2019 New England Area Conference

**Sponsor and Exhibitor Contract**

The organization: (“Sponsor/Exhibitor”) contracts for Sponsor opportunities provided by ATD New England Area 2019 Conference (“ATD”). Any additional opportunities/benefits must be agreed to by both parties and listed on this contract. This contract is not valid until it had been signed by both the Sponsor/Exhibitor and ATD and ATD has received payment in full. Go to [www.atdnewengland.com](http://www.neastd.com) for an overview of the conference. We will accept for consideration, on a first-come, first served basis, completed and signed contracts that are submitted to [info@atdnewengland.com](mailto:info@atdnewengland.com) prior to February 1, 2018. Earlier submissions provide the Sponsor/Exhibitor the best selection of available options and maximum marketing visibility. Only Payment in full will reserve a space for Sponsor/Exhibitor participation. Payment can be made by check, credit card or electronic payment.

**Conference Overview:**

ATD (Association Talent Development) is the world’s largest association dedicated to workplace learning and development professionals.

The NEAC conference will take place on Friday, March 29, 2019 from 8 am to 5 pm. There will be a networking reception the evening before on Thursday evening from 6 to 9 pm on March 28, 2019. The reception and conference will be held at the Sheraton Needham in Needham, MA. This is our 9th year in operation, and the feedback has been tremendous – from attendees, Sponsors and Exhibitors. Given last year’s reception, we very well may sell out this year. The program includes keynote addresses and concurrent session tracks, all supporting the topics and themes important to Learning and Development Professionals.

The ATD New England Area Conference grows each year with increasing numbers of attendees. Sponsors and Exhibitors have visibility and access to up to 300 learning and development professionals, representing the seven ATD New England Area Chapters, from Maine to Connecticut, including learning & development managers, decision makers, corporate trainers, instructional designers, training consultants and others from all over New England to meet, share experiences and explore the latest innovations in talent development.

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| **Location:** | **Conference Schedule:** |
| Sheraton Needham  100 Cabot Street Needham, MA 02494 | **Networking Reception:** Thursday, March 28, 2019 6 pm -9 pm  **Registration/Breakfast:** Friday March 29, 2019 7am – 8 am  **Main Conference:** Friday March 29, 2019 8 am – 5 pm | |

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| **Exhibit Hours:** |  |
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| **Networking Reception:**  Thursday, March 28, 2019 6 – 9 pm | **Main Conference:**  Friday, March 29, 2019 7 am – 5 pm |
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| **Set-up for booths** | **Breakdown for booths** |
| Thursday, March 28, 2019 3 pm – 9 pm | Friday, March 29, 2019 5 pm – 6 pm |
| Friday, March 29, 2019 6 am – 7 am |  |

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| **Contact Information:** |  |
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| **Sponsorship Contact:** | **Event Operations, Logistics & Set-up Contact:** |
| Peter Ward: 508-918-0990  [pward@axiomlearningsolutions.com](mailto:pward@axiomlearningsolutions.com)  Donna Horrigan  [DonnaHorrigan@luminalearning.com](mailto:DonnaHorrigan@luminalearning.com)  Jason Ruff: 508-983-1417  [jruff@axiomlearningsolutions.com](mailto:jruff@axiomlearningsolutions.com) | Marie Cullen Oliver: 617-697-9315  [info@atdnewengland.com](mailto:info@atdnewengland.com) or [mariecullenoliver@comcast.net](mailto:mariecullenoliver@comcast.net) |
| **Conference Management Contact:**  David Hofstetter: 617-512-4141  [info@atdnewengland.com](mailto:info@atdnewengland.com) or  david@thehofstettergroup.com |  |
| **Payment Information:**  **Payment in US Dollars Only**  Payment can be made by check, credit card or electronic payment. | **Sponsor / Exhibitor Payment**:  For credit card or electronic payments, contact: |

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| Please Make all Sponsor/Exhibitor Checks payable to: *ATD New England Conference* and mail it to: ATD New England Area Conference  c/o Marie Cullen Oliver  26 Shipway Place  Charlestown, MA 02129 | | | | | | Marie Cullen Oliver  617-697-9315  [info@atdnewengland.com](mailto:info@atdnewengland.com) or [mariecullenoliver@comcast.net](mailto:mariecullenoliver@comcast.net) | | | | | | |
| 1. ***Contact Information*** | | | | | | | | | | | | |
| **Company or Organization** | | |  | | | | | | | | | |
| **Contact Name** | | |  | | | | | | | | | |
| **Company Web Site** | | |  | | | | | | | | | |
| **Mailing Address** | | |  | | | | | | | | | |
| **Email Address** | | |  | | | | | | | | | |
| **Preferred Phone Number** | | |  | | | | | | | | | |
| **Are you an ATD National Member?** | | |  | Yes | | | | |  | | No | |
| **Are you a local ATD Chapter Member?** | | |  | Yes, Chapter: | | | | |  | | No | |
| **Comments** *(Special Instructions, etc)* | | |  | | | | | | | | | |
| 1. ***Contact Information – Day of the Conference On Site Employee*** | | | | | | | | | | | | |
| **Contact Name** | | |  | | | | | | | | | |
| **Title** | | |  | | | | | | | | | |
| **Company or Organization** | | |  | | | | | | | | | |
| **Contact Cell Phone Number** | | |  | | | | | | | | | |
| **Mailing Address** | | |  | | | | | | | | | |
| **Email Address** | | |  | | | | | | | | | |
| **Preferred Phone Number** | | |  | | | | | | | | | |
| **Comments**  *(Special Instructions, etc)* | | |  | | | |  |  |  | |  | |
| 1. ***Conference Sponsorship and Exhibitor Options*** | | | | | | | | | | | | |
| **PRESENTING Sponsor (One Available)** | | $7,500 | | | | **GOLD Sponsor (2 Available)** | | | | $5,000 | | |
| **SILVER Sponsor (10-12 available)** | | $2,000 | | | | **EXHIBITOR (15-20 available)** | | | | $1,000 | | |
| ***Event Sponsorships:*** | | | | | | | | | | | | |
| **Friday AM Coffee Break** | $650 | | | | | **Friday PM Snacks** | | | | $1,000 | | |
| **Friday PM Coffee Break** | $650 | | | | | **Thursday Networking Reception** | | | | $2,500 | | |
| ***Extra Opportunities:*** | | | | | | | | | | | | |
| **Company 8 ½ x 11 Slip Sheets for Tote Bag** | | | | | | $150 (Company provides 300 inserts) | | | | | | |
| **Pens for Tote Bag** | | | | | | Company provides 300 pens | | | | | | |
| **Pads of paper with Company name/logo** | | | | | | Company provides 300 pads of paper | | | | | | |
| **Other, For Tote Bag**  **(Specify, eg: Branded Swag)** | | | | | | Company provides 300 – must be approved by ATD NEAC | | | | | | |
| **Other, including “in-kind”**  **(Specify)** | | | | | | TBD – must be approved by ATD NEAC | | | | | | |

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| 1. ***General Information*** | |
| **Cancellation Policy** | Cancellations must be received in writing to the 2019 ATD New England Area Conference by December 1, 2018 to receive a full refund (less fees incurred). No refunds will be provided after this date. |
| **Space Assignment** | Sponsor and Exhibitor space will be assigned on a “first paid, first choice” basis. ATD reserves the right to assign and re-assign space as deemed necessary or appropriate in the best interest of the conference. |
| **Use of Space** | Each Sponsor and Exhibitor will be assigned its own table. Sponsors and Exhibitors are to arrange materials so as not to obstruct other displays. Surrounding space and aisles must be kept clear. |
| **Displays & Decorations** | All displays and decorations proposed by the Sponsors and Exhibitors shall be subject to the approval of the Sheraton Needham in each instance. The Sheraton Needham does not permit the affixing of anything to the walls, floors, light fixtures or ceilings in any room with materials other than those supplied by a representative of the Sheraton Needham. The use of confetti or streamers of any type is prohibited. |
| **Liability** | It is mutually agreed that ATD New England Area and the Sheraton Needham shall not be liable to sponsors for any damage to or for the loss or destruction of an exhibit or the property of a sponsor or injuries resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the Sponsor. All Sponsors are bound by the Exhibitor rules and regulations promulgated by the Sheraton Needham. A copy of these rules is available from the Sheraton Needham upon request. |
| **Force Majeure** | No party shall be responsible for events beyond its reasonable control, such as acts of God, weather delays, government restrictions, security alerts or unforeseen commercial delays. In the event the event is postponed due to inclement weather or other conditions beyond ATD’s control, it may be rescheduled for another time. |
| **Audio/Video Release Authorization:** | In consideration of my sponsorship/exhibitorship, I, (Sponsor/Exhibitor name):       - hereby grant ATD New England Area 2019 Conference (“ATD”) and its representatives, the irrevocable and unrestricted permission and right to take, use, re-use, publish and re-publish photographic, video, motion film, and/or audio recordings of me and my performance content in which I may be included, in whole or in part, and in all media now or hereafter known for illustration, promotion, training, exhibition, and/or advertising in connection ATD New England Area 2019 Conference (“ATD”).  I hereby waive any right that I may have to inspect or approve the finished product/ products/advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.  I hereby release and discharge ATD New England Area 2019 Conference (“ATD”) and its representatives from any and all claims and demands arising out of or in connection with the use of photographic, video, motion film and/or audio recordings of me and the content I present, including and without limitation any and all claims for libel or violation of any right of publicity, privacy and or copyright.  I hereby certify that I am fully competent and of full legal age and have the right to execute this release with ATD New England Area 2019 Conference (“ATD”) and its representatives, and hereby release all rights to them and confirm that they are free and clear of copyright and without royalty.  I further state that I have read the above release authorization, prior to its execution, and that I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, successors and assigns; I hereby affirm that I received a copy of this authorization. |
| 1. ***Contract Completion and Payment*** | |
| **Sign Below** | Sign Contract in Section 5, scan and email all 5 sections to [info@atdnewengland.com](mailto:info@atdnewengland.com) |
| **Indicate Payment Method** | **Payment in US Dollars Only**  Check – make checks out to *ATD New England Conference*  Credit Card – contact Marie Cullen Oliver for arrangements  Electronic Transfer – contact Marie Cullen Oliver for arrangements |
| **Mailing Address/ Contact for Payment** | ATD New England Area Conference  Attn: Marie Cullen Oliver:  26 Shipway Place, Charlestown, MA 02129  617-697-9315  [info@atdnewengland.com](mailto:info@atdnewengland.com) |
| **Once Contract is signed and Payment is made in Full** | Email Logo for the web site in all of the following formats if possible - eps, jpg, jpeg, png to [info@atdnewengland.com](mailto:info@atdnewengland.com)  ###Opportunities and Benefits of participation will NOT go into effect until payment is received in Full.### |

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| 1. ***Signature Section*** | |
| **For Sponsor:**  Sponsor Organization:  **Signature:**  Name:  Title:  Date: | Sponsor Address:  Phone:  Fax:  Email: |
| **For ATD New England Area Conference:**  **Signature:**  Name:  Title:  Date: | |
| ATD will sign the contract, scan and return a signed copy to the Sponsor’s Address, email or Fax. | |