



2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • NTSA.org

## Exhibit and Sponsorship Contract

### Sponsor Information (To be completed by applicant. Please type or print legibly.)

|  |       |        |        |
|--|-------|--------|--------|
| Organization Name  |       |        |        |
| Point of Contact<br><small>(for fees &amp; fulfillment questions)</small>  | Title |        |        |
| Street Address   | City  | State  | Zip    |
| Phone  | Ext.  | E-mail |        |
| Onsite Conference Contact(s)   | Phone |        |        |
| I consent to receiving marketing emails from NDIA and Affiliates. I can always update my specific preferences and unsubscribe at any time.<br>To read NDIA & Affiliates' private policy, go to: <a href="http://NDIA.org/privacy-statement">NDIA.org/privacy-statement</a> |       |        | Yes No |

Before signing this contract, please refer to page 2 for contract specific guidelines.

### **CLOSING RECEPTION SPONSOR...\$3,500**

- One complimentary registration
- Company logo on the STCF website
- Recognition in the Know Before You Go email to all attendees
- Company logo on reception sponsorship signage
- Recognition from the Podium
- Company logo and company description in event program

### **LANYARD SPONSOR ..... \$1,500**

- One complimentary registration and company logo on the STCF website
- Recognition in the Know Before You Go email to all attendees
- Company logo on reception sponsorship signage
- Recognition from the Podium
- Company logo and company description in event program

### **REGISTRATION SPONSOR.....\$3,500**

- One complimentary registration
- Company logo on reception sponsorship signage
- Recognition from the Podium
- Company logo included on email confirmations, on event sponsor website and event registration website
- Company logo and 25 word company description in event program
- Recognition in the Know Before You Go email to all attendees

### **BREAK SPONSOR ..... \$1,500**

- One complimentary registration
- Company logo on the STCF website
- Recognition in the Know Before You Go email to all attendees
- Company logo on reception sponsorship signage
- Recognition from the Podium
- Company logo and company description in event program

### **EXHIBITOR TABLETOP ..... \$800**

- One six-foot table with two chairs
- Standard power
- One complimentary registration

Tabletops can be added to sponsorships for \$500 and will include one six-foot table, two chairs, and standard power.

**Signature** *The undersigned agrees to abide by the terms and conditions for sponsoring set forth in this agreement. Please see page 2 for specific terms and conditions.*

|                      |      |
|----------------------|------|
| Authorized Signature | Date |
|----------------------|------|

## Cancellation Policy

If the sponsor desires to cancel part or all of the contractual sponsorship, they must do so in writing to [tmilnor@NTSA.org](mailto:tmilnor@NTSA.org) and be obligated to pay NDIA liquidated damages as follows: Sponsor will be responsible for 100% of the total sponsorship fee.

## Payment Information

Payment in full must be received along with the signed contract to guarantee sponsorship. Purchase Orders are not accepted. All payments are due upon receipt.

NDIA/NTSA charges a non-refundable 3% Administration and Technology fee on all credit card transactions. To avoid fees, you may pay for your registration with the no-cost payment option of eCheck. Virginia is controlling law for all transactions.

|                               |                             |                            |
|-------------------------------|-----------------------------|----------------------------|
| eCheck                        | Account Holder's Name _____ | Bank Name _____            |
| Routing # _____               | Account # _____             | Total _____                |
| VISA                          | MasterCard                  | American Express           |
| Name on the Credit Card _____ | Credit Card Number _____    |                            |
| Exp. Date (Month/Year) _____  | CVV _____                   | Signature _____ Date _____ |

# NTSA Sponsorship Guidelines

## Sponsorship Terms And Agreements

Terms and conditions of Agreement between two parties, National Training & Simulation Association (NTSA) on behalf of STCF and Sponsoring Company (Sponsor), are as follows:

Sponsor understands that NTSA, its members or affiliates are not endorsing products or services of Sponsor. All advertising and publicity materials developed by Sponsor, reflecting sponsorship of STCF, must be expressly approved in writing by NTSA. Sponsor agrees to indemnify NTSA from any and all costs, liabilities, losses or expenses that NTSA may result of Sponsor's advertising, activities, or material provided in connection with the sponsored activity.

In the event of any breach of this agreement by NTSA, Sponsor shall be entitled to no special, incidental, indirect, consequential, punitive, or similar damages or lost profits. NTSA maximum liability to Sponsor for any reason and for any claim asserted under any circumstances related to this sponsorship agreement shall be strictly limited to NTSA refunding the sponsorship fee.

NTSA owns all rights to NTSA and all its program aspects. Sponsor shall have the right to use NTSA-STCF trademarks or logos for the limited purpose of advertising and promoting the sponsored activity, subject to NTSA prior written approval of such use.

The Parties agree to maintain in confidence the terms and conditions of this Agreement, except insofar as any proposed disclosure of these terms is approved by the other Party in advance, or is limited to NTSA leadership on a need to know basis.

This Agreement does not constitute or create a partnership, joint venture, or agency relationship between NTSA, STCF and Sponsor. This Agreement may not be assigned by either party without the express written consent of the other party.

By entering into this Agreement, signatory certifies that he/she is authorized to sign on behalf of Sponsor, and to bind Sponsor to the terms and conditions herein stated. This Agreement is not binding until signed by both parties, an authorized representative from NTSA and Sponsor, and NTSA has received full payment.

### Cancellation

Please understand that NTSA is relying on your agreement as a sponsor of STCF and that benefits begin upon ratification of agreement. For this reason, there will be no cancellations or refunds for sponsorships within 30 days of start of program.

\_\_\_\_\_  
Authorized Signature (Sponsoring Company)

\_\_\_\_\_  
Date

## Return signed contact:

**Tiffany Milnor**

*Manager, Exhibits & Operations*

[tmilnor@NTSA.org](mailto:tmilnor@NTSA.org)

(703) 247-9482