

Sponsorship Levels Sponsorships are based on availability | All prices are listed in U.S. dollars. (US\$).

❑ Platinum Sponsor–US\$1,500

Early Bird–US\$1,200 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- Guaranteed speaking opportunity on an approved topic.*
- Assigned tabletop area of 2'x4'
- Guaranteed participant in "What's New, What's it Do?" agenda segment.
- (2) Registrations for company representatives.
- (4) Complimentary registrations for your invited guests.

❑ Gold Sponsor–US\$1,200

Early Bird–US\$1,000 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- Opportunity to submit a speaker presentation.
(Presentations will be selected based on approval of topic & space availability)
- Assigned tabletop area of 2'x4'.
- Depending on space availability, possible opportunity to participate in "What's New, What's it Do?" agenda segment.
- (2) Registrations for company representatives.
- (3) Complimentary registrations for your invited guests.

❑ Silver Sponsor–US\$800

Early Bird–US\$750 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- Assigned tabletop area of 2'x4'.
- (2) Registrations for company representatives.
- (2) Complimentary registrations for your invited guests.

❑ Lunch Sponsor**–US\$600

Early Bird–US\$500 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- (2) Registrations for company representatives.
- (2) Complimentary registrations for your invited guests.

❑ Reception Sponsor**–US\$500

Early Bird–US\$400 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- (2) Registrations for company representatives.
- (1) Complimentary registrations for your invited guests.

❑ Delegate Parking Sponsor–US\$500

Early Bird–US\$400 (Ends July 31)

- Company name printed on the meeting agenda, conference website, conference bags and event invitations.
- (2) Registrations for company representatives.
- (1) Complimentary registrations for your invited guests.

❑ Conference Bag Insert–US\$350

Early Bird–US\$250 (Ends July 31)

- Company may provide 2 promotional materials e.g. product catalogs, a flyer, or logo'd promotional item to be inserted into the conference bag.
- Additional items may be added for a fee of \$50 per item. Limit 3 items per company.
- (1) Invitation to the reception for 1 company representative.

**Presentations for speaking opportunities must be approved by BICSI*

*** Note to Lunch and Reception sponsors: BICSI will make food and beverage arrangements at the venue.*

Sponsorship Application & Contract

2018 BICSI CALA District Puerto Rico Conference & Exhibition

November 1st | San Juan, Puerto Rico | College of Engineers & Surveyors of Puerto Rico



Sponsorship Contact *(please type or print clearly)*

First Name	Middle Name	Last Name
Member Number	Phone Number	Mobile Number
Email		
Company Name		
Address		
City/State/Province	Zip/Postal Code	Country

Sponsors: Please provide contact information for 2 company representatives who will attend this event.

Company Representative			
First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

Company Representative			
First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

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Sponsors: Please provide contact information for the number of invited guests related to your sponsorship level. Platinum (4), Gold (3), Silver (2).

Invited Guests

First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

Invited Guests

First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

Invited Guests

First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

Invited Guests

First Name	Middle Name	Last Name	
Member Number	Phone Number	Mobile Number	
Email			
Company Name			
Address	City/State/Province	Zip/Postal Code	Country

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Mail, Fax or Email this Form to:
BICSI, Attn: Global Development & Support
8610 Hidden River Parkway, Tampa, Florida 33637-1000 USA
Fax: +1 813.971.4311 | Phone: +1 800.242.7405 (USA & Canada toll-free) or +1 813.979.1991
Email: global@bicsi.org | www.bicsi.org

Cancellation Policy: If you must cancel, please notify BICSI in writing immediately. Cancellations received 30 days or more prior to the event will be reimbursed minus 25% of the sponsorship amount indicated on this contract. If payment was not received, you will be charged 25% of the sponsorship amount indicated on this contract. Cancellations received within 30 days of the event will not be reimbursed. If payment was not received, you will be charged the full 100% of the sponsorship amount indicated in this contract.

Right to Refuse Sponsor: BICSI shall reserve the right to reject a potential sponsor on such factors as questionable business practices, those having a mission conflict with BICSI or those who desire to assume control of an event through sponsorship.

Disclaimer: The relationship between BICSI and the sponsoring organizations/corporations of an event or an event-related item does not represent exclusive agreements between BICSI and the specific organizations/corporations, nor does it suggest that BICSI endorses the programs, products or services of the organizations/corporations. By signing below, the sponsor agrees to the cancellation policy stated above and the guidelines provided on page 6.

Signature

Date

Payment

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Contact BICSI for instructions on wiring funds.)

For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information.

Total to be paid

\$ _____

☐ Check or Money Order Enclosed

☐ Visa ☐ MasterCard ☐ American Express ☐ Diner's Club ☐ Discover

Internal Use Only

Cardholder Name *(as it appears on the credit card)*

Cardholder Signature

Credit Card Number

Expiration Date

Card Billing Zip Code *(required)*

Speaker Contract

2018 BICSI CALA District Puerto Rico Conference & Exhibition

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Platinum & Gold Sponsors: Share your industry knowledge and show your support by speaking at the conference.

Below is a list of important dates to add to your calendar if considering a speaking opportunity:

July 11, 2018: Speaker contract due.

August 11, 2018: Applicants will be notified of proposal selection.

September 15, 2018: Final presentation to be emailed to global@bicsi.org for use on the BICSI website and CEC assessment.

Speaker Information

Last Name	First Name	Member No.
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Company Name

Address	City	State/Province	Country
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Daytime Telephone	Mobile Phone	Email
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Speaker Experience Level: ☐ Novice ☐ Intermediate ☐ Veteran

Presentation Information

Presentation Method: ☐ Lecture ☐ Case Study ☐ Interactive/Group Discussion

Title: _____

Topic/Abstract:

Have you given this presentation previously at a BICSI conference or another meeting? ☐ No ☐ Yes

If yes, please give the date and conference name: _____

General Guidelines:

- Vertical Banners are recommended.
- Each sponsor will have places reserved for their representatives and guests in the space indicated on the level of sponsorship selected.
- Sponsors shall promote a good educational environment.
- Meetings with potential customers are encouraged at reception area, stands, and during coffee breaks.
- No meetings shall take place in the conference room while speakers are presenting.
- Sponsors must collect and remove all materials by 9 p.m. after the event.

Presentation & Speaker Guidelines:

- The presentation format is a 45-minute session.
- The presentation must be entirely vendor-neutral.
- Presentations must be on an approved BICSI PowerPoint template (a template will be provided by a BICSI representative upon notification of your proposal being selected.)
- Presentations are to be technical in nature and **NOT** sales oriented.
- Speakers are encouraged to use five minutes of allotted time for questions and answers.
- Speakers shall be ready to present 5 minutes before the previous presentation is completed.
- A signal will be provided 5 minutes before your presentation is scheduled to conclude.
- If allotted speaking time is exceeded, the host will ask speaker to conclude the presentation.
- Presentations will be pre-loaded onto a laptop computer before the conference; however speakers may bring their own laptops for their presentation.

Tabletop Guidelines:

- Tabletop installation time: To Be Determined.
- Each sponsor will have the place assigned by level of sponsorship.
- Tabletop area assignments will be sent to sponsors via email.
- Sponsors are permitted to display marketing materials, demo equipment and samples in their assigned tabletop area.
- A vertical banner stand and table skirt are encouraged and can be placed in your assigned tabletop area.