



**HD Repair Forum 2019**  
**Sponsorship Application and Agreement**

**1. Sponsor Contact Information (please print)**

Company Name: \_\_\_\_\_  
Displaying As (if different than company name): \_\_\_\_\_  
Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Province/State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Additional Email: \_\_\_\_\_

**2. Sponsorship and Event Marketing Opportunity (see Addendum A for pricing & additional details)**

Select Your Exclusive Sponsorship Below

- |   |   |
|---|---|
| <input type="checkbox"/> Elite Sponsor                | <input type="checkbox"/> Networking Lunch Sponsor Upgrade |
| <input type="checkbox"/> Exclusive Sponsor            | <input type="checkbox"/> Reception Sponsor Upgrade        |
| <input type="checkbox"/> Corporate Sponsor            | <input type="checkbox"/> Portfolio Sponsor Upgrade        |
|   | <input type="checkbox"/> Coffee Break Sponsor Upgrade     |
|   | <input type="checkbox"/> Charging Station Sponsor Upgrade |
|   | <input type="checkbox"/> Registration Sponsor Upgrade     |
|   | <input type="checkbox"/> Wifi Sponsor Upgrade             |
|   | <input type="checkbox"/> Pen Sponsor Upgrade              |
| <input type="checkbox"/> Private Meeting Room Request | <input type="checkbox"/> Badge Sponsor Upgrade            |

## **Addendum A - Sponsorship Level's Additional Details Seen on Page 2**

### **Elite Sponsorship (Limited to 2) - \$9000**

Includes -

- Four conference passes - (does not include workshops)
- Exclusive email promotion to the entire HD Repair Forum database
- Advertisement or video link in one issue of the HD Repair Forum Newsletter
- Premium location for display space
- Two 6-foot tables (double the display area), three standing banners, and two table-top displays
- Company promotion with direct links to your website
- Logo on pre- and post-event promotional material
- Logo on promotional slides during event
- Recognition from the podium during event

### **Corporate Sponsorship - \$5100**

Includes -

- 2 Conference Passes (does not including workshops)
- 6 foot table & 2 chairs for display, a standing banner or table-top display allotted
- Company promotion with direct links to your website
- Logo on pre- and post-event promotional material
- Logo on promotional slides during event
- Recognition from the podium during event

### **Exclusive Sponsorship - \$4000+ Your Choice Upgrade Below**

Includes-

- Corporate Sponsorship Benefits Plus
- Choose from the following upgrade options below:

#### **Networking Lunch Upgrade-\$5,000 (Up to 2 sponsors)**

Includes -

- 2 additional conference passes (does not include workshops)
- Email inviting attendees to the networking lunch, sponsored by "Insert Your Company"
- Exclusive signage during lunch
- Opportunity to welcome the attendees during lunch (3-5 minute intro)
- Option to welcome attendees as they arrive
- Extra recognition on pre- and post-event promotion

#### **Reception Upgrade-\$4,500**

Includes -

- 2-additional conference passes (does not include workshops)
- Email inviting attendees to the reception, sponsored by "Insert Your Company"
- Opportunity to speak to attendees during reception (approx 5 minute welcome)
- Option to greet attendees as they arrive
- Exclusive signage during reception
- Logo on cocktail napkins or similar
- Extra recognition on pre- and post-event promotion

### **Portfolio Upgrade-\$3800**

Includes -

- 1 additional conference pass (does not include workshops)
- Identified as the exclusive portfolio sponsor on materials and on-site signage
- Your company logo on portfolio
- Extra recognition on pre- and post-event promotion
- Logo on promotional slides in conference slide deck

### **Coffee/Refreshment Break Upgrade- \$3500 (includes two breaks per day) Limit 2**

Includes -

- 1 additional conference pass (does not include workshops)
- Email inviting attendees to visit sponsor during breaks
- Logo on cocktail napkins or similar
- Exclusive signage during breaks
- Extra recognition on pre- and post-event promotion
- Logo on promotional slides in conference slide deck

### **Badge Sponsorship Upgrade- \$3500**

Includes -

- 1 additional conference pass (does not include workshops)
- Identified as the exclusive badge sponsor on materials and on-site signage
- Company name on badge
- Extra recognition on pre- and post-event promotion

### **Charging Station Upgrade- \$3000**

Includes -

- 1 additional conference pass (does not include workshops)
- Identified as the exclusive charging station sponsor on materials and on-site signage
- Your company logo on charging station
- Extra recognition on pre- and post-event promotion
- Logo on promotional slides in conference slide deck

### **Registration Upgrade- \$3000**

Includes -

- 1 additional conference pass (does not include workshops)
- Identified as the exclusive registration sponsor on materials and on-site signage
- Your company logo on registration signage
- Extra recognition on pre- and post-event promotion

### **WiFi Sponsorship Upgrade- \$3000**

Includes -

- 1 additional conference pass (does not include workshops)
- Includes a custom company password and landing page
- Identified as the exclusive Wi-Fi sponsor on materials and on-site signage
- Recognition from stage in opening remarks
- Extra recognition on pre- and post-event promotion
- Logo on promotional slides in conference slide deck

### **Pen Sponsorship Upgrade- \$2500**

Includes -

- 1 additional conference pass (does not include workshops)
- Identified as the exclusive pen sponsor on materials and on-site signage
- Your company logo on pen
- Extra recognition on pre- and post-event promotion

### **Private Meeting Rooms/Suites - \$500-\$1500**

\*Time, food and beverage needs, and size of room required will dictate final pricing

*\*Want to set-up a demonstration area? Call us to discuss your ideas, needs, venue regulations, availability, and pricing - 281-819-2332*

## **Important Sponsor Details and Deadlines**

### **- Logo and 100-Word Company Description Submission**

**Deadline: Upon execution of the agreement**

Please submit **two high-resolution copies of your logo**, 1-vector file (.EPS), 1-.JPEG to [jenniel@hdrepairforum.com](mailto:jenniel@hdrepairforum.com), and a **100-word max. company description**.

### **- Registration Instructions:**

**Deadline: Pre-register your team members, is Friday, March 15, 2019.**

A sponsor resource kit will be sent via email with registration instructions, event logistics, and additional details once a signed contract is received and event finalities have been made.

### **- Shipping Concierge Service:**

**Deadline: Friday, March 8, 2019**

HD Repair Group is available to serve as your shipping concierge service to ensure your inbound shipments are delivered to the meeting space for an on-time setup the morning of the summit. Please note that should you elect not to coordinate your inbound shipments through the HD Repair Group shipping concierge service, then HD Repair Group cannot guarantee the delivery of your shipments to the meeting space. By not participating in this service, you will be 100% responsible for the delivery of your items to the meeting space.

### **Dependent upon your chosen sponsorship level:**

**Additional deadlines may need to be adhered to.** Please reach out to Jennie Lenk with questions on the matter:

281-819-2332

[jenniel@hdrepairforum.com](mailto:jenniel@hdrepairforum.com)

## **Addendum B - TERMS & CONDITIONS**

### **Participation Rules & Regulations**

- The rules and regulations contained herein are intended by HD Repair Group LLC to serve the best interest of the conference, the Vendors, and the registrants, and to give notice to applicants and Vendors of governing rules and regulations. All applicants, Vendors, and Vendors appointed contacts are bound by the rules and regulations.

- The HD Repair Group LLC shall have full authority to interpret or amend these rules, and its decision is final. Vendors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of HD Repair Group LLC. These rules and regulations have been formulated in the best interest of all Vendors.
- The Vendor understands and agrees that the information contained in this document and the HD Repair Group LLC. Rules and Regulations are an integral and binding part of the conference contract, and that signing the conference contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions, and any others issued by HD Repair Group LLC regarding the conference; willingness to abide by the payment policy; acknowledgment of having read HD Repair Group LLC rules and regulations, and agreement to distribute them for proper execution to those individuals involved with exhibiting.

### **Payment Policy**

Payment is required upon invoice, and paid in full prior to sponsorship being fulfilled. All payments must be made in US Dollars (\$) to HD Repair Group, LLC.

### **Cancellation Policy**

All requests must be made in writing to HD Repair Group, LLC. Should HD Repair Group, LLC receive written notice of cancellation on or before February 19, 2018, HD Repair Group, LLC will grant a 50% refund. After February 19, 2018, no refunds will be made. HD Repair Group LLC reserves the right to resell cancelled sponsorships.

### **Liability**

The exhibitor / Vendor agrees to assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof, including any goods, merchandise, chattels, papers and business records or other property which may be in or come into the exhibitor's possession during the course of the exhibit, or in the course of assembling or disassembling the exhibit and to assume all liability for damage to property, person or persons arising from accidental or other causes incidental to movement and operation of exhibit and hereby releases HD Repair Group, its contractors and the Hilton Fort Worth from any liability whatsoever.

### **Force Majeure**

The performance of this Agreement by either party is subject to acts of God, government authority, disaster, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

### **Change of Date or Site Cancellation of Event by HD REPAIR GROUP, LLC**

In the event that HD Repair Group, LLC changes the event date or site, or cancels the event, The HD Repair Group, LLC's only liability to the Sponsor/Vendor shall be to notify Sponsor/Vendor as far in advance as possible of such changes or cancellation. In the event the event is cancelled, or the Sponsor/Vendor cannot attend the event during the rescheduled time period, HD Repair Group LLC's only liability will be to refund all funds previously paid by the Sponsor/Vendor for the event.

## Sponsorship Fees & Payment Schedule

**Total Sponsorship Package Due:** \_\_\_\_\_ **Purchase Order No:** \_\_\_\_\_

*We will invoice you. Payment is required upon invoice, and paid in full prior to sponsorship being fulfilled.*

**Credit card (check one with an X):**    American Express    Mastercard    VISA

*By signing the following credit card payment authorization, you agree to allow HD Repair Group, LLC to charge your credit card for unpaid balances per the payment and schedule terms of the contract.*

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code:\* \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

\*This number is 3 digits for MC/Visa and is located on the signature panel on the back of your card immediately following the card account number. For Amex this number is 4 digits and is printed on your card above the embossed account number. This number is recorded as an additional security precaution.

**Payments by check** should be made payable to: HD Repair Group, LLC and mailed to:

**HD Repair Group, LLC  
Attn: Accounting Dept  
22136 Westheimer Parkway, #509  
Katy, TX 77450**

**Wire Transfer:** Please notify us and we will provide wire details

### Signature

By signing below the Sponsor agrees to have read and agreed upon the enclosed deadlines, responsibilities, and terms & conditions within this document.

Authorized Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_