2019 Meeting & Social Sponsorship Guidelines

SPONSORSHIP LEVEL	Podium Time At Meeting	Display Table at Meeting	Collect Business Cards for a Giveaway	Send Your Company Info to those providing business cards	Your Company Name on NFCBA Sponsor Page	Free Meal At Meeting
Premium level $500	3 minutes	Yes	Yes	Yes	Yes	Yes, 2
Base Level $200	None	Yes	Yes	Yes	Yes	Yes, 1

Meeting Sponsorship Guidelines - 2019

Thank you for your interest in partnering with North Florida Compensation & Benefits Association. The following information should be helpful in determining if your request fits within our sponsorship guidelines. Although NFCBA would like to fulfill every request, it may not be possible due to volume.

NFCBA provides meeting sponsorships as part of our mission to serve our membership and bring them information of interest.

Meeting Sponsorship Guidelines & Criteria:

- Sponsorship is open to companies that meet our criteria, and whose services and/or products have appeal and value to NFCBA's membership and/or provide some service or benefit to the members and/or the employee populations they serve.

- Priority will be given to sponsors that reinforce NFCBA's mission and whose products or services address a common need of the membership in the field of compensation, benefits, and/or total rewards.

- Sponsorships related to candidates running for office or political organizations cannot be fulfilled.

- NFCBA cannot promote, acknowledge exclusivity, or recommend a sponsor or their products or services. We can acknowledge a sponsor's contribution or support.

Meeting Sponsorship Scheduling Information:

- Meeting sponsorships will be scheduled through NFCBA's Immediate Past President and/or Director of Programs. Meetings are held each year in January, March, May, July, September, and November.

- A limited number of meeting sponsorships will be available and scheduled for each meeting; only one PREMIUM level sponsor will be allowed for each meeting.

- Announcements made by PREMIUM level meeting sponsor during podium time will be delivered in a neutral language that does not endorse, promote or call to action, but rather, shares information about the company's products and/or services to provide for education and improvement of skills of members of the Association in the area of compensation, benefits, and total rewards practices. Podium time is strictly limited to a maximum of 3 minutes for a PREMIUM level sponsor.

- Confirmed meeting sponsorships (at all levels) may provide promotional literature/materials to meeting attendees. In addition, meeting attendees who provide business cards/contact information directly to the meeting sponsors may be contacted by the meeting sponsors.

- NFCBA does not make available or sell our membership list to any third party. This list cannot be used for any business or sales solicitation purposes; failure to comply with this restriction may result in forfeiture of sponsorship.

Meeting Sponsorship Request & Approval Information:

- Please email all requests at least 6 weeks before the meeting you wish to sponsor. Please **email** this information to Erin Lewis, Program Director, at LewisE@MSAGROUP.com.

- Upon receipt and *approval* of your Sponsorship Request, the Sponsor's contact will receive an invoice via email. The invoice will contain a link to our web site where you may make online payment. Alternatively you may print and submit the invoice to your accounting department for processing.

- Once payment is received, your company will be listed on the NFCBA website Events Page as a sponsor (www.nfcba.net).

- If you have any questions, please contact Erin Lewis, Program Director, at LewisE@MSAGROUP.com for clarification.

Sponsorship Request - 2019

Company: _____ Contact Name: _____

Address: _____ _____

City: _____ State: _____ Zip:

Phone: _____ E-mail: _____

Website: _____

Authorization: _____ **Level for** _____ **2019** _____ **Meeting**

I have read the Meeting Sponsorship Guidelines and hereby authorize confirmation of sponsorship request as indicated above and understand that payment is due upon receipt of invoice.

_____   _____
Signature of Authorized Company Representative   Date

Thank you for your support!