

Dear UMCVB Conference Exhibitor/Sponsor:

On behalf of the Upper Midwest Convention and Visitors Bureaus (UMCVB) Fall Conference, we invite you to participate as a sponsor at this year's event in Fargo, North Dakota on September 8-10, 2019.

As you may know, the attendees of this conference come from the Convention and Visitors Bureaus, Chambers and Tourism Departments from a seven-state region that includes Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota and Wisconsin. Participants will learn new skills and industry trends through the educational sessions and be rejuvenated and re-energized from our motivational opportunities. No other event offers bureaus from the seven states of the Upper Midwest an opportunity to network with others in the field.

We invite you to take advantage of this exciting event to gain valuable exposure for you and your company with a concentration of 200+ industry professionals. Please review the enclosed sponsorship levels to determine which benefits you would like to receive.

Once you determine your level of sponsorship, please complete the attached registration form **by August 2, 2019**. If your company registration is received by August 2, 2019, your company logo and web site URL will be added to the monthly emails sent to potential registrants, conference signage and the official conference web site. If you have any questions, please contact Erin Bowers at 956.605.2784 or email me at erin@umcvb.com.

Thank you for your support. We look forward to seeing you in September!

Sincerely,

Erin Bowers

Erin Bowers
Event Coordinator
UMCVB



Sponsorship Levels

Upper Midwest Convention & Visitors Bureaus 2019 Fall Conference

All sponsors will receive: complimentary 6-foot exhibit table, wi-fi is included, networking at all events: opening reception, meal functions and trade show, recognition and company logo on UMCVB website, sponsor logo on signage and scrolling PowerPoint at the conference, and an electronic list of all registered attendees.

PLATINUM SPONSOR \$3,500

- Complimentary registration for up to **four** company representatives
- Introduced and individually recognized by conference emcee during General Assembly
- Electricity will be included with this sponsorship level
- **Microphone announcement (10 minutes) during the conference**

DIAMOND SPONSOR \$2,500

- Complimentary registration for up to **four** company representatives
- Introduced and individually recognized by conference emcee during General Assembly
- **Microphone announcement (5 minutes) during the conference**

GOLD SPONSOR \$2,000

- Complimentary registration for up to **three** company representatives
- Introduced and individually recognized by conference emcee during General Assembly
- **Microphone announcement (5 minutes) during the conference**

SILVER SPONSOR \$1,500

- Complimentary registration for up to **two** company representatives
- **Individually recognized by conference emcee during General Assembly**

BRONZE SPONSOR \$1,000

- Complimentary registration for **one** company representative
- Logo will be on signage at registration

BREAK SPONSOR \$750

- Complimentary registration for **one** company representative
- Logo will be on signage at break tables

UMCVB Sponsorship/Exhibitor Agreement Terms and Conditions

Agreement to Conditions - Each sponsor/exhibitor agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the conference coordinators.

Payment - The full fee (non-refundable) must accompany each reservation form for sponsorship/exhibit space. No refunds for cancellations will be accepted.

Liability - The conference coordinators undertake no duty to exercise care, nor assume responsibility for the protection and safety of the sponsor/exhibitor, his officials, agents or employees, or the protection of the property of the sponsor/exhibitor or his representatives, or of the property used in conjunction with the sponsorship/exhibit, from theft or damage or destruction by fire, accident or other cause. Any protection exercised, in fact, by the conference coordinators shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The sponsor/exhibitor agrees to indemnify and hold the conference coordinators harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the sponsorship/exhibitor or any of his representatives or from the property of the sponsor/exhibitor.

The conference coordinators shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any one of the following causes: destruction of or damage to the building or the sponsor/exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond their control.

The conference coordinators will, however, in the event they are not able to hold a sponsor/exhibit for any of the above-named causes, reimburse sponsors/exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by the conference coordinators for advertising, administration, etc.

Insurance - In all cases, sponsors/exhibitors wishing to insure their goods must do so at their own expense.

Exhibit Description - The conference coordinators will provide a 6-foot table with skirting and one chair for each exhibit. Sponsors/exhibitors will pay sponsorship/exhibitor fees.

Installation and Dismantling – At this time, you may plan to set up your booth Sunday, September 8, 2019 from 3:00-5:00 p.m. or Monday, September 9, 2019 from 6:00-7:00 a.m. All displays must be in place and set up by the time of the official opening of the conference. Exhibits may be dismantled on Tuesday, September 10, 2019 starting at 3:00 p.m.

Default Occupancy - Any sponsor/exhibitor failing to occupy contracted space is not relieved of the obligations of paying for such space at the full rental price. The conference coordinators shall have the right to use such space as they see fit to eliminate blank space in the exhibit area, provided such booth space is not occupied by 9 a.m. on Monday, September 9, 2019.

Personnel - All sponsors/exhibitors participating in the exhibit area of the conference are expected to use special care wherever they deem it necessary to hire temporary help to assist in their sponsorship/exhibit or hospitality activities, so that personnel selected by them will be of a caliber in keeping with the high standards of the sponsorship/exhibition and the conference.

This agreement may be rescinded at any time without cause at the discretion of the conference coordinators upon repayment of any fees advanced, less any expenses, which may have been incurred.

REGISTRATION FORM AND AGREEMENT

Company/Organization Name: _____

Contact Name: _____ Title: _____

Street Address: _____

City, ST, ZIP: _____

Contact Email: _____ Contact Phone: _____

Type of Business: _____

Please mark your sponsorship level and any other needs

	Platinum Sponsor	Includes 4 registrations	\$3,500
	Diamond Sponsor	Includes 4 registrations	\$2,500
	Gold Sponsor	Includes 3 registrations	\$2,000
	Silver Sponsor	Includes 2 registrations	\$1,500
	Bronze Sponsor	Includes 1 registration	\$1,000
	Break Sponsor	Includes 1 registration	\$750
	Additional Exhibitor		\$145
	Electricity	Included for Platinum Sponsor	\$45

List any special requests/needs: _____

Please list who will be attending from your organization:

Name: _____ Title: _____ Email _____

Name: _____ Title: _____ Email _____

Name: _____ Title: _____ Email _____

Name: _____ Title: _____ Email _____

THANK YOU FOR YOUR SPONSORSHIP AND SUPPORT!

An invoice and will be sent after this form is received.

Please contact Erin Bowers with any questions or requests at erin@umcvb.com