

NCPP 2015

ORLANDO FLORIDA
october 21-23

2015 National Conference on Philanthropic Planning

Sponsor & Exhibitor Invitation

The Partnership for Philanthropic Planning looks forward to welcoming hundreds of your clients and prospects to the 2015 National Conference on Philanthropic Planning. We invite you to join the excitement at the Buena Vista Palace Hotel and Spa in Orlando, October 21-23. NCPP 2015 will be your best face-to-face marketing opportunity this year!



NEW THIS YEAR!

- **Registration Sponsorship**
- **IGNITE! Sponsorship**
- **Mobile app push notifications (limited availability)**
- **Mobile app promoted posts (limited availability)**

DATES TO REMEMBER:

- **March 11—24:** Event/Amenity sponsorship reservation forms accepted.
- **March 31—April 4:** Notification of sponsorship awards.
- **April 18:** 50% deposit due for all reserved sponsorships.
- **April 21:** Open registration for all remaining sponsorships and exhibit booths.
- **August 18:** Copy deadline for printed program.



SPONSOR RESERVATIONS:

During the sponsor reservation period (March 11-24), supporters are welcome to submit a Sponsor Reservation Request form. Sponsorships will be awarded based on past support history and timing of the request. Remaining sponsorships and exhibits will be offered on a first come-first served basis when open registration begins on April 21.

2015 Sponsor & Exhibitor Opportunities

Exhibit Package: \$2,500

The 2015 conference exhibit package includes:

- 10' X 10' exhibit booth, including drape, signage, 6' table, two side chairs and wastebasket
- Complimentary full-conference registration for one person (additional exhibit personnel are required to register and pay appropriate fees)
- Listing and link on conference web site
- Listing on conference mobile app
- Special recognition on screen at networking luncheon, Thursday, October 22
- Complimentary access to attendee mailing list data file

Corporate Sponsorship: \$1,500

A corporate sponsorship does not include an exhibit booth, but offers the following benefits:

- Complimentary full-conference registration for one person
- Logo on exhibit hall entrance signs
- Logo and link on email registration invitations
- Logo and link on conference web site
- Logo featured on conference mobile app

In addition to benefits noted below, event and amenity sponsorships include the following:

- Complete 10' x 10' exhibit booth package
- Brief company profile in printed program
- Logo on exhibit hall entrance signs

- Logo and link on email registration invitations
- Logo and link on conference web site
- Recognition on conference mobile app

\$10,000 Mobile App

- Your company's logo will appear on a splash page as attendees access the mobile app
- Back cover ad in printed program
- Your company is featured in a section of the app
- One push notification per day to app users
- Two promoted posts per day

\$10,000 WiFi

- Your company featured on a splash page as attendees access WiFi in all meeting space
- Your company name featured in the WiFi access code
- Your company featured on printed program front cover
- Your company featured in attendee ReCharge Lounge

\$8,000 Opening Dinner with Robert Eggers, DC & LA Kitchen

- VIP seating for two individuals at opening dinner
- Brief intro of your company by conference chair
- Introduction of opening dinner speaker by a representative of your company
- Company name/logo featured on screen at opening dinner

\$8,000 Registration

- Your company logo will appear on attendee information page and confirmation email when attendees register for the conference
- Signage at registration desk
- Opportunity for representatives of your company to greet attendees as they register on site

\$7,000 IGNITE!

- Reserved table in front of room
- A representative of your company will introduce and close the session
- Company name/logo featured on screen before/after event

\$7,000 Closing Luncheon with Russell James & Bryan Clontz

- VIP seating for two individuals at closing luncheon
- Brief intro of your company by conference chair
- Introduction of closing luncheon speaker by a representative of your company
- Company name/logo featured on screen at closing luncheon

\$6,000 Name Badge

- Company name/logo printed on name badge holders distributed to all attendees (one-color imprint)

\$6,000 Tote Bag

- Company name/logo printed on tote bags distributed to all attendees (one-color imprint), and conference logo will appear on the other side of the bag.

\$6,000 Hotel Keycard

- Company name/logo printed on guestroom keycards (two-color imprint)

\$5,000 Pen

- Company name/logo printed on pens distributed to all attendees (one-color imprint)

\$5,000 Opening Reception

- Company logo/special thanks on signs in exhibit hall during reception
- Cocktail napkins with one-color imprint of your company logo used at food and beverage stations
- One promoted post on mobile app just prior to reception

\$4,000 Partners Reception

- Company logo/special thanks on signs near food & beverage stations at VIP reception following opening dinner
- Company logo on tent signs on cocktail tables

\$4,000 Thursday Breakfast

- Company logo/special thanks on signs near food & beverage stations
- Company logo on tent signs on cocktail tables
- One promoted post on mobile app just prior to breakfast

\$4,000 Friday Breakfast

- Company logo/special thanks on signs near food & beverage stations
- Company logo on tent signs on cocktail tables
- One promoted post on mobile app just prior to breakfast

\$4,000 Education Track (Five Available)

- Company logo/name on signs outside each breakout session in your sponsored track
- First-choice opportunity for representatives of your company to introduce speakers at sessions in your sponsored track
- Available tracks:
 1. Planned Gift Specialists
 2. Marketing Masters
 3. Major and Blended Gifts
 4. Professional Development for Advisors
 5. Executive Briefing

Additional Options:

- **\$750 Tote Bag Insert:** Your company’s brochure or promotional item will be inserted into tote bags distributed to all attendees.
 - Your promotional item may not duplicate items sold as sponsorships. We cannot accept pens, luggage tags, tote bags or name badge holders.
 - Item must easily fit into tote bags measuring 12” high x 12” wide x 4” deep.
 - Available to NCPP sponsors and exhibitors only.
 - Brochure/promotional item must be produced and shipped to the conference at the exhibitor’s expense.
 - All items must be approved by PPP management.
- **Advertise in the Conference Printed Program** - rates are as follows:
 - \$500 full-page
 - \$250 half-page
- **\$200 Mobile App Push Notification:** Notify mobile app users of a promotion or brief update sent directly to their device's home screen even when the NCPP app is closed. (Includes text with link).
- **\$100 Mobile App Promoted Post:** Notify mobile app users of a promotion or update with top placement in the app's activity feed visible to anyone who opens the app. (Can include an image and link).

Deposits: The online registration system does not allow for partial credit card payments. If you’d like to make a deposit with a credit card, please contact Gloria Kermeen to make special arrangements: gkermeen@pppnet.org, or by telephone at 317-269-6274, x 31.

April 18 50% deposit due for all reserved sponsorship packages
 July 8 Balance due on all sponsorship and exhibit packages

Cancellations

Please submit your cancellation notice to Gloria Kermeen: gkermeen@pppnet.org. Refunds will be granted according to the following schedule:

- On or before June 7.....Full refund minus 5% processing fee
- June 8 – August 24.....50% of total fee
- After August 24.....No refund

Additional notes:

- Exhibitor packages include one complimentary full conference registration. If booth attendant registrations are needed they must be purchased at the rate of \$295. This fee covers meals throughout the conference. If additional full conference registrations are needed, they may be purchased at the full conference member rate.
- Please refer to the Dates/Deadlines/Rules & Regulations document for further details.

For questions regarding PPP’s Sponsor or Exhibitor Program contact:
 Gloria Kermeen at (317) 269-6274 x 31, or e-mail gkermeen@pppnet.org.



**2015 National Conference on Philanthropic Planning
Sponsor/Exhibitor Important Dates & Deadlines**

March 11 - 24	Sponsorship Reservation Request forms accepted
March 31 – April 4	Notification of sponsorship awards
April 18	Deposits due (50% of total fee) for reserved sponsorships
April 21	Open registration for remaining sponsorships & exhibit booths begins
June 7	Cancellations: Last day for 100% of total fee refund, minus 5% processing fee
June 17	Open sponsor/exhibitor registration deposits due
July 8	Balances due for all sponsors & exhibitors
August 18	Copy deadline for printed program
August 24	Last day for 50% of total fee refund No refunds after this date
August 24	Early registration fee deadline for conference attendees
August 25	Excel attendee list available
Early September	Freeman to e-mail exhibitor kits
September 29	Hotel reservation cut-off
October 6	Deadline for conference attendee registration refunds
October 8	Conference registration closes
October 19	Hotel delivery deadline for tote bag inserts
October 21	Exhibit Set-up 12:00 – 5:00 pm Exhibit hall open 5:30 - 6:30pm for Opening Reception
October 22	Exhibit hall open times: 7:30 am – 4:00 pm
October 23	Exhibit hall open times: 7:30 – 11:30 am Exhibit Teardown Times: 11:30 am – 1:30 pm Please note: Teardown is not permitted before 11:30 am.

Exhibit Rules and Regulations

1. CONTRACT FOR SPACE: The registration for space and formal notice of assignment and acceptance by PPP, with full payment of rental charges, constitute a contract for the right to use this space. No exhibitor will be allowed to set up unless PPP has received payment in full.

2. LOCATION, DATES, & HOURS: The exhibit location, dates, and hours will be as indicated above. Exhibit Management reserves the right to make changes in the exhibit dates and/or hours; however, such changes will be made known as far in advance as possible.

3. INSTALLATION AND DISMANTLING: Installation may begin at 12 pm on Wednesday, October 21, 2015, and should be completed no later than 5pm the same day. It is mutually agreed that it is the duty and responsibility of each exhibitor to install his or her exhibit before the opening of the exhibition. ANY space not claimed and occupied by 5pm on Wednesday, October 21 may be reassigned without refund. **The exhibitor expressly agrees not to dismantle or do any packing before 11:30 am on Friday, October 23.** The hall must be cleared by 1:30 pm on October 23. Labor to assist in erection, assembly, dismantling, packing, and unpacking of display must be arranged through Freeman, the official show decorator.

4. USE OF SPACE: All demonstrations or other activities must be confined to the limits of the 10' x 10' exhibit booth area. The Exhibitor shall not assign or sublet any space allotted without the written consent of PPP. In addition, sharing of exhibit space by two or more companies or firms is prohibited. It is also prohibited for exhibitors to swap booths once conference materials have been printed. The exhibitor shall not display or place any product, sign partition, apparatus, shelving, or other construction that extends more than eight (8) feet above the floor or more than three (3) feet in depth from the back wall. No interference with the light or view of other exhibitors will be permitted. Audio amplification is prohibited.

5. MARKETING: Any required permit to sell and/or collect tax on products sold in the exhibit booth is the responsibility of the exhibitor. It is expressly prohibited to perform mass emails or calls from a supplied attendee list. If an exhibitor or sponsor would like to solicit attendees via postal mail, please contact Gloria Kermeen for a mailing list at any time after August 25.

6. IRREGULAR CANVASSING: Distribution of circulars or promotional material may be made only within the booth or display area assigned to the exhibitor presenting the material, unless previous arrangements with Management have been made to distribute materials. Exhibitors may arrange with the Buena Vista Palace for mass distribution of promotional materials to guest rooms. Said materials must be approved by management. Exhibitors may also contract independently with the hotel to have items such as personal invitations or messages distributed.

7. RESTRICTIONS IN OPERATION OF EXHIBITS: PPP reserves the right to restrict exhibits that because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or even evict any exhibit that in the opinion of the management may detract from the general character of the exhibit hall as a whole. This reservation includes persons, things, conduct, printed material, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, PPP is not liable for any refunds or rentals or other exhibit expenses.

8. CARE OF BUILDING AND EQUIPMENT: Exhibitors, or their guests, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths or display areas. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. ANY damage in connection therewith will be at the expense of the exhibitor. All electrical wiring must conform to the Electrical Code of Orlando, Florida.

9. MAINTENANCE OF EXHIBITS: All exhibits must be adequately staffed during exhibition hours. Exhibit booths may not be dismantled nor may any packing be done prior to the final closing time of the exhibit hall, at 11:30 am on Friday, October 23.

10. ADMISSION: Management shall have sole control over admission policies at all times. Management discourages children under the age of 18, including infants or children in strollers, from attending conference related events, including those in the exhibit hall. Most exhibitor packages include one complimentary full conference registration. Booth attendant registrations may be purchased at the rate of \$295. If additional full conference registrations are needed, they may be purchased at the full conference member rate.

11. CANCELLATIONS: All cancellations must be received in writing via e-mail to Gloria Kermeen: gkermeen@pppnet.org. Phone cancellations are not accepted. Refunds will be granted according to the schedule outlined in our Important Dates and Deadlines document.

12. COMPETING EVENT: Hospitality/Meeting space in the host hotel is available for receptions, product demonstrations, meetings, etc. and must be approved by Management. Scheduling of private functions, cocktail parties or other events during exhibit hours or during any conference sessions or special functions is prohibited.

13. RULE CHANGES: Management reserves the right to modify or supplement these rules as it deems appropriate to the operation of the exhibit, and exhibitor agrees to be bound by them. Violations of any of these terms or regulations on the part of the exhibitor, its employees or agents shall, at the option of Management, constitute cause for Management to terminate this agreement, expel exhibitor from the exhibit, and exhibitor shall forfeit all fees paid to Management.

14. SELECTION OF EXHIBITORS: Only firms and organizations whose services or products are related to the purpose of PPP shall be permitted to exhibit. Management reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate; this reservation being all-inclusive as to persons, things, printed matter, products, and conduct.

15. STORAGE: Storage space is not available for display material and/or show merchandise. Storage and drayage should be arranged through Freeman, PPP's exhibit service provider.

16. LIABILITY AND INSURANCE: PPP, the Buena Vista Palace, Freeman, or any other officers or staff members do not maintain insurance on behalf of exhibitors, and will not be responsible for the safety of the property of the exhibitors, including but not limited to, claims from theft, damage by flood, fire, loss, or accident. It is the sole responsibility of the Exhibitor to obtain interruption and property damage insurance covering such losses by the Exhibitor.

17. INDEMNIFICATION: The Exhibitor will not, and waives his or her right to do so, make a claim or demand against PPP, the Buena Vista Palace, Freeman, or any of their employees, representatives, or agents, for any injury including injury resulting in death, loss of or damage to property suffered or sustained by the Exhibitor or the Exhibitor's employees, representatives, agents, or invitees, or by any other person or corporation, which is based upon, arises out of, or is connected directly or indirectly with the Exhibitor's installation, removal, maintenance, occupancy, or use thereof or with the exhibition premises or part thereof.

The Exhibitor will indemnify and save harmless PPP, the Buena Vista Palace, Freeman, or any of their employees, representatives, or agents from and against any and all claims, demands, awards, including awards made under the Workers' Compensation Act or similar legislation, actions, and proceedings by whomsoever made, brought, or prosecuted, and from and against any and all loss, damages, or expenses suffered or incurred by PPP, the Buena Vista Palace, Freeman, or any of their employees, representatives, or agents, and which are based upon, arise out of, or are connected directly or indirectly with the Exhibitor's installation, removal, maintenance, or use thereof or with the exhibition premises or part thereof.

Exhibit Hall Diagram

