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**Sponsorship Agreement**

2024 CADRE Conference

Questions? Contact the Event Coordinator at

danielle.kirsch@okstate.edu or (405) 744-9859

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| --- | --- |
| **Company/Vendor** | **Contact Title** |
| Company/Vendor  | Contact Title  |
| **Contact Name** | **Email** |
| Contact Name  | Email  |
| **Street Address** |
| Address  |
| **City** | **State** | **Zip Code** |
| City  | State  | Zip Code  |
| **Phone** | **Fax** |
| Phone  | Fax  |

**Sponsorship Packages**

**Gold Sponsor - $1,000**

* Display table\* with power and wireless network access for the Vendor Showcase
* Conference vendor coordinator on site at all times
* Logo and name linked from the conference website to sponsor’s corporate website
* Logo\*\* on conference bag to be given to all attendees
* Vendors listed as featured part of conference in press releases
* Corporate materials inserted in attendee conference materials if supplied by vendor

**Silver Sponsor - $500**

* Display table\* with power and wireless network access for the Vendor Showcase
* Conference vendor coordinator on site at all times
* Logo and name linked from the conference website to sponsor’s corporate website
* Name on conference bag to be given to all attendees
* Vendors listed as featured part of conference in press releases

\*Display table: The vendor display table will include an approximately 8'x8' space with a 6' table, two chairs, wireless network connection and electrical connection with extension cord. We will accommodate banners and other special needs as appropriate. Please feel free to bring promotional items for distribution to participants, including any door prizes the vendor may want to sponsor. Vendors will be responsible for collecting business cards and drawing for door prizes.

\*\*Logo: Please attach a copy of your company's logo (300 dpi minimum) in jpg or jpeg format on the sponsorship form. For any sponsorship agreements received after Friday, May 24th at 5:00

p.m., the conference hosts cannot guarantee names and/or logos will appear on/in any conference materials, i.e. t-shirts, bags, signage, programs or press releases.

NOTE: Sponsors who prefer to just send brochures, giveaways or other information about their products or services can ship materials to the Conference Coordinator (contact information below) for inclusion in conference packets for up to 75 participants, to arrive at the venue no later than the end of the working day of Friday, June 21, 2024.

**Yes! I wish to be a sponsor of the 2024 CADRE Conference at Oklahoma State University - Stillwater!**

|  |
| --- |
|[ ]  Gold Sponsor - $1,000.00 |
|[ ]  Silver Sponsor - $500.00 |

By submitting this sponsorship agreement, the company/vendor and/or its authorized representative acknowledges having reviewed the 2024 CADRE Conference sponsorship packages and agrees to the benefits provided and sponsorship amount due for the package chosen.

Payment in full is due no later than thirty (30) days following the conference on June 26, 2024. The preferred payment method is by credit card. Payment made in the form of check should be payable to "Oklahoma State University Foundation" and mailed to the address below.

The IRS requires us to inform you the extent to which your gift for this event is tax deductible. The fair market value of benefits you will receive is listed within each level; therefore the amount of your gift greater than the benefit amount listed may be considered tax deductible.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** Date

For additional questions, please contact the CADRE Conference Event Coordinator:

Dani Kirsch

(405) 744-9859

danielle.kirsch@okstate.edu

306 Edmon Low Library

Oklahoma State University

Stillwater, OK 74078