



# The Georgia Pavilion at the 2010 Nonprofit Technology Conference

Share your product or services at the NTC "Georgia Pavilion," a one-of-a-kind opportunity to target nonprofit decision makers. Centrally located, the Georgia Pavilion will be open for the duration of the conference allowing maximum exposure and interaction. Attendee traffic will be amplified through special incentives, give-aways and demonstrations, making the pavilion a popular place to visit. Space is limited to 15 spots, so please confirm participation early!

## **Georgia Pavilion Exhibitor Package Includes:**

- One 2' x 6' skirted table
- 2 chairs
- One power strip
- Wireless high-speed Internet Access
- One 11"x17" black and white sign
- Inclusion of contact information and exhibit description in the conference program book
- Inclusion of contact information and link to Exhibitor website from the conference website, accessible for a minimum of six months from the conference conclusion
- One 1/2 page full-color ad in the conference program book
- One complimentary registration for the 2010 conference (Additional conference registrations can be purchased for the lowest available price.)

## **GA Pavilion Space**

<b>Nonprofits</b>	<b>For Profits</b>
<input type="radio"/> \$600 - Budget of less than \$1 Million	<input type="radio"/> \$1,300 - Revenues less than \$1 Million
<input type="radio"/> \$800 - Budget between \$1 and \$5 Million	<input type="radio"/> \$1,600 - Revenues between \$1 and \$5 Million
<input type="radio"/> \$1,000 - Budget of more than \$5 Million	<input type="radio"/> \$2,100 - Revenues more than \$5 Million

**Secure your GA Pavilion spot today!**

**Complete the forms and fax to 415.814.4056!**

# Deadlines

*We'll need a few things from you to fulfill our end of the sponsorship bargain. Please review your sponsorship benefits carefully, and supply us with the items we'll need by the date indicated below.*

## **Complimentary Conference Registrations**

GA Pavilion registrations include 1 complimentary conference registrations. Send the name(s) and contact information of your representative(s) to Anna Richter at [anna@nten.org](mailto:anna@nten.org). We'll send you a confirmation email. **Due: February 15, 2010**

## **Program Book Advertisements**

Program Book ads must be submitted as PDF documents, 5 MB file size limit. Ads must be formatted in CMYK. Exhibitor half page ads must be designed for an 8 1/2" by 5.5" page with 1/4" margins on all sides. Sponsor full page ads should be designed for an 8 1/2" by 11" page with 1/4" margins on all sides. Please see your sponsorship package for details on which ad size is included. **Due: February 19, 2010.** Upload your files at <http://nten.org/ntc/programads>

## **Logos**

Sponsors need to submit logos for use in print and on the web. All logos must be .eps files with resolution of at least 200 pixels. Logo files should be 150 to 200 pixels wide, 5 MB file size limit. **Due: February 1, 2010.** Upload your files at <http://nten.org/ntc/logos>

## **Shipping Other Materials**

If you need to send other materials for use at the conference, you're responsible for arranging your own shipping. Due to hotel restrictions, shipping will be handled by an exhibit management company. Shipping details and costs will be sent out at a later date. **Due: April 5, 2010**

# The Fine Print

Payment in full is due 30 days from receipt of invoice. Sponsorship opportunities are offered at the sole discretion of GCN/NTEN. GCN/NTEN reserves the right to cancel any sponsorship arrangement at any time without penalty by giving notice of termination and refunding sponsorship fees. All sponsorships are conditioned on timely receipt of ad copy or other materials in an acceptable format. Late or unusable materials may be omitted without refund, or corrected at an additional charge, at GCN/NTEN's sole discretion. Sponsorship fees are non-refundable. For information about our cancellation policy, visit the NTEN website at

<http://www.nten.org/conferences-cancellation> or contact Anna Richter at 415.397.9000 or [anna@nten.org](mailto:anna@nten.org).

## **Conference Exhibitor Agreement – Part I**

**1. GA Pavilion** – The purpose of the Georgia Pavilion is to provide 2010 Nonprofit Technology Conference Georgian attendees with information about the latest research, tools, and applications in the nonprofit space. Exhibitors are encouraged to embrace and reflect the fun and creative spirit of the GA Pavilion in their exhibits.

**2. GA Pavilion Site and Time** – The GA Pavilion will be held on April 8-10, 2010 at the Omni Hotel @ CNN Center, Atlanta, GA from 7am to 5pm, in conjunction with the Nonprofit Technology Conference. GCN/NTEN reserves the right, at its discretion, to change the site, hours, or dates. GCN/NTEN will attempt to notify Exhibitor of any changes as far in advance as possible.

## **4. Exhibit Dimensions and Furnished Equipment –**

Each GA Pavilion space will consist of the following:

- One 2' x 6' skirted table and 2 chairs
- One power strip
- Wireless high-speed Internet Access
- One 17" flat panel display monitor
- One 11"x17" black and white sign

**3. Exhibit Rates** – In return for exhibit space and exhibit promotional services described in this Agreement, fees are as follows (please note that there is no additional fee for exhibiting if it is included in your sponsorship package):

<b>GA Pavilion Exhibitor Fees</b>	<b>NTEN Members</b>
<b>Nonprofits</b>	
Budget of less than \$1 Million	\$600
Budget between \$1 and \$5 Million	\$800
Budget of more than \$5 Million	\$1,000
<b>For Profits</b>	
Revenues less than \$1 Million	\$1,300
Revenues between \$1 and \$5 Million	\$1,600
Revenues more than \$5 Million	\$2,100

- Multiple Booths: Purchase multiple booths and get a 10% discount on each additional booth purchased.

**5. Promotional Services and Other Benefits** – Each GA Pavilion Exhibitor will be provided with the following services and benefits:

- Inclusion of contact information and exhibit description in the conference program book.
- Inclusion of contact information and link to Exhibitor website from the conference website, accessible for a minimum of six months from the conference conclusion.
- One 1/2 page full color ad in the conference program book.
- One complimentary registration for the 2010 conference, one additional complimentary registration for the Science

Fair only. Additional conference registrations can be purchased for the lowest available price.

**6. Receipt of Benefits** – All information requested of Exhibitor by GCN/NTEN to fulfill sponsor benefits must be received by March 1, 2010. This includes, but is not limited to, text for signage and other promotional materials, name and contact information for booth staffers, and for free registrant, and conference book program ad. Exhibitor will receive instructions for submitting this information upon receipt of full payment. Information submitted to GCN/NTEN will be considered complete and final. GCN/NTEN is not responsible for typographical, grammatical, or other errors in information submitted by Exhibitor.

**7. Payment for Space** – Full payment must be received by March 1, 2010. In the instance that payment has not been received by that date, Exhibitor forfeits reservation.

**8. Cancellation** – In the event that the Exhibitor wishes to cancel the exhibit space granted in this Agreement, Exhibitor must send a notice of cancellation in writing to NTEN, c/o Anna Richter. Requests can be submitted via email, fax or mail to [anna@nten.org](mailto:anna@nten.org), 415.814.4056, or 1220 SW Morrison St. #1305, Portland, OR 97205. If Exhibitor cancels by December 31, 2009, 75% of the fee will be refunded. After December 31, 2009, no refunds will be issued.

**9. Exhibit Space Allocation** – GCN/NTEN will attempt to assign exhibit space in the order in which payment in full is received. If Exhibitor's choice of space is not available, GCN/NTEN will attempt to assign what is considered the best remaining available space. GCN/NTEN reserves the right, at its sole discretion, to designate exhibit space or make changes in the location, size, layout, arrangement, and display limits of the exhibits. Exhibitor agrees to accept relocation in other exhibit space of comparable area should such a relocation become necessary.

**10. Food and Beverage Service** – Exhibitors interested in offering any food and/or beverage items, except for small novelty items, as part of their exhibit, must purchase these items from the hotel's catering department.

**11. Shipment, Delivery, and Handling of Exhibit Materials** – Each Exhibitor is responsible for making arrangements with the contracted exhibit management company for the handling of its exhibit materials, including receiving, delivery of materials to the Exhibitor's space, storage of empty cartons during the Science Fair hours, and the pick up and shipment of outbound materials. GCN/NTEN assumes no responsibility for the loss or damage of materials shipped directly to the hotel.

**12. Exhibit Staffing** – The GA Pavilion will be open for move-in at 4-6pm on Wednesday, April 7. All exhibits must be

in place by 7am on Thursday, April 8. Dismantling may not begin before 5pm on Saturday, April 10.

**13. Force Majeure** – GCN/NTEN shall not be held responsible for any loss, damage, or delay due to strikes, walkouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty, or other causes similar or dissimilar, beyond the control of GCN/NTEN.

**14. No Endorsement** – GCN/NTEN does not endorse any of the products or services of the Exhibitor. Exhibitor acknowledges and agrees that any representation to the contrary made by the Exhibitor to any third party shall constitute a breach of this Agreement.

**15. Agreement to Guidelines** – Exhibitor agrees that the exhibiting company, and its employees and agents, will abide by this Agreement and by any amendments that may be put into affect by GCN/NTEN. The Exhibitor Agreement must be signed by an official of the exhibiting organization indicating that this Agreement has been read and agreed to, before any space assignment will be made. All matters and questions not covered by this Agreement and all interpretations of this Agreement are subject to final decision by GCN/NTEN. All questions should be addressed to Anna Richter, Program Coordinator, at 415.397.9000 or [anna@nten.org](mailto:anna@nten.org).

# GA Pavilion Registration



## 1. Logistics Contact Information

CONTACT PERSON		TITLE	
NAME OF COMPANY			
ADDRESS			
CITY		STATE	ZIP
TELEPHONE		FAX	
EMAIL		WEBSITE	

## 2. Choice of GA Pavilion Location

1st choice  2nd choice  3rd choice

GCN/NTEN will attempt to assign exhibit space in the order in which payment in full is received. If Exhibitor's choice of space is not available, GCN/NTEN will attempt to assign what is considered the best remaining available space. GCN/NTEN reserves the right, at its sole discretion, to designate exhibit space or make changes in the location, size, layout, arrangement and display limits of the exhibits. Exhibitor agrees to accept relocation in other exhibit space of comparable area should such a relocation become necessary.

## 3. GCN Membership

If you are not already an GCN Member, please join now to sponsor or exhibit.

<b>Business Membership</b>	<b>Nonprofit Membership</b>
<input type="radio"/> \$500 - Business Membership	<input type="radio"/> \$125 – Budget less than \$99,000
	<input type="radio"/> \$250 – Budget between \$100,000 and \$299,999
	<input type="radio"/> \$300 – Budget between \$300,000 and \$499,999
	<input type="radio"/> \$350 – Budget between \$500,000 and \$699,999
	<input type="radio"/> \$400 – Budget between \$700,000 and \$999,999
	<input type="radio"/> \$450 – Budget between \$1,000,000 and \$2,999,999
	<input type="radio"/> \$550 – Budget between \$3,000,000 and \$4,999,999
	<input type="radio"/> \$650 – Budget between \$5,000,000 and \$7,999,999
	<input type="radio"/> \$800 – Budget between \$8,000,000 and \$9,999,999
	<input type="radio"/> \$950 – Budget greater than \$10,000,000

Membership Total: \$ \_\_\_\_\_

(A full description of membership benefits can be found on our website at <http://www.gcn.org/Join/Membership.aspx>)

#### 4. GA Pavilion Exhibitor Rates



**Multiple Booths:** Purchase multiple booths and get a 10% discount on each additional booth purchased.

Nonprofits	For Profits
<input type="radio"/> \$600 - Budget of less than \$1 Million	<input type="radio"/> \$1,300 - Revenues less than \$1 Million
<input type="radio"/> \$800 - Budget between \$1 and \$5 Million	<input type="radio"/> \$1,600 - Revenues between \$1 and \$5 Million
<input type="radio"/> \$1,000 - Budget of more than \$5 Million	<input type="radio"/> \$2,100 - Revenues more than \$5 Million
<input type="radio"/> \$0 - Included in Sponsorship	<input type="radio"/> \$0 - Included in Sponsorship

Exhibitor Total: \$ \_\_\_\_\_

Membership Total: \$ \_\_\_\_\_

Discount Total: \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

#### 5. Payment

Payment is due 30 days from submission of this form, no later than March 1, 2010. Please make checks payable to "NTEN", 1220 SW Morrison, Suite #1305, Portland, OR 97205. Your placement is not guaranteed and no benefits will be granted until payment is received in full. **Full Payment is due by March 1, 2010.**

Method of Payment (US funds only):  Check (payable to NTEN)  Visa  MC  Amex

\_\_\_\_\_  
CARD NUMBER

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
NAME ON CARD

\_\_\_\_\_  
SIGNATURE

#### 6. Contract Acceptance (Please refer to the GA Pavilion Exhibitor Agreement attached.)

The Exhibitor acknowledges that a duly authorized representative of the Exhibitor has read and understands the provisions of the Agreement and acknowledges and agrees that the Exhibitor will be bound by them. The Exhibitor understands and agrees that this Agreement does not bind GCN/NTEN until full payment is received from Exhibitor.

**Agreed to and accepted by Exhibitor:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE