



COUNCIL ON FOUNDATIONS

2010 FALL CONFERENCE FOR COMMUNITY FOUNDATIONS

EXHIBITORS/SPONSORS ATTENDEE REGISTRATION AND INFORMATION FORM

This form is to be used to register your attendees at the 2010 Fall Conference for Community Foundations in Charlotte, N.C., September 13-15, 2010. The following registration rates represent significant discounts from the conference registration fees and are exclusively for *confirmed* exhibitors and sponsors who wish to send additional representatives.

COMPLETED FORMS MUST BE RECEIVED BY AUGUST 31, 2010

PRIMARY CONTACT INFORMATION

Primary Contact Person: _____

Primary Contact Address: _____

Address 2: _____

Primary Contact City/State/Zip : _____

Primary Contact Phone: _____ Alternate Phone : _____

Fax: _____ E-mail: _____

PROMOTIONAL MATERIALS INFORMATION

Please submit the following as you would like it to be printed in promotional materials.

Organization Name: _____

Street Address: _____

Street Address 2: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

25-WORD DESCRIPTION

25 word description to be used in final program

ORGANIZATION LOGO

Please upload your logo to our ftp site. See specifications and submission instructions on page 6.

Diamond Exhibitor

- priority placement on exhibitor/sponsor section of conference Web page
- organization's logo on the exhibit hall entrance
- organization's logo in the slide show during the main plenary session

Premier Exhibitor/Supporting Exhibitor

- placement on exhibitor/sponsor section of conference Web page

Strategic Partner/Event Partner/Session Partner

- placement on exhibitor/sponsor section of conference Web page
- check your sponsorship details for exact benefits

organization logo in .eps format

ORGANIZATION WEBSITE LINK

link to be placed on the exhibitor/sponsor section of the Council on Foundations website

COLOR AD

Exhibitors

Diamond (Full Page)

Premier (Full Page)

Supporting (1/2 Page)

Partners

Strategic Partner (Full Page)

Event Partner (Full Page)

Session Partner (1/2 Page)

EXHIBITOR AND SPONSORSHIP AGREEMENT

See page 7 of this Registration and Information Form

REGISTRATION

All Exhibitors, Partners, and A La Carte Sponsors

Full Conference #1

Name for Badge: _____

Name: _____

City: _____ **State:** _____

Organization: _____

Diamond Exhibitors

- (2) Full Conference Registrations; includes Full Conference #1 listed above
- (2) Exhibit Booth-Only Registrations

Full Conference #2

Name for Badge: _____

Name: _____

City: _____ **State:** _____

Exhibit Booth-Only #1

Name for Badge: _____

Name: _____

City: _____ **State:** _____

Exhibit Booth-Only #2

Names for Badge: _____

Name: _____

City: _____ **State:** _____

Premier Exhibitors

- (2) Full Conference Registrations; includes Full Conference #1 listed above
- (1) Exhibit Booth-Only Registration

Full Conference #2

Name for Badge: _____

Name: _____

City: _____ **State:** _____

Exhibit Booth-Only #1

Name for Badge: _____

Name: _____

City: _____ **State:** _____

Full Conference Upgrade from Exhibit Booth-Only to Full Conference Exhibit Booth Only

Name for Badge: _____

Name: _____

City: _____ State: _____

CONFERENCE REGISTRANT LIST

Diamond Exhibitor/Strategic Partners (Included in Sponsorship Package)

Premier Exhibitor (\$1,500 –conference registrant list for one-time use)

Supporting Exhibitor/Event Partner/Session Partner (\$1,750 –conference registrant list for one-time use)

Pricing

Exhibitor Pricing

Diamond (\$6,000) Premier (\$4,000) Supporting (\$2,200) \$ _____

Sponsorship Pricing

Strategic Partner (\$10,000) Event Partner (\$5,000) Session Partner (\$2,500) \$ _____

Sponsorship Pricing for Exhibitors

Exhibitor/Strategic (\$8,000) Exhibitor/Event (\$4,000) Exhibitor/Session (\$1,500) \$ _____

A La Carte Branding Opportunities

Lounges Badge Lanyards Cyber Café \$ _____

Wireless Internet Access Other \$ _____

Conference Registrant List

Premier Exhibitor (\$1,500) Supporting Exhibitor/Event Partner/Session Partner (\$1,750) \$ _____

Upgrades and Additional Registrations \$ _____

TOTAL AMOUNT DUE: \$ _____

METHOD OF PAYMENT:

Check/Money order: Please make checks payable to Council on Foundations (US \$ only).

Credit Card: Visa MasterCard American Express

Amount enclosed or to be charged: _____

Account Number: _____

Credit Card Security Code: _____

Expiration Date: _____

Name on card: _____

Authorized signature: _____

Please e-mail or fax completed forms to:

Patricia Pasatiempo

Fax: 703- 879-0800/02

E-mail: patricia.pasatiempo@cof.org

If paying by check, please make check payable to Council on Foundations and send payment to :

Patricia Pasatiempo

Manager, Conference Registration and Housing

Council on Foundations

2121 Crystal Drive, Suite 700

Arlington, VA 22202

For any other questions or concerns regarding exhibits and/or sponsorships, please contact Tracy Talbot at ttalbot@mckinleymarketing.com.

Ad Specifications:

- Half-Page Horizontal: 7" wide x 4.625" high
- Full Page: 7" wide x 10.625" high
- Full Page with bleed: 9.5" wide x 12.5" high (0.25" all around bleed)
- Trim Size: 9" wide x 12" high
- Safe, Live Area: 7" wide x 10.625" high
- Resolution: 300 dpi
- Format: JPG, TIFF, PDF with embedded fonts
- Color: B/W or CMYK. No PMS colors accepted.

To Upload Your Ad and Logo

Click on the link below or copy and paste the address in your browser or type the address in your browser:

<http://rumpus.rldesigngroup.com>

Enter user name and password. They are case sensitive, so enter them in lower case as shown below:

User name: council

Password : council

Upload Instructions:

There will be a box in the right-hand corner that says "File Upload."

Inside that box it allows you to choose how many files to upload.

Press the "Browse" button and choose your file and then hit "Begin Upload."

If you have any problems downloading your ads or logos, please contact:

Gregg Burrage

Rings Leighton Design Group

gregg@rldesigngroup.com

202-319-2951

COUNCIL ON FOUNDATIONS

2010 Agreement for Conference Exhibitors, Sponsors, and Advertisers

The following Terms and Conditions shall apply to ALL individuals, groups and organizations utilizing space at Council on Foundations conferences. For purposes of this Agreement, “Vendor” shall apply to exhibitors, sponsors, advertisers, consultants and those approved by the Council on Foundations to operate a designated space to display or otherwise facilitate information dissemination to or from Council conference attendees. Consultants must also submit a Council on Foundations Consultant Application and adhere to the Consultant is In Terms and Conditions. By participating in a Council conference as a Vendor, you agree to be legally bound by the following Terms and Conditions.

1. **APPLICATIONS AND ELIGIBILITY**—Application for booth space, sponsorship or advertising must be made using the printed or electronic form from the applicable Exhibitor Prospectus (“Application”). All Applications must contain the information requested and be executed by an individual who has authority to act for the applicant. Any producer or supplier of equipment and other products or services whose proposed participation will enhance the purpose of the Council on Foundations’ conferences may apply for booth space, sponsorship or advertising. **The Council on Foundations (the “Council”) reserves the absolute right to reject any application.**
2. **AGREEMENT TO CONDITIONS**—Each Vendor for her/himself and her/his employees and agents, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area and conference rests with the Council and its designated exhibitor manager.
3. **PAYMENT**—Full payment must be received with the Application. Vendors will not have access to conference space and services until this Agreement and your payment is received by the Council in full.
4. **REFUNDS**—The Council will refund all payments for Applications that are denied. No refunds will be made for cancellations by the Vendor. No refunds will be made for advertising cancellations after the applicable copy deadline outlined in Council on Foundations’ Exhibitor Prospectus. Prior to such deadlines, refunds for advertising may be granted at the discretion of the Council.
5. **PROTECTION OF CONFERENCE AND EXHIBIT FACILITY**—Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the venue or exhibit area without the permission of the Council and the proper building authority. Packing, unpacking and assembly of exhibits or sponsor materials shall be done in designated areas and in conformity with directions of the Council’s exhibit manager, the venue manager or their assistants.
6. **CONFLICTING MEETINGS & SOCIAL EVENTS**—In the interest of the success of the entire convention and exhibition the Vendor agrees not to extend invitations, call meetings or otherwise encourage absence of conference attendees or Vendors from the convention or exhibit hall during the official hours of the conference, which will be supplied and shall be binding upon the Vendors as though fully set forth herein.
7. **SALES and GAMING PROHIBITION**—The Council prohibits gaming activity (e.g. raffles) and the sale of goods or services at the site of the conference without prior Council approval in writing. ALL REQUESTS FOR EXCEPTIONS TO THIS POLICY MUST BE SUBMITTED IN WRITING TO maya.harris@cof.org or mailed to: Maya Harris, Staff Attorney, Council on Foundations, 2121 Crystal Drive, Suite 700, Arlington, VA 22202.
8. **ADVERTISEMENTS IN RESOURCE CENTRAL DIRECTORY**—Advertising is conditioned on timely receipt of copy in an acceptable format as outlined in the Exhibitor Prospectus. Late or unusable advertising may be omitted without refund or corrected at an additional charge, at the Council’s sole discretion. Positioning of advertisements is at the sole discretion of the Council.
9. **USE OF MAILING LISTS**—In providing mailing lists the Council is granting Vendor a limited non-transferable and non-exclusive license to use the mailing lists for a single, one-time mailing. Vendor may not copy or otherwise reproduce the lists. Vendor agrees that it will not rent, sell or otherwise utilize the labels and the information therein to third parties.
10. **NON-TRANSFERABILITY OF EXHIBITOR BENEFITS**—Vendor agrees not to sublet space or otherwise transfer or share benefits provided to Vendors without the written consent of the Council. Actions prohibited by this section include, but are not limited to, sharing exhibit space with another organization, including another organization’s logo on advertising material and advertising goods or services not carried on by the exhibitor in the regular course of business.
11. **THE COUNCIL’S RIGHT TO REMOVE THE VENDOR’S PROPERTY**—The Council reserves the right to remove from the venue any property of Vendor without prior notice and without hearing in the event of the following: conference cancellation, relocation, or interruption; Vendor violation of any conditions of this Agreement. The Council shall not be liable for any losses, damages or claims arising out of injury or damages to any removed property unless the claim arises from the gross negligence or willful misconduct of the Council.
12. **LIABILITY AND INSURANCE**—
 - a. The Council undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the Vendor, his/her officials, agents or employees, or for the protection of the property of the Vendor or his/her representatives or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the Vendor. Any protection exercised by the Council shall be deemed purely gratuitous and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Vendor.
 - b. The Vendor agrees to indemnify, defend and hold the Council and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the Vendor or any of her/his representatives including, but not limited to, the display or use of property of the Vendor and the content of any advertising, the Council’s agreement to carry an advertisement, or the Vendor’s participation in a conference.
 - c. Vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Vendor’s displays, equipment, and other property brought upon the premises of any venue in which the Vendor mounts a display pursuant to this contract and shall indemnify and hold harmless such venue, its agents, servants, and employees from any and all such losses, damages and claims unless such are a result of negligence on such venue’s part.
 - d. In addition, the Vendor acknowledges that neither the Council nor any venue in which a Vendor mounts a display pursuant to this contract maintains insurance covering Vendor’s property and that it is the sole responsibility of Vendors to obtain business interruption and property damage insurance covering such losses by Vendor. Vendor further agrees to obtain such other insurance as may be required by the Council or any venue in which Vendor mounts a display, including naming the Council or venue as **Additional Insured**, if required, and provide evidence of such coverage.
13. **REMEDIES**—General. In the event the Vendor violates any of the conditions of this Agreement, the Council reserves an absolute right to invoke either or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under general contract law:
 - a. The Council may order the Vendor to remove her/his property and personnel, or have them removed under the provisions of section 11. In these circumstances, no part of the Vendor’s fees will be returned.
 - b. The Council may refuse thereafter to enter into any agreement with the same or related signatory or Vendor to lease booth space at future conference or workshops sponsored by the Council.
14. **COMPLIANCE**—The Vendor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duty authorized by local, county, state and/or federal government bodies concerning fire, safety, health, together with the rules and regulations of the operators/owners/managers of the property wherein the conference is being held. Government, states, county, municipal, and/or local laws must be strictly observed as aforementioned but not limited to.
15. **CANCELLATION OR RELOCATION OF CONFERENCE**—In the event of cancellation or relocation of any conference due to

circumstances within the Council's control, the liability of the Council shall be limited to a refund of fees paid to the Council by the Vendor. The Council reserves the right to deduct from any such refund any and all expenses incurred by the Council for advertising and administration and similar related costs. In the event of cancellation or relocation of any conference due to circumstances beyond the Council's control, including, without limitation, destruction of or damage to the building or the exhibit area by fire or act of god, acts of a public enemy, strikes, or an exercise of the authority of the law, the Council shall have no liability of any kind to any Vendor.

16. **TERMINATION**—If at any time a Vendor relationship is not in the best interest of the Council, the Council may terminate the relationship immediately without penalty by giving notice of termination. .
17. **MANAGEMENT**—The Council reserves the right to interpret, amend and enforce these regulations, as it deems proper to assure the success of the conference.
18. **FOR EXHIBITORS**—
 - a. **ASSIGNMENT OF SPACE**—Assignment of space will be determined by the Council based on the receipt of a signed agreement and full exhibit fees and on the level of exhibit option (Diamond first, then Premier, then Deluxe and Supporting). Once space has been assigned by the Council, no exhibit will be moved except by mutual consent of the parties.
 - b. **FLOOR PLAN**—All dimensions and locations shown on the official floor plan to be supplied are believed, but not warranted, to be accurate. The Council reserves the right to make such modifications as may be necessary to meet the needs of the Council, the Exhibitors and the exhibit program.
 - c. **BOOTH**—All booths come equipped with back and side wall draping, identification sign, one draped and skirted 2-foot by 6-foot table and three chairs. These features will be provided by the Council without additional charge to the Exhibitor if participation is confirmed by the deadline date. No part of any display may be over eight feet in height. The back three feet of rented space may be occupied from the floor up to eight feet in height: the front five feet of the rented space may be occupied from the floor up to 48 inches only. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall project as to obstruct the view of adjacent booths nor will any refund of rental fee be made for the nonuse of standard booth equipment
 - d. **CARE OF EXHIBIT SPACE**—The Exhibitor must, at his/her expense, maintain and keep in good order her/his exhibit and the space for which she/he has contracted.
 - e. **INSTALLATION AND DISMANTLING**—Exact times and other information regarding installation and dismantling of exhibits will be supplied to each Exhibitor for each particular conference and shall be binding upon the Exhibitor as though fully set forth herein.
 - f. **ACCESS TO DISPLAYS**—The Council may from time to time promulgate such regulations governing hours of access to displays and eligibility for admission hereto as may be found in its judgment

to be most practicable. Exhibitor agrees to abide by such regulations at all times as though fully set forth herein.

- g. **PERSONNEL**—Except for attending designated events, all booth personnel are requested to confine their activities within the assigned booth space or Exhibitor Hall.
 - h. **USE OF SPACE**—Exhibits shall be shown only in the official exhibit area as established by the Council. No person, firm or organization not having contracted with the Council for the occupancy of space in the exhibit hall will be permitted to display or demonstrate its products, processes or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities anywhere in the venue for a purpose inconsistent with these regulations.
 - i. **FIRE REGULATIONS**—All display materials including banners must be flameproofed or fire-proof and are subject to inspection by the prevailing fire departments. No pressurized containers, inflammable fluids or substances may be used or shown in booths. Empty product cans may be displayed. Non-flammable products are not restricted.
 - j. **WATER EXHIBITS**—The Council will NOT allow or permit the use of any displays or equipment containing water.
19. **RESTRICTIONS**—The Council reserves the right to restrict exhibits, ads, or other displays which are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which in the opinion of the Council may detract from the general character of the exhibit show. This reservation includes persons, things, conduct, printed material or anything the Council judges to be objectionable. In the event of such restrictions or eviction, the Council is not liable for any refund or any amount paid hereunder. No display materials exposing an unfinished surface to neighboring booths will be permitted. Demonstrations must be so located that crowds collected will be within the Exhibitor's space, and not blocking aisles or neighboring Exhibits. **Contests of any kind must be first approved in writing by the Council.**
 20. **COPYRIGHT & TRADEMARK** – You hereby grant the Council a nonexclusive, worldwide, royalty-free, license to display your licensed products, trademark, service mark, service name, trade name, logo or other device used to identify and distinguish your products and services in such manner and on such medium as the Council may determine in its discretion solely for purposes related to this Agreement. The Council on Foundations, Inc. must approve all forms of advertising, publicity or other use by your firm of the Council on Foundations, Inc. logo, name, or any items copyrighted by or licensed to the Council. You may not use the Council name or logo in any manner to imply that you are in any way an agent of the Council or that the Council in any way warrants, approves, or endorses any product or service provided by you.
 21. **EXCEPTIONS**—All requests for exceptions under this agreement should be submitted in writing to the Meetings Coordinator at heidi.capati@cof.org or mailed to: Heidi Capati, Meetings Coordinator, Council on Foundations, 2121 Crystal Drive, Suite 700, Arlington, VA 22202.

SPACE IS NOT CONFIRMED UNTIL WE RECEIVE FULL PAYMENT AND A SIGNED COPY OF AGREEMENT. FAX TO 703/879-0800/02.

Authorized Signer

Date

Print Name

Organization Name

Tax ID Number