 **2019 FY Coffee & Contacts Sponsor Form**

**Event Dates: (check host date)**

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|  | **~~October 5, 2018~~** |  | **~~December 7, 2018~~** |  | **February 1, 2019** |
|  | **March 1, 2019** |  | **April 5, 2019** |  | **June 7, 2019** |
|  | **August 2, 2019** |  | **September 6, 2019** |  |  |

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| **Organization:** | |
| **Contact:** | **Email:** |
| **Office Phone:** | **Cell:** |

**Terms:**

* Sponsor must be an active member in good standing at time of event.
* Full payment of $125 is required with this form to secure event sponsorship.
* Sponsor may set up banners/poster and distribute marketing materials and promotional items.
* Sponsor may provide breakfast type foods attendees. A head count is given to the sponsor three days prior to event date. Juice and grab-and-go type of foods are best for this event. Paper products are provided by the sponsor. The Chamber will provide coffee and tea service. All necessary items for coffee service (creamer, sweeteners and cups) will be provided by the Chamber.
* Sponsors must be set up by 7:15 a.m. the day of the event, with earliest arrival at 7:00 a.m. If unable to arrive by 7:00 a.m. to set up, items may be dropped off to the Chamber the day before the event. Please call to make these arrangements.
* The fee is non-refundable.

**Benefits:**

* Sponsor logo with link on event web page. Please send high res jpg formatted logo to [cbutler@frederickchamber.org](mailto:cbutler@frederickchamber.org) no later than 30 days before event, along with a valid link URL.
* Mention in pre-event promotion and marketing.
* Mailing list of attendees.
* Marketing material set-up and a two-minute live presentation during event.

**Signature below represents agreement of policies and procedures of event as outlined above.**

|  |  |
| --- | --- |
| **Printed Name:** | **Title:** |
| **Signature:** | **Date:** |

**Payment Information:**

**Please include payment of $125 with this completed form to secure sponsorship.  
Mail: Frederick County Chamber of Commerce 118 North Market St Suite 200 Frederick, MD 21701  
Email:** [**cbutler@frederickchamber.org**](mailto:cbutler@frederickchamber.org) **Charge my €Visa €MC €AMEX $125.00 €Check payable to Frederick County Chamber of Commerce**

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| --- | --- | --- | --- |
| **Card #:** | | **EXP:** | **CCV:** |
| **Name on Card:** | **Signature:** | | |
| **Billing Address of Card:** | | | |