

Thank you for your consideration of sponsorship for the FSAE 2015 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 2015, please complete and return the following information on page two by no later than Friday, November 7, 2014.

EVENT DATE: Fourth Thursday of the month
 TIME: 11:30 a.m. – 1:00 p.m.
 LOCATION: Please indicate your preferred location to host this Roundtable
 _____ Andrew's 228 (downtown)
 _____ Capital City Country Club
 _____ Food Glorious Food (mid-town)
 _____ Marie Livingston's Steakhouse
 _____ Other Recommendations: (please contact the FSAE office.)

SPEAKER: FSAE Roundtable Coordinators secure 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 FSAE Volunteer Roundtable Coordinators to secure a speaker.

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

1. Sponsors receive on-site recognition including signage and a ten-minute spotlight during the program to promote your facilities and services to attendees.
2. Food and beverage (non-alcoholic) costs for all attendees is included in sponsor fee.
3. Sponsors will be included on all marketing materials including roundtable notices, monthly e-mails and the calendar of events where applicable. (800+ members receive the EZine and Calendar)
4. Pre-event promotion including recognition in meeting announcements, the e-newsletter – EZine and other social media including Twitter, Facebook, etc.
4. Sponsors receive online recognition through www.fsae.org in the events calendar and online registration pages. Sponsors should provide information including official name(s) and/or logo(s) electronically.
5. Post mailing labels: Labels for all FSAE Member meeting planners that attend the Roundtable with contact information.
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. 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 DATE: **4th Thursday of the 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.

2015 Meeting Planner Roundtable Sponsor Date _____

2015 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 hester@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!