



APPLICATION & CONTRACT SPONSORS

Please type or print all information.

Company Name _____

(as you wish it to appear on identification sign and all published listings)

Address _____

City _____ State _____ Zip _____

Website: <http://www.> _____

Yes, count on us. We want to support ASBDC and the SBDC Network in 2010.

Please check preferred level of sponsorship:

(See 2010 Sponsorship Opportunities in Prospectus for full description and benefits.)

Titanium Sponsor @ \$50,000 Event/Activity: _____

Diamond Sponsor @ \$35,000 Event/Activity: _____

Platinum Sponsor @ \$25,000 Event/Activity: _____

Gold Sponsor @ \$15,000 Event/Activity: _____

Silver Sponsor @ \$10,000 Event/Activity: _____

Bronze Sponsor @ \$7,500 Event/Activity: _____

Patron @ \$5,000 Event/Activity: _____

All sponsorship requests will be considered on a first-come, first-selected basis. Please fill in the event(s) you wish to sponsor. If you wish to be a sole sponsor of an event, or if you have other sponsorship ideas, please give us a call! Custom sponsor packages are available. Let us work together to find a package that's right for you!

Call Donna or Ann at ASBDC – 703-764-9850.

Vendors who have historically sponsored events or items are provided a "right of first refusal". These vendors have until May 15, 2010 to inform ASBDC regarding their decision whether or not to continue a particular sponsorship.

Exhibit Space Location Preference

Every effort will be made to accommodate your selection choice. Space, however, will be assigned on a first-come, first-serve basis. Booth space will not be assigned until full payment of exhibit fees has been received; for sponsors, upon receipt of your completed application and 50% deposit of fees due.

1st _____ 2nd _____ 3rd _____ 4th _____

Competitors from whom we desire booth separation: _____

Company Description and Logo

All sponsors and exhibitors are strongly encouraged to provide a company description of services and/or products for inclusion in the **ASBDC 30TH ANNUAL CONFERENCE PROGRAM**. Description should be no more than 50 words. This description is due to the ASBDC no later than **July 16, 2010**. Company logo in jpeg format should also be supplied. If you have previously exhibited and submitted a description and logo to ASBDC, please contact Ann Maltese at ASBDC, 703-764-9850. This material can be provided back to you for review and approval. Logos should be sent electronically to Ann@asbdc-us.org. Descriptions can be added below or sent directly to Ann.

WE THE UNDERSIGNED DO HEREBY AGREE TO THE FOLLOWING:


- 1) Agree to all provisions of the ASBDC Show Rules and Regulations as posted on the ASBDC website.
[\(Click here to review\)](#)
- 2) Fees include the sponsorship package's listed number of registrations, exhibit space rental costs, 2 chairs, a 6' draped table, wastebasket, pipe and drape and standard 7" x 14" identification sign, plus one optional wireless internet connection, per booth. The Exhibit Hall is carpeted. Additional carpet (optional), additional internet connections, furnishings, labor, services, shipping and hotel arrangements must be made individually.
- 3) Payment by credit card or check. Checks should be made payable to ASBDC.
50% payment due with application; **100% payment due by July 16, 2010**. Full payment due with applications received after July 16, 2010. Booth(s) will be reserved with receipt of application and confirmed on receipt of final payment.*
**NOTE: Exhibiting companies will not be permitted to set up unless the rental fee is paid in full.*
- 4) It is not always possible to assign your preferred booth location. We will try to make assignments in the requested area.
- 5) The sign-ups after July 16, 2010 are not guaranteed benefit items that are time sensitive to production schedules, i.e.: banners, signage, on-site program, etc.

CANCELLATION OF EXHIBIT SPACE: All cancellations must be made in writing. Cancellations received by July 16, 2010 will receive all payments rendered with the exception of a \$450 professional handling fee. **There will be no refunds for cancellations after July 16, 2010.**

Authorized Company Representative *(Please Print)*:

Phone: _____

Signature: _____ Date: _____

Please continue to the next page 

All ASBDC correspondence will be sent to the PRIMARY COMPANY CONTACT and copied to the MAIN EXHIBIT BOOTH CONTACT, if they are different individuals.

Primary Company Contact	<i>Attending</i>	Main Exhibit Booth Contact	<i>Check here if same as primary contact.</i>
	<i>Not Attending</i>		<i>Attending</i>
			<i>Not Attending</i>

Name _____	Name _____
Title _____	Title _____
Company _____	Company _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____ Fax _____	Phone _____ Fax _____
E-mail _____	E-mail _____


Conference Registration Sponsor Personnel

Please note the number of personnel provided in your sponsorship package. A full list of all personnel must be forwarded to the ASBDC no later than **August 19, 2010**.

Optional/Additional Registrations: Sponsors are permitted up to TWO (2) BOOTH ONLY registrations @ \$250 each, per exhibit booth. The BOOTH ONLY registration does not include attendance at general session/meal functions or other conference programs. If attendee will be participating in all conference functions, they should register at the full registration fee of \$595.

List additional individuals who will be attending the ASBDC Conference below. PLEASE PRINT! Use a separate sheet of paper if additional space is needed. A full list of all personnel must be forwarded to ASBDC no later than **August 19, 2010**.

NAME	TITLE	TYPE OF REGISTRATION	
#1 _____	_____	Full	Booth Only
E-mail _____	Phone _____		
#2 _____	_____	Full	Booth Only
E-mail _____	Phone _____		
#3 _____	_____	Full	Booth Only
E-mail _____	Phone _____		
#4 _____	_____	Full	Booth Only
E-mail _____	Phone _____		
#5 _____	_____	Full	Booth Only
E-mail _____	Phone _____		
#6 _____	_____	Full	Booth Only
E-mail _____	Phone _____		

Please continue to the next page 

Summary of Fees (Please check appropriate boxes below):

SPONSORS: We want to be a _____ sponsor at ASBDC's 30th Annual Conference.

Sponsorship package: _____ @ \$ _____

Optional/additional company representatives: _____ @ \$250 each \$ _____

_____ @ \$595 each \$ _____

Additional Marketing Opportunities

(Please check your sponsorship or exhibit benefit package before signing up for items listed below):

Pre-conference Registration List – Non-exhibitors @ \$1,500 \$ _____

Post-conference Registration List – Non-exhibitors @ \$1,500 \$ _____

Tote Bag Insert: Exhibitors @ \$500 – Non-exhibitors @ \$1,000 each \$ _____

(Size/weight restrictions may apply to avoid additional charges.)

Program Book Advertisement Opportunity: (See "Other Marketing Opportunities") \$ _____

8' Meter Board Signage in Ballroom Foyer – Patron Sponsors and Exhibitors @ \$750
– Non-exhibitors @ \$1,500 \$ _____

Other _____ \$ _____

TOTAL AMOUNT DUE (by July 16, 2010): \$ _____

Method of Payment

Check for \$ _____ enclosed.

Make check payable to: **ASBDC/Association of Small Business Development Centers.**

Charge \$ _____ to my: Visa Mastercard AmExp Discover

Credit Card #: _____ Exp. Date _____

Name on Card: _____ Phone: _____

Signature: _____

Cardholder Billing Address: _____

Return this Agreement to:

ASBDC

8990 Burke Lake Road, 2nd Floor
Burke, VA 22015

Phone: 703-764-9850 • Fax: 703-764-1234

e-mail: ann@asbdc-us.org

Website: <http://www.asbdc-us.org>

FOR OFFICIAL USE ONLY Do not write in this space

Date Rec'd: _____

Assigned Booth #: _____