



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 Des Moines, Iowa on September 13-16, 2020.

As you may know, the attendees of this conference come from the Convention and Visitors Bureaus, Chambers and Tourism Departments from an eight-state region that includes Illinois, Iowa, Minnesota, Missouri, 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 eight 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 14, 2020**. If your company registration is received by August 14, 2020, your company logo will be included on conference signage and the official conference website. If you have any questions, please contact Erin Bowers at 800.274.8774 x711 or email [erin@umcvb.com](mailto: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 2020 Fall Conference

**All sponsors will receive:** complimentary 6-foot exhibit table, wi-fi and electricity 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 pre and post-conference.

**PLATINUM SPONSOR** **\$7,500** *only 3 available*

- Complimentary registration for up to **three** company representatives
- Recognized as **parking or media sponsor**
- Introduced and individually recognized by emcee during General Assembly
- **5 minute sponsor presentation** to audience during General Assembly
- Logo will be displayed on tables in general session and in breakout rooms
- Opportunity to provide collateral material in attendee welcome bags
- First right of refusal for any additional sponsorship opportunity

**DIAMOND SPONSOR** **\$5,000** *only 3 available*

- Complimentary registration for up to **three** company representatives
- Recognized as **keynote speaker sponsor**
- Introduced and individually recognized by emcee during General Assembly
- **5 minute sponsor presentation** to audience during General Assembly and opportunity to introduce keynote speaker

**GOLD SPONSOR** **\$3,000** *only 2 available*

- Complimentary registration for up to **two** company representatives
- Recognized as **lunch sponsor**
- Introduced and individually recognized by emcee during General Assembly
- **3 minute sponsor presentation** to audience during General Assembly
- Logo will be displayed on buffet tables

**SILVER SPONSOR** **\$2,500** *only 2 available*

- Complimentary registration for up to **two** company representatives
- Recognized as **breakfast sponsor**
- Introduced and individually recognized by emcee during General Assembly
- **3 minute sponsor presentation** to audience during General Assembly
- Logo will be displayed on buffet tables

**BRONZE SPONSOR** **\$2,000** *only 5 available*

- Complimentary registration for **one** company representative
- Recognized as **refreshment sponsor during break**
- Introduced and individually recognized by emcee during General Assembly
- Logo will displayed on refreshment tables

**EXHIBITOR** **\$1,000**

- Complimentary registration for **one** company representative

## **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 13, 2020 from 2:00-5:00 p.m. or Monday, September 14, 2020 from 6:00-8:00 a.m. All displays must be in place and set up by the time of the official opening of the conference, 9:00 a.m. on Monday, September 14, 2020 . Exhibits may be dismantled on Tuesday, September 15, 2020 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 10 a.m. on Monday, September 14, 2020.

**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

Register online or complete the following information and send to Erin

**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**

	<b>Platinum Sponsor</b>	Includes 3 registrations	<b>\$7,500</b>
	<b>Diamond Sponsor</b>	Includes 3 registrations	<b>\$5,000</b>
	<b>Gold Sponsor</b>	Includes 2 registrations	<b>\$3,000</b>
	<b>Silver Sponsor</b>	Includes 2 registrations	<b>\$2,500</b>
	<b>Bronze Sponsor</b>	Includes 1 registration	<b>\$2,000</b>
	<b>Exhibitor Sponsor</b>	Includes 1 registration	<b>\$1,000</b>
	<b>Additional Exhibitor</b>	Additional staff attending from your organization	<b>\$150</b>
	<b>Electricity</b>	Indicate if you need access to an electrical outlet	<b>\$0</b>

List any special requests/needs, including dietary: \_\_\_\_\_

**Please list who will be attending from your organization:** (email Erin these later if it is currently TBD)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Each exhibitor/sponsor is encouraged to bring a prize giveaway for the attendees.** After the closing keynote, each sponsor will have a chance to introduce themselves and give their prize away in the general session room.

## REGISTRATION FORM AND AGREEMENT

Please send a logo in eps or jpg format to [erin@umcvb.com](mailto:erin@umcvb.com)

**Register online or check your payment method:**

*(Space is not guaranteed until payment has been received)*

**Check**

An invoice will be sent after this form is received

Make checks payable to:

Tempest Interactive Media

% UMCVB Conference

30 South 15th Street, Suite 1001

Philadelphia, PA 19102

**Credit Card**

Call Erin at 800.274.8774 x711 to pay over the phone or register online

Circle: American Express   MasterCard   Visa

Card Number: \_\_\_\_\_

Name as it appears on the card (print): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3/4 digit CCV: \_\_\_\_\_

Billing Statement Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Signature (required): \_\_\_\_\_

Please email the signed agreement to [erin@umcvb.com](mailto:erin@umcvb.com)

Please contact Erin Bowers with any questions or requests at [erin@umcvb.com](mailto:erin@umcvb.com) or 800.274.8774 x711

**Please complete form and remit payment by August 14, 2020**

**THANK YOU FOR YOUR SPONSORSHIP AND SUPPORT!**