

PRINCIPAL CONTACT (please complete)

Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Tel: (____) _____ Fax: (____) _____
 E-Mail: _____ Official Web Address: _____

SPONSORSHIP ITEMS

SPONSORSHIP TOTAL

Sponsorship Level: _____ @ \$ _____

A la Carte Sponsorship Item (s) Rate

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total cost: \$ _____

METHOD OF PAYMENT: (Official Use Only)

Client remit \$ _____ to SHRM-Memphis with your signed contract to secure their sponsorship on _____.

Form of payment used: In US Dollars
 American Express Master Card Visa
 Diner's Club Discover Check (No. _____)

Sponsorship Processed by: _____
 Date: _____ Confirmation Sent: _____

_____ Company Official Logo Received: JPEG or PNG
 (300-600 dpi resolution)

TERMS OF AGREEMENT

This agreement is effective as of _____ (date) and shall remain effective until the "Event" ends _____. This agreement defines the terms under which SHRM-Memphis and _____ ("Sponsor") enter into a sponsorship agreement for _____ event and or terms.

Limited License:

SHRM-Memphis grants the Sponsor a limited license to use any artwork / signage at the Event site for the purpose of promoting the Event and their sponsorship, and/or other materials linking to the purpose of the Event and /or site. Sponsor grants SHRM-Memphis a limited license to use Sponsor's logo in promotional material and on the Event site.

Miscellaneous:

This Agreement shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled. The parties acknowledge that they will use their best good faith efforts to negotiate and resolve subsequent issues that may arise from this Agreement as a result of unforeseen occurrences and that may alter the conditions of this Agreement

Responsibility of the Sponsee is not bending or enforceable until the exchange of Payment / Products or Services has been exchanged.

Alternate agreement may apply for late sponsorship commitments.

Cancellation Policy:

This agreement is effective as of the date signed below and shall remain effective until the Event ends on _____, or until terminated by either party. All requests for refunds must be in writing, received, and confirmed by SHRM-Memphis 45 days or _____ (as agreed by both parties) prior to the event.

Contracts cancelled up to 45 days of the event will be issued a refund based on a prorated basis. Cancellation less than the required deadline date could result in a penalty fee. If sponsoring promotional items have been sent out, or once the contract is signed and the item is in production, there shall be no refunds.

SHRM-Memphis may terminate this agreement at any time by notifying the sponsor in writing or by e-mail. Upon such termination, SHRM-Memphis shall return to the Sponsor that portion of the Sponsorship fee pro-rated for the time remaining in the contract.



_____ SHRM Representative Signature Date

_____ Counter Signature Date

Please Return Completed Contract to vendorrelations@shrm-memphis.org or Mail to P.O. Box 770988, Memphis, TN 38177

For questions please call: 901-316-7735

The sponsee agrees to grant the sponsor the following sponsorship rights for the level indicated:

Sponsorship Level: _____

The following are sponsorship levels for Monthly Member Meetings

Platinum Sponsor **\$1,000.00**

The Speaker Sponsor:

- Inclusion in releases sent to media, newsletters, and event marketing materials etc.
- Recognition on website events' page
- Opportunity to display promotional materials on event tables.
- Short write up and Logo Appearance on the Events' page as a sponsor as well as,
- Appearance of Logo in scrolling sponsor banner on landing page of the SHRM-Memphis website.
- Collecting business cards with a fish bowl by providing a door prize(s), in the value of \$50 or less. (Organized In A Spreadsheet)
- Display table in lobby near registration table
- Presenting a brief (1-2 min) overview of your business and services to the chapter and a slide on the SHRM-Memphis event Scrolling Power Point, w/write-up.
- Receiving three (3) complimentary reservations for the meeting.

Gold Sponsor **\$700.00**

- Appearance of Logo in scrolling sponsor banner on landing page of the SHRM-Memphis website.
- Display table in lobby near registration table
- Recognition from the podium by the Chapter President. SHRM-Memphis Chapter Scrolling Power Point. Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Receipt of two (2) complimentary reservation for the meeting.

Silver Sponsor **\$500.00**

- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Recognition from the podium by the Chapter President. Placement in the SHRM-Memphis Chapter Scrolling Power Point.
- Receipt of one (1) complimentary reservation for the meeting.

Bronze Sponsor **\$300.00**

- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Recognition from the podium by the Chapter President. SHRM-Memphis Chapter Scrolling Power Point.

The following are sponsorship levels for Foundation Events and CEGs

Premier Sponsor **\$200.00**

- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.

Standing Sponsor **\$100.00**

- Logo Inclusion in our monthly newsletter for the month of which the event is held.

Advocate Sponsor **\$50.00**

- Recognition at the event and in printed materials for the event.

Please Return Completed Contract to vendorrelations@shrm-memphis.org or
Mail to P.O. Box 770988, Memphis, TN 38177

For questions please call: 901-316-7735

The following are sponsorship levels for our Social Events

Magna Sponsor \$800.00

(Contribution Supports the Theme and or Main Event)

- Appearance of Logo in scrolling sponsor banner on landing page of the SHRM-Memphis website.
- Display table in lobby near registration table
- Recognition from the podium by the Chapter President. SHRM-Memphis Chapter Scrolling Power Point.
- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Receipt of two (2) complimentary reservation for the meeting.

Hospitality Sponsor \$600.00

(Contribution Supports the Food and Drink)

- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Recognition from the podium by the Chapter President. SHRM-Memphis Chapter Scrolling Power Point.
- Receipt of one (1) complimentary reservation for the meeting.
- **Sponsors logo on or around food and beverage tables**

Supporting Sponsor \$300.00

- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Recognition from the podium by the Chapter President.

Presenting Sponsor \$550.00

- Presenting a brief (1-2 min) overview of your business and services.
- Logo Appearance on the Events' page
- Logo Inclusion in our monthly newsletter for the month of which the event is held.
- Recognition from the podium by the Chapter President. SHRM-Memphis Chapter Scrolling Power Point.
- Receipt of one (1) complimentary reservation for the meeting.

Web Sponsor

- Featured on the SHRM-Memphis Welcome Page Rotating Banner: Company Logo/name, link to your company website
- Featured on the Sponsorship Page: Company Logo /name, one paragraph description (150 words or less) of your company.
- Logo Inclusion in our monthly newsletter for the month(s) for which the account is current.

Fee for 12 months, \$1500/annually (\$125/month). Otherwise, there must be a Minimum of 3 months purchased at \$150/month. The rate to purchase month-to-month.

