



FSAE Roundtable Programs 2017 SPONSOR AGREEMENT FORM

Thank you for your consideration of sponsorship for the FSAE 2017 Meeting Planner Roundtable program. We appreciate your past participation and look forward the opportunity of working with you in the future. As a past sponsor, **ORGANIZATION** is offered hosting preference for the same event next year. Should you wish to host in 2017, please complete and return the following information on page two by no later than Friday, October 14, 2016.

MONTH: **MONTH**
 TIME: 11:30 a.m. – 1:00 p.m.
 LOCATION: Please indicate your preferred location to host this Roundtable
 _____ Madison Social
 _____ Zin & Sin Eatery
 _____ The Edison
 _____ A La Provence
 _____ Other Recommendations: (please contact the FSAE office.)

SPEAKER: The FSAE Roundtables Task Force volunteers choose topics and presenters for each monthly program, however we like to give sponsors an opportunity to provide input. Please indicate if you would like to help with the program topic and speaker. **Sponsorship does not include costs associated with speakers, travel, A/V equipment or staging.**

_____ We would like to provide input (please contact FSAE regarding potential speakers and topic. Topic should be of interest to meeting professionals.)

_____ We would like the FSAE Roundtables Task Force to choose a speaker and topic.

Sponsor Benefits: (cost of sponsorship is \$2,300.00)

1. Sponsors receive on-site recognition including signage and a 5-10 minute spotlight during the program to promote your facilities and services to attendees.
2. Food and beverage (non-alcoholic) costs for all attendees are included in sponsor fee.
3. Sponsors will be included on all marketing materials including roundtable notices, monthly e-mails, social media announcements, and the calendar of events where applicable. (1000+ members receive the EZine and Calendar)
4. Sponsors receive online recognition through www.fsae.org online, event registration pages. Sponsors should provide information including official name(s) and/or logo(s) electronically at least 3 weeks before the sponsored event.
5. Post event mailing addresses. Sponsors will receive mailing addresses for all FSAE member meeting planners that attend the Roundtable.
6. Additional sponsor recognition through a sponsor listing in the FSAE Resource Member Directory.
7. Complimentary registration for up to four (4) sponsor staff persons to attend the luncheon. Accompanying staff must be pre-registered by the Monday prior to the Roundtable.

*Meeting facility, food and beverage are the responsibility of FSAE. **Sponsor may recommend alternative facilities, food and beverage however; this may affect the cost of sponsorship.** FSAE will do all we can to accommodate your recommendations.*



INVOICE FOR PAYMENT

EVENT MONTH: MONTH, (11:30 am – 1:00 pm)

SPONSOR CONTACT INFORMATION: Please provide contact information for the individual who will be working with FSAE.

Sponsor Contact: _____

Sponsoring Company(ies): _____

Phone and Email: _____

Main Sponsor Address: _____

Sponsor(s) agrees to pay FSAE the amount of **\$2,300** for benefits listed on page one of this agreement. Payment is due to FSAE upon agreement of terms and commitments by both FSAE and the sponsor(s).

This Agreement is accepted by the following who attest that they have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the conditions of this agreement.

2017 Meeting Planner Roundtable Sponsor Date _____

2017 Meeting Planner Roundtable Co-sponsors if applicable Date _____

Payment Amount \$2,300: Check _____ (Please make all checks payable to **FSAE**)

Signature: _____

Printed Name: _____ Zipcode: _____

Please return this form to FSAE at Laura@fsae.org, via fax 850-222-6350, or mail to FSAE, 2410 Mahan Dr., Ste. 2, Tallahassee, FL 32308. Thank you for your ongoing support of FSAE, its programs and members!