

REQUEST FORM

— Sponsorship Application and Contract

Complete the application and contract in its entirety, sign and return it to Kevin Traver at ktraver@aapa-ports.org. The information provided in this application and contract will be used for all literature and mailings. Please keep AAPA advised of any changes.

SPONSORSHIP RATES

\$25,000	Presenting Sponsor
\$15,000	Gold Sponsor
\$10,000	Silver Sponsor

BRANDING OPPORTUNITIES

\$100-5,000 Event Branding Opportunities

EVENT

NETWORKING SPONSORSHIPS

<input type="checkbox"/>	\$25,000	Port CEO Reception
	\$12,500	Opening Reception Sponsor (2)
	\$7,500	Breakfast Sponsor (2)
	\$7,500	Luncheon Sponsor (2)
	\$7,500	Exhibit Hall Happy Hour Sponsor

BRAND SPONSORSHIPS

\$10,000	Name Badge Lanyard Sponsor
\$10,000	Name Badge Sponsor
\$10,000	Event Bag Sponsor
\$10,000	WIFI Sponsor
\$8,000	Registration Sponsor
\$7,500	Hotel Room Drop Sponsor
\$7,500	Hotel Key Card Sponsor
\$5,000	Coffee Break Sponsor
\$4,000	Charging Station Sponsor

CONTACT INFORMATION

Company Name _____

Address _____

Street _____

City _____ Province/State _____

Country _____ Postal Code/Zip code _____

Name and title of the contact person _____

Email _____

Phone Number _____

TERMS AND ACCEPTANCE

Terms: Full payment is due within 30 days of signing your sponsorship agreement. This contract is binding once signed. Applications not signed will NOT be processed. Any cancellations requests must be submitted in writing. I have read and understood this agreement and serve an authorized agent for the applicant company.

Signature

Date

Printed Name

TERMS & CONDITIONS

1. PAYMENT AND TERMS. Full payment is due within 30 days of signing the sponsorship agreement. An official written agreement must be held between AAPA and the sponsoring firm. Payment must be made directly to AAPA by the sponsoring firm in the contract. All sponsorships/underwriting/financial support of official AAPA events must be handled through AAPA. AAPA cannot publish your name or post you as a sponsor until contract and payment have been received. All sponsorships must be paid in full prior to the start of the event or AAPA reserves the right to not fulfill the sponsorship benefits in the contract.

2. ELIGIBLE SPONSORS. Sponsors will encompass those companies or other entities offering materials, products or services of specific interest to attendees as determined by AAPA in its sole discretion. AAPA also reserves the right to determine the eligibility of any company specific marketing campaign before distribution. Only the company whose name appears on the face of this contract may be placed in print and pre-outlined sponsorship recognition opportunities.

3. ALLOCATION OF SPACE, SPONSORSHIP PLACEMENT. Sponsorship recognition locations are assigned based on the contract between AAPA and the sponsoring company and is determined by price and seniority. AAPA will assign sponsor recognition based on the written facts available at the time the sponsorship contract is assigned and accepted by AAPA. AAPA reserves the right to assign or reassign sponsorship recognition locations after the contract is signed if it is necessary.

4. ARTWORK SUBMISSION DEADLINE. Some benefits of sponsorship are time sensitive. All Sponsorship artwork for ads and signage must be submitted by the published deadlines. If not provided by published deadlines or if logo is not available in proper format, some benefits will be lost.

5. COMPLIMENTARY REGISTRATION. Some sponsorships include complimentary registrations. Please insure you have received your sponsorship promo code to allow you to enter your complimentary registrations online. Name changes are always welcome.

6. LOGO. When submitting your contract, please provide a copy of your current or preferred logo in EPS and jpeg/gif formats as well as the web address you wish linked to it (if applicable). Often logos change and this is the only way we can be sure we use the proper version.

7. BAG INSERTS. Any sponsorship which includes the opportunity to place an item or publication in the event bag cannot place an item in the bag that is already available for sponsorship (like a pad folio or a lanyard) and must be approved by AAPA before it is placed in the bag. Distribution of items received late and or without prior approval from AAPA cannot be guaranteed.

8. SUB-LEASING, SPONSORSHIP SHARING. No sponsor shall reassign, sublet or share the whole or any part of the sponsorship parameter allotted to the contracting firm. Rulings of AAPA shall in all instances be

final with regard to use of any sponsoring company and its compliance with the Rules and Regulations.

9. SPONSORSHIP PACKAGES. Prices quoted include all items listed in the sponsorship proposal and signed contract, unless otherwise stated.

10. RIGHT OF FIRST REFUSAL. AAPA will offer all sponsorships to the sponsoring company from the same event the year before prior to solicitation of new and or additional sponsors for a previously sponsored item. If the previous sponsor company chooses not to sponsor the same event, AAPA reserves the right to seek alternative sponsors at their own discretion. Sponsors must notify AAPA in writing with 90 days after the sponsored event of their intention to renew the sponsorship. Once the 90 days have expired, if no notification is received, the sponsorship will be placed back into the general pool for open bid.

11. CANCELLATION OF SPONSORSHIP. A Sponsorship will be considered cancelled by the sponsor on the date that written notice of cancellation is received by AAPA. THERE WILL BE NO REFUNDS.

12. DECORATIONS. AAPA shall have full discretion and authority over the placing, arrangements, and appearance of all items displayed by sponsor, and may require the replacing, rearrangement, or redecorating of any item or of any sponsorship announcement, and no liability shall attach AAPA for costs that may devolve upon the sponsor thereby.

13. PRIVATE PARTIES/HOTEL SUITES/MEETING SPACE. Private parties, suites, and meeting space are available at the official event hotel. Companies wishing to host a private party or hold a suite at the event hotel must contact AAPA concierge. Under no circumstances will any events organized by said companies conflict or compete with any official event programming unless pre-approved in writing by AAPA. Sponsors cannot reserve meeting space. Meeting space is officially reserved for official functions and exhibitors.

14. EXCLUSIVITY. AAPA reserves the right to offer exclusive sponsorship opportunities as it sees fit. Exclusivity will be defined on a case by case basis and will typically encompass only the company or companies confirmed by written contract for those items specified in the sponsorship contract.

15. PHOTOGRAPHY/DISCLOSURE. The photographic rights for the events sponsored or items the sponsoring company has agreed to is reserved to AAPA. By signing the sponsoring contract, the sponsor company agrees to distribution of the undersigned company in outlined contractual circumstances as well as liberal discretion of AAPA to utilize photography of their event and sponsor company name and logo presence for all other purposes as AAPA sees fit.

16. DAMAGE TO PROPERTY. The sponsor is liable for any damage caused to building floors, walls or columns or to other sponsors and or AAPA's property.

TERMS & CONDITIONS

17. ADMISSION. Admission to the event and exposition is open to adults affiliated with the industry served by the event. AAPA shall have sole control over admission policies at all times. Registrations are as follows. Sponsorships that include registrations, membership, advertising etc shall be written on a case by case basis and is based on the sole discretion of AAPA. AAPA will make every effort to uphold fair business practices when assigning benefit packages equal to the proposed price.

18. SPONSOR CONDUCT. The distribution of samples, souvenirs, and publications, etc. is prohibited unless the sponsor is also exhibiting. Any practice resulting in complaints from any other exhibitor, sponsor or any attendee, who in the opinion of AAPA interferes with the rights others or exposes them to annoyance or danger, may be prohibited by AAPA.

19. CANCELLATION OR POSTPONEMENT OF EVENT AND OR INITIATIVE OUTLINED IN SPONSORSHIP CONTRACT. In the event that the premises in which the event or outlined sponsorship initiative is or is to be conducted shall become, in the sole discretion of AAPA, unfit for occupancy, or in the event the holding of the event and or sponsorship initiative or the performance of AAPA under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of AAPA, said contract and/or event or initiative (or any part thereof) may be terminated by AAPA. AAPA shall not be responsible for delays, damage, loss, increased costs, other unfavorable conditions, or any incidental or consequential costs arising by virtue of cause or causes not reasonably within the control of AAPA. If AAPA terminates said contract (or any part thereof) as aforesaid, then AAPA may retain such part of a sponsor fee as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of AAPA" shall include, but shall not be limited to, fire; casualty; flood; epidemic; earthquake; explosion or accident; blockade embargo; inclement weather; government restraints; restraints or orders of civil defense or military authorities; acts of public enemy; riot or civil disturbance; strike; lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment; local, state or federal laws, ordinances, rules orders, decrees, or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.

20. LIMITATION ON LIABILITY. The sponsor and its employees and agents agree to indemnify, defend and hold harmless AAPA, the event facility, the owner of such facility, and the city in which this event is

being held, and their respective officers, agents and employees, from and against all bodily and personal injury, loss, claims, or damage to any person or any property arising in any way from the sponsoring company, its employees, agents, licensees, contractors or customers. AAPA shall not be responsible for loss or damage to displays or goods belonging to sponsors, whether resulting from fire, storms, acts of god, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes.

21. RESOLUTION OF DISPUTES. In the Event of a dispute or disagreement between: the sponsor and AAPA or between two or more sponsors; all interpretations of the rules governing the sponsorship contract, actions, or decisions concerning this dispute or disagreement by AAPA intended to resolve the dispute or disagreement shall be binding on the sponsor. Any law suit for damages should be brought in a competent court in- and interpreted by the laws of the District of Columbia.

22. AMENDMENT TO RULES. Any matters not specifically covered by the preceding rules shall be subject solely to the discretion of AAPA. AAPA shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations, and any such amendments when made and brought to the notice of the exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth.

23. DEFAULT. If the sponsor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any sponsorship Rule or Regulation promulgated pursuant to the contract, AAPA may, in addition to any other remedies provided for herein or otherwise available to AAPA at law or in equity, without notice, terminate this agreement and retain all monies received on account as liquidated damages. AAPA may thereupon direct the sponsor or forthwith to remove its employees, agents and representatives, and all of its articles of merchandise and other personal property from the specified sponsored event and location.

24. AGREEMENT TO RULES. The sponsor, for itself and its employees, agents and representatives, agrees to abide by the foregoing rules and by any amendments that may be put into effect by AAPA.

25. ACCEPTANCE. Once the sponsor signs the Sponsorship Contract and returns it to AAPA, all Terms and Conditions are officially in affect. This agreement shall not be binding until accepted by AAPA.