|  |  |
| --- | --- |
| **SPONSOR INFORMATION** | |
| **AGREEMENT DATE:** |  |
| **COMPANY NAME:** |  |
| **STREET ADDRESS:** |  |
| **CITY/STATE/ZIP:** |  |
| **PRIMARY CONTACT:** |  |
| **TITLE:** |  |
| **CONTACT NUMBER:** |  |
| **EMAIL:** |  |

Thank you for joining ISACA Atlanta for our 12th annual [GEEK WEEK](https://engage.isaca.org/atlantachapter/events/eventdescription?CalendarEventKey=a9f944a0-10f5-438f-b2b3-e1afaf07fd5f&CommunityKey=b9bc8664-b4b4-4271-b4d2-cfa05384175b&Home=%2fatlantachapter%2fhome) event. This document serves as a letter of agreement outlining both ISACA Atlanta’s and your organization’s obligations of sponsorship. This agreement does not, and shall not be construed, interpreted, or described in any way to, constitute ISACA Atlanta’s approval, endorsement, or recommendation of your organization’s products or services.

As agreed, your sponsorship of GEEK WEEK during the week of August 26th, 2019 at the [Marriott Century Center](https://www.marriott.com/hotel-info/atlne-atlanta-marriott-century-center-emory-area/destination/fk8oopb/home-page.mi) will consist of the following:

\*\*\* SELECT THE CORRECT SPONSORSHIP TIER \*\*\*

|  |  |  |
| --- | --- | --- |
| **Silver**  $3500 | **Gold**  $5500 | **Platinum**  $7500 |

|  |
| --- |
| Sponsor Benefits and Sponsor Levels |

|  |  |  |  |
| --- | --- | --- | --- |
| Sponsor Benefits | Sponsor Levels | | |
| **Silver**  $3500 | **Gold**  $5500 | **Platinum**  $7500 |
| Company Logo and Link on the GW\_\_ Event Website’s | X | X | X |
| Company Name and Logo in GW\_\_ E-mails | X | X | X |
| Company Logo included on chapter presentations used during Geek Week | X | X | X |
| Company Logo included on GW\_\_ Mobile App Sponsors page | X | X | X |
| Company Logo on Conference Attendee gift (bag, folio, etc.) | X | X | X |
| Onsite Sponsor Table | X | X | X |
| Sponsor mentioned at keynotes | X | X | X |
| Sponsor Exhibit Hall only Passes | 2 | 3 | 4 |
| Full 3-day conference passes | 1 | 2 | 3 |
| Sponsor Presentation in General Session (3 lunch) | - | - | X |
| Sponsor moderated  Panel Discussions (6 available concurrently with track sessions) | - | X | X |
| Company Logo Banner on Mobile App Splash/Home screen | - | - | X |
| SWAG Sponsors (not level dependent) | | | |
| T-shirts (company logo - 350 estimated participants) |  | | |
| Badge Lanyards (350) |  | | |
| SWAG bags (350) |  | | |

**EXPLANATION OF SPONSORSHIP BENEFITS**

Upon receipt of this agreement signed by your organization’s authorized representative, ISACA Atlanta will assign an individual GEEK WEEK Coordinator (GWC) to assist your organization with the execution of sponsorship benefits. Specific terms and details of these benefits are as follows:

1. **ELECTRONIC AVENUES**

* *GEEK WEEK marketing* - This sponsorship permits your organization to include a logo and marketing info in the following electronic benefits:
  + *Logo on ISACA Atlanta website*
  + *Logo Geek Week event site*
  + *Logo on Mobile app*
  + *Logo ISACA Geek Week & Chapter emails*
  + *Logo on conference gifts provided to attendees (bags, folio, etc.)*
  + *Logo on chapter presentation during Geek Week events*
  + *Special recognition at keynotes*
* *GEEK WEEK Sponsor Level specific* - This sponsorship permits your organization to include a logo in focus areas of Geek Week materials and locations of your choosing:
  + *Sponsor table in common area*
  + *Sponsor exhibit hall pass*
  + *Full 3-day passes*
  + *Sponsor presentation in General Session (breakfast or lunch) –* ***work with sponsor advocate to determine when???***
  + *Sponsor moderated Industry Roundtables – this year we are excited to offer Roundtables moderated by sponsors for industry / topic specific events,* ***work with your advocate to determine details???***

ISACA Atlanta reserves the right to edit marketing blurbs and resize your organization’s logos as necessary to meet design layouts and constraints. To ensure your organization receives the appropriate and full advertising benefits, all arrangements must be directed through the appointed GWC, and relevant deadlines outlined in the Critical Dates section must be met.

1. **ON-PREMISE INFORMATION**

This sponsorship includes an onsite stand on [Monday, Tuesday, Wednesday], to promote your organization’s products, services, and/or career opportunities. In addition, your organization may solicit contact information from or follow-up meetings with interested attendees in your discretion without the prior consent of ISACA. ISACA Atlanta will provide a single 6-foot table with skirting, power drops, and 2 stack chairs for your organization’s authorized representatives. Additional tables can be purchased for $85 per table.

* *Location Assignments and Setup* - This sponsorship entitles your organization to select the onsite stand’s location as long as the selected location has not already been reserved for another purpose. ISACA will use best efforts to provide the requested location, but that other similar locations can be substituted if necessary. On the day of the conference, stand setup must occur no sooner than one hour prior to conference start time (8AM) and must be disassembled/removed no later than one hour following conference end time (5PM). Packing crates and/or boxes can be stored under fully draped tables during regular exhibit hours. Your organization may not assign, sublet, or share the whole or any part of the allotted space, and only the signage and materials of the organization whose name appears on the agreement may be placed on the stand.
* *Exhibit Floor Passes and Authorized Personnel* - This sponsorship item includes 2-4 complimentary exhibit floor passes (depending on sponsor level) restricted to owners, full-time employees, or other authorized representatives of your organization. Additional exhibit floor passes can be purchased for $15 per pass, however, participation in GEEK WEEK educational sessions is limited to registered attendees only. Your organization shall provide the names and titles of your authorized representatives, and these persons shall wear proper badge identification as provided by ISACA Atlanta.
* *Exhibit Floor Hours* - This sponsorship permits your organization to man the onsite stand with 2 authorized persons only during designated networking sessions. ISACA Atlanta reserves the right to set and limit the hours of the exhibit floor at the Chapter Board’s discretion.

ISACA Atlanta reserves the right, in its sole and absolute discretion, to remove, relocate, restrict, or request changes to any exhibits, persons, advertisements, or features which detract from the decorum of the conference. To ensure your organization receives the appropriate and full exhibit floor benefits, all arrangements must be directed through the appointed GWC, and relevant deadlines outlined in the Critical Dates section must be met.

**II. GENERAL AGREEMENT DETAILS**

1. **PAYMENT and CANCELLATION**

Within 15 days of a signed agreement or by July 19th (whichever date occurs first), all sponsorship fees must be remitted to the following address:

**ISACA Atlanta**

**ATTENTION: GEEK WEEK Committee**

**4780 Ashford Dunwoody Road**

**Suite A-475**

**Atlanta, GA 30338**

If sponsorship fees are not received within the designated time frame, ISACA Atlanta reserves the right to cancel this agreement without liability to your organization except for the refund, if any, set forth below and revoke any already dispensed sponsorship privileges. Cancellations due to your organization’s inability to perform this agreement will abide by the following refund schedule:

|  |  |
| --- | --- |
| **Cutoff Date** | **Refund Amount** |
| before July 19th, 2019 | 50% |
| after July 19th, 2019 | No Refund |

In the event that the premises of the [Cobb Galleria Conference Centre] are destroyed or damaged; access to the premises is prevented or interfered with by reason of a strike, lockout, injunction, act of war, act of God, or other such reason; or the GEEK WEEK Conference fails to take place as scheduled, this agreement may be terminated by ISACA Atlanta or your organization. In the event of such termination, your organization waives any and all claims for damages and agrees the sole liability of ISACA Atlanta shall be to return pre-paid sponsorship fees.

1. **RESPONSIBILITY and INDEMNIFICATION**

ISACA Atlanta’s sole responsibility and obligation under this agreement is to permit your organization to participate in the GEEK WEEK conference for the purposes and under the terms and conditions described herein. Your organization agrees to obtain and pay for any and all necessary licenses, permits, and insurance required for the installation, maintenance, and breakdown of exhibit(s) and for any authorized representatives.

Your organization acknowledges and agrees to adhere to and be bound by (a) all applicable fire, utility, and building codes; (b) all applicable laws, regulations, rules and ordinances; and (c) all applicable rules, regulations and policies of ISACA Atlanta and of the [Cobb Galleria Conference Centre]. Your organization shall leave the premises in the same condition as found and shall not cause or permit others to cause any damage or disruption to the space or the facility.

Your organization must make provisions for safeguarding its authorized representatives, goods, materials, and equipment. ISACA Atlanta will not be responsible for the loss or damages of any of your organization’s property or materials or any harm that may come to your organization’s personnel.

Your organization assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless ISACA Atlanta and the [Cobb Galleria Conference Centre], their respective affiliates, successors, agents, attorneys, and assigns, and their respective officers, directors, members, employees, and agents against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys’ fees arising out of or caused by your organization’s participation in the GEEK WEEK conference, including, without limitation, the installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole [gross?] negligence of ISACA Atlanta or the [Cobb Galleria Conference Centre].

In addition, your organization acknowledges neither ISACA Atlanta nor the [Cobb Galleria Conference Centre] maintains insurance covering your organization’s property. Your organization shall be fully responsible to pay for any and all damages, which result from any act or omission of your organization, to property owned by ISACA Atlanta or the [Cobb Galleria Conference Centre].

1. **MISCELLANEOUS**

In the interest of the success of GEEK WEEK, your organization agrees not to extend invitations, call meetings, or otherwise encourage the absence of attendees during regular conference hours. Your organization’s hospitality events shall not conflict with conference educational sessions.

This agreement shall be governed by and construed in accordance with the laws of the State of Georgia. All disputes arising out of this agreement shall be resolved by the courts of the State of Georgia, USA. If any provision of this agreement shall be held invalid and unenforceable, such holding shall not invalidate any other provision hereof. This agreement may be executed in counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument.

This agreement represents the complete understanding between ISACA Atlanta and your organization. No amendments, deletions, or additions to this agreement shall be binding without written approval from both parties.

If you require additional information regarding this agreement or your organization’s sponsorship terms, please direct an email to [gwsponsor@isaca-atlanta.org](mailto:gwsponsor@isaca-atlanta.org). ISACA Atlanta will use its reasonable commercial efforts to answer all inquiries within 2 business days.

**CRITICAL DATES**

The following table outlines critical dates/deadlines required to meet your organization’s sponsorship obligations. Failure to meet these deadlines may result in the omission or retraction of certain sponsorship privileges or cancellation of this agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **ACTION ITEM** | **RESPONSIBLE PARTY** | **DEADLINE** |
| 1 | Remit signed sponsorship agreement | Your Organization | ASAP |
| 2 | Submit logo for marketing emails and Chapter website | Your Organization | ASAP |
| 3 | Appoint GEEK WEEK Coordinator (GWC) | ISACA Atlanta | ASAP |
| 4 | Remit payment for sponsorship fees | Your Organization | before 8/23/2019 |
| 5 | Submit logo and marketing blurb for GEEK WEEK Program Guide | Your Organization | ASAP |
| 6 | Provide names/titles of authorized representatives | Your Organization | ASAP |
| SWAG SPONSOR INFO | | | |
| 7 | T-shirts; can be pre-printed inventory, doesn’t need ISACA logos | Your Organization | before 8/8/2019 |
| 8 | Badge Lanyards | Your Organization | before 8/8/2019 |
| 9 | SWAG bags; to be designed with ISACA Atlanta (company logo on front) | Your Organization | before 6/28/2019 |

**AUTHORIZED SIGNATURES**

This agreement is entered into by ISACA Atlanta and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as indicated by the signatures of authorized representatives below. The effective date of this agreement is the later of signature dates below.

**ISACA Atlanta**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date