



2021 SPONSORSHIP CONTRACT & COMMITMENT FORM

COMPANY INFORMATION

COMPANY NAME (as you would like it to appear materials)

CONTACT NAME

TITLE

ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

PHONE

FAX

EMAIL

WEB ADDRESS

SPONSORSHIP COMMITMENT AGREEMENT AND BILLING INFORMATION

1. **ACCEPTANCE.** This Contract will be effective only after a copy signed on behalf of Sponsor has been returned to ARMA International.
2. **RECOGNITION.** ARMA International will recognize Sponsor as a sponsor of InfoCon as described in this contract.
3. **CONTRIBUTION.** Sponsor will contribute the amount set forth on the front of this Contract (the "Sponsorship Payment") to ARMA International in support of the Conference & Expo. Sponsor understands and agrees that ARMA International is acting in reliance on Sponsor's agreement to contribute these funds in planning for and making expenditures in furtherance of the Conference & Expo.
4. **PAYMENT TERMS.** For exhibitors choosing two payments, fifty percent (50%) of the exhibit space rental fee is due no later than March 16, 2021, for contracts received on or before March 16, 2021. The balance of the rental fee is due and payable by May 16, 2021. Exhibit space contracts submitted to ARMA International after May 16, 2021, must be accompanied by the full payment of the exhibit space rental fee. Please make checks payable to ARMA International
5. **TRANSFER.** ARMA International – INFOCON 2021 will proceed as a hybrid event with in-person event dates from October 17 – 20, 2021 and virtual dates from October 17 – 20, 2021. Any registered exhibitor and/or sponsor wanting to transfer their exhibitor registration will need to submit their request in writing to expo@armaintl.org
 - Any exhibitor/sponsor wanting to transfer in-person event booth/sponsorship to a virtual booth before September 5, 2021 will be transferred. Remaining booth fees will be transferred to the 2022 InfoCon.
 - Any exhibitor/sponsor wanting to transfer their 2021 booth/sponsorship order and fees to 2022 in full may do so before July 16, 2021. All transfers will need to be sent in writing.
6. **CANCELLATION.** Cancellations must be received in writing to ARMA International, attn: Christina Hernandez, 352 NE 3rd Ave, Delray Beach, FL 33444 or via confirmed email (return confirmation) at expo@armaintl.org. When exhibit space payments have been made in full, or in part, whichever cancellation payment listed below applies will be deducted from said payments prior to reimbursement of the remaining fees.
 - Cancellations received in writing prior to April 16, 2021 exhibitor will be billed for the \$500 administrative fee per reserved 10' x10' space.
 - Cancellations received in writing after April 16, 2021 but prior to June 17, 2021, will be charged 25% of the total exhibit space cost, regardless of whether a deposit has been made.
 - Cancellations received in writing after June 17, 2021, but prior to July 16, 2021, will be charged 50% of the total exhibit space cost, regardless of whether a deposit has been made.
 - After July 16, 2021, all cancellations will be charged 100% of the exhibit space cost, regardless of whether payment has been made toward the exhibit space.
7. **GRANT OF LICENSE.** Sponsor hereby grants to ARMA a non-exclusive, non-transferable license to use Sponsor's name and logo solely for the purpose of recognizing Sponsor as a sponsor of the Conference & Expo. ARMA hereby grants Sponsor a non-exclusive, non-transferable license to use ARMA's name and Conference logo solely for the purpose of advertising that Sponsor is a sponsor of the Conference & Expo; provided, however, that the use of ARMA International's name and Conference logo in connection with any advertising by Sponsor is subject to ARMA International's prior written approval and Sponsor shall comply with ARMA International's instructions regarding such advertising. ARMA International does not grant usage rights to the ARMA International Corporate logo.
8. **FORCE MAJEURE.** Neither party will be liable for failure or delay to perform obligations under this Agreement, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government laws, regulations, or actions; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.
9. **NO OWNERSHIP RIGHTS.** Sponsor has no contractual, ownership or other right to sponsor any ARMA International events except as agreed by ARMA International in this Contract.

NAME (PLEASE PRINT)

TITLE

ORGANIZATION

I agree to my company's participation as a sponsor of the 2021 ARMA INFOCON and the terms and conditions outlined above.

SIGNATURE

DATE



2021 PAYMENT SELECTION

PAYMENT

- INVOICE ME.
- I HAVE ENCLOSED A CHECK PAYMENT TO ARMA INTERNATIONAL
- PLEASE CHARGE CREDIT CARD BELOW

CARD TYPE: VISA MASTERCARD AMEX OTHER - _____

CARD NUMBER

EXP DATE

SECURITY CODE

NAME ON CARD

SIGNATURE OF CARDHOLDER

DATE

Please make checks payable to: ARMA International

Please address envelope to: ARMA International, care of Paragon Events

Please send checks to: 352 NE 3rd Ave, Delray Beach, FL 33444

For any accounting questions, please call: 561-243-3073

Please continue to next page for sponsorship commitment selection



2021 SPONSOR COMMITMENT SELECTION

Please select the sponsorship opportunities below that you wish to sponsor. All sponsorship amounts are expressed in U.S. dollars. Sponsorships are contracted on a first-come, first-served basis.

TOTAL AMOUNT

PRODUCT	COST	QTY AVAILABLE	SELECTED ITEM
GENERAL BRANDING			
Registration Sponsor	\$30,000	1	
eBlast	\$2,000	15	
eNewsletter Listing	\$1,000	20	
ARMA Site Rotating Banner Ad	3 months \$2000 2 months \$1500 1 month \$1000	6	
LIVE IN-PERSON CONTENT & SESSION			
Guided Demonstrations Sponsor	\$1,500	24	
Rapid Fire Sessions Sponsor	\$2,000	4	
Expo Education Sessions Sponsor	\$2,500	4	
Industry Intelligence Sessions Sponsor	\$4,000 (contracted booth required)	6	
Showcase Solutions Sessions Sponsor	\$4,000 (contracted booth required)	6	
Keynote Sessions Sponsor	\$5,000	6	
Education Track Sponsor	\$8,500	8	
NETWORKING OPPORTUNITIES			
Private Meeting Space	Starting at \$2,000	5	
Coffee Break Sponsor	\$3,500	5	
Networking Lounge/Collaboration Corners	\$5,000	*Depends on Space	
Off-site Event Sponsor	\$5,000	3	
Hall of Regions Sponsor	\$7,500	1	
Welcome Party Sponsor	\$10,000	1	
Lunch Sponsor	\$20,000	3	
EXPO FUN OPPORTUNITIES			
Stamp Game Participant	\$500	Unlimited	
Headshots Sponsor	\$5,000	1	
Booth Enhancements Options	\$5,000 + Prizes	1	
Pub Crawl Participant	Pricing TBD	Unlimited	
Puppy Event Sponsor	Pricing TBD	1	
Grand Prize Giveaway Sponsor	\$18,000	1	
ADDITIONAL BRANDING OPPORTUNITIES			
Welcome Video Sponsor	\$5,000	1	
Branded Welcome Tote Bags Sponsor	\$12,500	1	
Branded Pens Sponsor	\$2,000	1	
Branded Small Hand Sanitizer Bottle Sponsor	\$3,500	1	
Branded Notepads Sponsor	\$4,000	1	
Branded Re-Useable Water Bottles Sponsor	\$10,000	1	
Branded Face Mask Sponsor	\$8,000	1	
Branded Door Openers Sponsor	\$5,000	1	
Wristbands Sponsor	\$2,500	1	
Hand Sanitizer Station Sponsor	\$5,000	1	
Branded Room Keys Sponsor	\$10,000	1	
Room Drop to Attendees	Pricing TBD	1	



2021 ADDENDUM A

ARMA INFOCON 2021 CANCELLATION AND FORCE MAJURE

ARMA INFOCON 2021, at its sole discretion reserves the right to cancel the event, reschedule the event, or cancel all in person attendance and present the event solely through the online virtual platform, if by reason of circumstances created by or related to disease outbreak, COVID-19 or the pandemic, government-mandated shelter-in-place orders, governmental bans or limitations on gatherings, governmental or facility recommendations or restrictions on the use of the George R. Brown Convention Center, insufficient registration for in-person attendance, commercial or economic impracticability, fire, flood, storm, act of God, labor disputes, acts of terrorism, war or any other cause not enumerated herein but which is beyond the reasonable control of ARMA INFOCON 2021. If ARMA elects to cancel, reschedule or is unable to allow in person attendance at ARMA INFOCON 2021, ARMA will convert Exhibitor/sponsor’s existing registration to a Virtual registration and refund the difference in the cost paid by Exhibitor/Sponsor, or on or before August 19, 2021, Exhibitor/Sponsor may request a full refund of Exhibitor/Sponsor’s paid registration, minus any applicable credit card transaction fees, by requesting the same in writing to expo@armaintl.org

ARMA is not responsible under any circumstances for providing reimbursement or refund of lodging or hotel expenses, travel related expenses, setup and takedown fees, or other contractor/cancellation fees incurred by the Exhibitor/Sponsor or its agents or employees, whether as a result of event cancellation or attendance to ARMA INFOCON 2021. Exhibitor/Sponsor hereby waives any and all claims against ARMA for damages or compensation due to cancellation, postponement, or transfer to a virtual only format of ARMA INFOCON 2021, pursuant to this paragraph.

COVID-19 REQUIREMENTS:

Exhibitor agrees to be familiar with and comply with all applicable rules, safety protocols, facility requirements, regulations or laws designed to reduce the spread of COVID-19 or other disease. Exhibitor agrees that all attendees employed by or associated with the exhibitor have read and acknowledged the ARMA INFOCON 2021 -COVID-19 SAFETY ACKNOWLEDGEMENT, WAIVER & RELEASE. Exhibitor agrees to require all if its associates, employees, contractors or agents to follow all applicable safety, sanitation or facility requirements, including but not limited to the following:

- Event Screening Requirements – All exhibitors, prior to admission, are required to undergo temperature screening and complete a questionnaire relating to their health condition within the preceding 14-day period and potential exposure to persons suspected or confirmed to have COVID-19. Exhibitors may be subject to additional screening or excluded from the event based on the results of the temperature check or questionnaire responses.
- Event Personal Protective Equipment Requirements – All exhibitors are required to wear face masks during the event.
- Event Social Distancing Protocols – All exhibitors are required to maintain the 6ft physical distance requirement during the event.
- Booth Sanitation Protocols – All Exhibitors are required to comply with any required booth sanitation procedures which may be proscribed.

Exhibitor agrees that its registration may be cancelled and booth removed from the event should its or its employees, associates or contractor’s not comply with these rules.

NAME (PLEASE PRINT)

TITLE

ORGANIZATION

I agree to my company’s participation as an exhibitor of the 2021 ARMA INFOCON and the terms and conditions outlined above.

SIGNATURE

DATE