, beverage breaks and lunch for one representative. This fee provides recognition of the Sponsor during the opening and closing remarks. The Sponsor will also be named in publicity and advertising that is released after the fee is received.

Participation Fee for Sept, Oct, Nov, Jan, Feb, Mar, and May meetings:	<u>\$200</u>
Participation Fee for December meeting:	<u>\$500</u>
Participation Fee for Seminar	<u>\$250</u>
Participation Fee for Seminar + Monthly Meeting (savings of \$100):	<u>\$350</u>
Participation Fee for Seminar + December Meeting (savings of \$150):	<u>\$600</u>

Additional Options and Charges

Monthly Meeting: Lunch for each additional company representative: **\$30 per person**
Seminar – Continental breakfast, beverage breaks and lunch for each additional company representative: **\$30 per person**



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2. Payment Options

- A. Check: made payable to: ARMA Triangle Chapter
- B. Online at www.armatriangle.org. Click on the ARMA store tab and select the appropriate icon for the desired sponsor option.

APPLICATION AND PAYMENT ARE DUE TWO WEEKS PRIOR TO THE MEETING.

III. Other Terms and Conditions of Participation

A. Safety

The ARMA Triangle Chapter is not responsible for the safety of the Sponsor's property, equipment or materials.

B. Cancellations

- 1. The Participation Fee will be refunded by the ARMA Triangle Chapter, if the Sponsor provides written notice of cancellation ten (10) business days prior to meeting date.
- 2. The Participation Fee will either be refunded by the ARMA Triangle Chapter or the sponsor will have the option to sponsor another month, if the meeting is cancelled due to inclement weather or low attendance.

C. Contact information

All correspondence regarding this event should be sent to the following address:

**Theresa Wall
ARMA Triangle Chapter
1191 Legacy Fare Drive
Pleasant Garden, NC 27313
theresa.wall@ironmountain.com**

SPONSOR ACKNOWLEDGMENT

By submitting this application and appropriate payment, I agree to the terms and conditions described herein. I understand that if I fail to return this application ten (10) business days prior to the meeting date, the ARMA Triangle Chapter may not process my application and may deny my request to participate.

Signature of Authorized Company Representative

Date