



Sponsorship/Exhibitor Agreement

____ YES, I/my Company would like participate in the 2015 NEAHP Conference as:

- ____ Conference Sponsor \$ 5,000 (Two Company Representatives)
- ____ Gold Sponsor \$ 2,500 (Two Company Representatives)
- ____ Silver Sponsor \$ 1,500 (Two Company Representatives)
- ____ Exhibitor \$ 650 (One Company Representative)

Company Name: _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name(s) to appear on badge(s): (1) _____ (2) _____

- Please include certifications (e.g. CFRE)
- Please add \$100 charge for each additional company representative
- Please list additional names here: _____
- Please see attached document for Sponsorship and Exhibitor benefits.

Representatives are entitled to all regular meals. Please note the number of people you will have attending the following meals:

Sunday	#	Monday	#	Tuesday	#
Dinner	_____	Breakfast	_____	Breakfast	_____
		Lunch	_____	Lunch	_____

Total Due: \$ _____

Payment Method: Check American Express Master Card Visa

Please make checks payable to "New England Association for Healthcare Philanthropy".

Name on Credit Card: _____

Billing Address: _____

Credit Card #: _____ Exp. Date: _____ CVV#: _____

Please return the signed original, along with payment, to:

Beth Battson
New England Association for Healthcare Philanthropy
411 Waverley Oaks Road, Suite 331B
Waltham, MA 02452
Phone: (781) 647-7004 Fax: (781) 647-7222 e-mail: nea hp@camihq.com
www.neahp.org

NEAHP Conference Sponsors and Exhibitor Cancellation Policy: Sponsors and exhibitors who cancel on or before January 15, 2015 will receive a full refund for any amounts paid. Cancellations received after January 15, 2015 and up to January 30, 2015 will receive up to a 75% refund of the amount paid and will be responsible to pay 25% of the sponsorship amount originally due. No refunds will be made, and the full amount will be due and payable, for any cancellations after January 30th. Cancellations must be received in writing to nea hp@camihq.com.

PLEASE NOTE

- See attached document for Sponsorship and Exhibitor benefits.
- Your participation in the NEAHP 2015 Annual Educational Conference, as a sponsor or exhibitor, cannot be acknowledged without receipt of your signed application form or online form submission.
- Your logo and advertising materials must be received by **December 26, 2014**, for inclusion in the Conference registration brochure, on event signage/placards and on the NEAHP website. It is the responsibility of the sponsor to submit a logo in a jpg or gif file format. Please send electronic logos to:
 - Richard P. Solomon, CFRE rpsolomon@givingcollaborative.com (781) 710-5477
 - Robin Popp, CFRE robin_popp@meei.harvard.edu (617) 573-3303
- In-kind promotional items to be donated for inclusion in the Conference tote bags must be received by **March 3, 2015**. Sample items include:
 - Attendee Lanyards
 - Raffle Prizes
 - Conference Gifts
 - Signage/Welcome Banners
 - Pads of Paper & Pens
 - Volunteer Recognition Gifts

Organizations donating these products should contact the NEAHP Sponsorship Committee and ship the items according to the instructions below.

SHIPPING & RECEIVING INSTRUCTIONS

Packages being shipped to the conference must be sent directly to the PSAV Technology & Business Center located in the lobby of the Hartford Marriott Downtown. PSAV handles all shipping and receiving for the Hotel. The Hotel will not receive your packages, so it is important to coordinate shipment to the following store:

The PSAV Technology & Business Center
c/o Your Name or Your Organization Name Here
200 Columbus Blvd.
Hartford, CT 06103

The Technology & Business Center is a professional business center and drayage contractor that is available to service your shipping, receiving, copying or storage needs. Handling fees are based on package count and weight. Packages will be stored until you arrive (for a daily fee). Billing must be handled directly with a PSAV Technology & Business Center representative. You may phone (860) 760-2325, fax (860) 760-2326, or email businesscenter5588@psav.com.