

TERMS AND CONDITIONS

- Payment Terms:** Payment in full is due upon receipt of invoice and is required before the sponsor logo is utilized.
- Cancellation Policy:** Cancellations 30 days or more prior to the event will be reimbursed minus a 25% cancellation fee. Cancellations received within 30 days of the event will not be reimbursed. Cancellations must be in writing.
- Right to Refuse Sponsor:** BICSI reserves the right, at its sole discretion, to reject sponsorship for any reason including 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.
- Logo Submission:** Logos must be received upon confirmation of sponsorship. Logos must be provided as an .EPS or high-resolution (300 DPI) .JPG file. Email logos to frogers@bicsi.org.

Please provide contact information below. A BICSI Presentation Guidelines and Agreement will be sent to each contact listed below. It is important that each presenter sign the Agreement and comply with all deadlines and requirements for the Technical Presentation.

SPONSORSHIP CONTACT

First Name	Last Name	Job Title
Phone Number	Mobile Number	Email

PRESENTER

First Name	Last Name	Job Title
Phone Number	Mobile Number	Email

PAYMENT: Check payable to BICSI or Credit Card - *(Credit card payments may have an international transaction fee added.)*

Cardholder Name (as it appears on the credit card)	Cardholder Signature		
Credit Card Number	Expiration Date	CVV Card	Billing Zip Code (required)

RETURN COMPLETED FORM WITH PAYMENT TO BICSI:

Email: cnalls@bicsi.org | Fax: +1 813.971.0286 | Mail: BICSI, 8610 Hidden River Parkway, Tampa, FL 33637, USA