





# OPEN MINDS

## Sponsorship & Exhibiting Application: Terms & Conditions

This signed application confirms that the undersigning organization has agreed to purchase the selected sponsorship activities from *OPEN MINDS*. All sponsors and exhibitors also receive the following promotional benefits:

- Name & logo on institute marketing materials
- Name, logo, and 50 word description on exhibitor section of institute website
- 10 complimentary registrations to the institute
- Ability to include up to 2 pieces of marketing materials in attendee tote bags distributed at the institute
- Attendee list with full contact information before and after the institute

By signing this application, the undersigning organization and *OPEN MINDS* agree to the following terms and conditions:

### The Undersigning Organization agrees to:

- E-mail logo to [events@openminds.com](mailto:events@openminds.com) upon signing this application; color logo is requested and must be of high resolution (300 dpi or higher) and submitted as EPS, TIFF, or JPEG
- E-mail brief organization description (around 50 words) to [events@openminds.com](mailto:events@openminds.com) within 15 days of signing the application
- Submit marketing materials to be placed in attendee tote bags to *OPEN MINDS* 45 days before the event
- Provide *OPEN MINDS* with the names and contact information for ten (10) complimentary registrants 45 days before the event
- Pay any additional costs associated with the exhibit space; this includes but is not limited to electricity, audiovisual equipment, and internet hookup
- Pay any additional fees for actual expenses, plus all applicable state and local taxes, known and unknown.
  - These fees will be billed as they are incurred. Payment of actual expenses is due within 30 (thirty) days of receipt of an invoice for such services.
- Not tear down exhibit booth prior to closure of exhibit hall or pay a \$1,000 penalty fee

### Both parties agree:

- This sponsorship and exhibiting application is an effective agreement upon signing
- Sponsorships are reserved but not confirmed until a signed application and payment is received
- This agreement may not be assigned and will continue in full force and effect, even if either party changes its name
- If the undersigning organization requested an invoice, payment of total exhibiting and advertising fees is due within 30 (thirty) days of receipt of an invoice for such services
  - For all invoice amounts, an interest charge of 2% per month will be charged on the overdue balance

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Signature

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Date

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Print Name