

**2020 NACADA Regional Conference - Donation and Sponsorship Form**

*We sincerely appreciate your support for NACADA and our Region Conference!*

NACADA Region \_\_\_\_\_ Today's date \_\_\_\_\_

Donation \$ \_\_\_\_\_ USD A donation can be a monetary or product donation to the conference.

Sponsorship \$ \_\_\_\_\_ USD See level of sponsorships below.

**CONTACT INFORMATION**

Institution/Company \_\_\_\_\_ Contact person \_\_\_\_\_

Address \_\_\_\_\_ City, State/Province, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

**SPONSORSHIP LEVELS**

	<p><b>Level 1 Sponsorship (\$500 USD)</b></p> <ul style="list-style-type: none"> <li>• ¼ page ad in conference program (online and hard copy)</li> <li>• Company name/logo promoted on social media and signage at registration table</li> </ul>
	<p><b>Level 2 Sponsorship (\$1000 USD)</b></p> <ul style="list-style-type: none"> <li>• ½ page ad in conference program (online and hard copy)</li> <li>• Company name/logo promoted on social media, signage at registration table, and signage at opening reception</li> </ul>
	<p><b>Level 3 Sponsorship (\$1500 USD)</b></p> <ul style="list-style-type: none"> <li>• ½ page ad in conference program (online and hard copy)</li> <li>• Company name/logo promoted on social media, signage at registration table, signage at opening reception with announced acknowledgment</li> </ul>
	<p><b>Level 4 Sponsorship (\$2,000 USD)</b></p> <ul style="list-style-type: none"> <li>• Full page ad in conference program (online and hard copy)</li> <li>• Company name/logo promoted on social media, signage at registration table, signage at opening reception with announced acknowledgment, and logo projected in a slide show during one (1) concurrent sessions</li> </ul>
	<p><b>Level 5 Sponsorship (More than \$2,500 USD) \$ _____</b></p> <ul style="list-style-type: none"> <li>• Full page ad in conference program (online and hard copy)</li> <li>• Company name/logo promoted on social media, signage at registration table, signage at opening reception with announced acknowledgment, logo projected in a slideshow before Keynote sessions with announced acknowledgment and logo projected in slideshow on all conference digital signage</li> <li>• Table for your company's display in the exhibit area (if desired)</li> <li>• Sponsor of a conference activity. <i>Contact conference representative to determine sponsorship details.</i></li> </ul>

**Details of Level 5 Sponsorship**

## 2020 NACADA Regional Conference - Donation and Sponsorship Form

Please complete this fillable form electronically. Submit the form to [debra3@ksu.edu](mailto:debra3@ksu.edu).

### Details about your sponsorship:

- Your name and logo will be listed on the conference website, and linked to your website.
- Please email your logo to [debra3@k-state.edu](mailto:debra3@k-state.edu) with the form.
- Payment due with Donation and Sponsorship Form. Donors or sponsors will not be listed until payment is received.
- If you are a Level 5 sponsor, you will have a table with the exhibitors.
  - Exhibitors must carry insurance. *Neither NACADA nor the hotel maintains insurance to cover exhibitors' property or liability claims. Exhibitor agrees to hold harmless NACADA, the hotel, and any employees or officers against any liability arising from the exhibitor or agents, as well as any damage or personal injury caused by the exhibitor or agents thereof.*

By signing, I agree that I am authorized to represent the company listed.

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Name

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Signature

### METHOD OF PAYMENT

You may fill out the form, print, and mail it with a check to 2323 Anderson Avenue, Suite 225, Manhattan, KS 66502-2912. Or you may submit the form and be billed. There will be a link on the invoice to pay online. Purchase orders are not accepted. (NACADA's FEIN #48-1114759)

If you have questions, please contact Debbie Guillen at 785-532-7820.