



Corporate Sponsorship Agreement – Edmonton Branch Luncheon Speaker Series

This Corporate Sponsorship Agreement (the Agreement) is presented such that there is a clear understanding of the promotional opportunity available to your organization. Describing what the opportunity entails on behalf of all parties involved should ensure a successful venture for the Corporate Sponsor, one that for your contribution the Branch and Event attendees appreciates.

Corporate Sponsor Promotional Inclusions and Requirements

Prior to the scheduled event

- After reviewing this Agreement it is respectfully requested that the attached information sheet be submitted to APEGGA, with a sample of all promotional / advertising material, at least ten (10) working days in advance of the Event. (See APEGGA Contact Info.)

On the day of the scheduled event

- Promotional PowerPoint presentation is permitted on screen prior to guest speaker presentation
 - Advertising will not include use of the podium or microphone during the Event.
- “Table top display” and Company Banner is permitted in back of room or outside of room (depending on Event setup) for the duration of the Event
- A draw for promotional items is permissible (ie. Business card draw), such that it does not interfere with the Event.
- Set-up and take-down of any “table top display” will be performed by Corporate Sponsor personnel, with the dismantling being done after the Event’s conclusion.

APEGGA Edmonton Branch Duties

- The Branch will arrange for the screen, laptop and a table for your promotional materials if requested.
- APEGGA representative will mediate any situation during the Event involving inappropriate, non-approved and unauthorized advertising.
- If the Event is being cancelled or the Presenter is changed, you will be notified, minimally, 24 hours prior to the Event. In the instance that the Presenter has changed, you will have the opportunity to withdraw your sponsorship.
- APEGGA will send an invoice upon the completion of the Event.

Promotion Cost Options

1. Single Sponsor: Presenter’s Organization

- Cost: \$500
- Includes 2 complimentary seat for Sponsor
- Includes 1 complimentary seat for Presenter

2. Single Sponsor: Not Associated with Presenter’s Organization

- Cost - \$500
- Includes 2 complimentary seats for the event

Included with either option: an advertisement appearing the Edmonton Branch Monthly email update.

APEGGA Contact Information

C/O: Edmonton Branch Executive - Corporate Sponsorship Subcommittee
Address: #1500, 10060 Jasper Avenue NW Edmonton, AB T5J 4A2
Tel: 426-3990 Fax: 425-1722

APEGGA EDMONTON BRANCH CORPORATE SPONSORSHIP RESPONSE FORM

Event: Edmonton Branch Luncheon – Speaker Series

Location: Westin Hotel, 10135 100 Street

Date / Time:

Corporate Sponsor Information

Company Name:

Contact Person:

Phone:

Invoice Amount:

Promotional / Advertising Material Details

The following information is to ensure that APEGGA Edmonton Branch has addressed your requirements in advance of Event commencement and that the APEGGA Edmonton Branch representative is aware of all advertising/promotional materials that will be present at the Event.

Corporate PowerPoint Presentation (no audio) Yes No

Corporate Presentation Format Emailed CD

Corporate Brochures / Pamphlets Yes No

Is a table required for your material? Yes No
(If Yes, set-up at 11:00 am, and dismantle at approx. 1:15 pm.)

Other Corporate Promotional Items (please detail; e.g. pens, card holders, etc.):

Edmonton Branch Executive Committee - Corporate Sponsorship Subcommittee Notes:

--