

**Association of Government Accountants (AGA)
National Conferences, Events & Expositions**

Sponsorship Rules & Regulations

The rules and regulations stated here and within the *AGA Catalog of Advertising, Exhibiting and Sponsoring Opportunities*, constitute a bona fide part of the sponsorship contract. Show Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the exposition. Show Management's decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting firm to be fully familiar with these Exposition Rules & Regulations and to see that all company representatives attending the exposition are also familiar with them.

Definition

The words "Show Management" as used herein refer to the Association of Government Accountants (AGA).

Sponsorship Logistics & Arrangements

AGA reserves sole control over sponsorship, the exposition, the conference/event and all program policies. Selection, quantities, production and distribution of all sponsorship items as well as menu selection for meal functions will be determined and handled by AGA.

Placement of the logos on sponsored items will be at the discretion of AGA. All sponsorship items are printed in one color only. Sponsored items may be printed with a full-color logo at the organization's expense.

Sponsor Eligibility

AGA reserves the right to review any advertising, exhibit, or sponsorship application for appropriateness for our intended audience and support of the Association's mission. AGA reserves the right to determine the eligibility of any company or product for inclusion in our events, and reserves the right to reject or prohibit any organization and its representatives from participating, with or without giving cause. Acceptance of this contract should in no way be construed as an endorsement by AGA of either a sponsoring company or its products or services.

Right of First Refusal:

Sponsors of previous conference activities/items have the right of first refusal for the same activity/item in the following year. Remaining opportunities are available on a first-come, first-served basis. The receipt of application will establish the assignment date. In cases where sponsorship reservations are received simultaneously, preference will be given to AGA Corporate Partners and past conference sponsors/exhibitors.

Sponsorship Application

Sponsors are required to execute and forward a Sponsorship Application/Order Form to AGA along with full payment for the item/event sponsored. Invoices will be generated and sent to the principal contact via e-mail. Payment is requested within 30 days. Outstanding balances must be paid in full prior to signing up for future conference activities.

Payment/Cancellation

Sponsorships may not be cancelled. Upon signing the agreement, there are costs incurred on behalf of the sponsor and the full, published amount must be paid. In the event that the sponsorship can be resold and the promotional material corrected before the conference, 50 percent of the sponsorship fee may be refunded.

Any written notification of intent to sponsor an event or item will be considered a definite commitment. In the event that AGA denies a sponsorship opportunity to an interested party, based on a written confirmation/guarantee by your organization to sponsor an event/item, the sponsorship may not be cancelled and the full payment must be paid.

Sponsorship costs are designed to lessen the financial burden of the sponsored item and do not necessarily reflect the total cost of the sponsored event or item.

Confirmation

Upon acceptance of your application, the contact person named at the top of the form will receive a letter providing confirmation of the sponsorship and other conference details. This official contact person is responsible for providing company representatives with time schedules and other pertinent information.

Attendance

AGA makes no representations or warranties with respect to the demographic nature and/or volume of exhibitors and/or attendees at any particular location at the exposition.

No person, firm or organization not having contracted with AGA for the occupancy of booth space will be permitted to display or demonstrate its products/services, or distribute promotional materials in the Exhibit Hall, public areas of the conference facility or in hospitality suites. Any infringement of this rule will result in the prompt removal of the offending persons and/or promotional materials from the Exhibit Hall and/or conference facility.

Marketing, Promotion & Solicitation

No person, firm or organization, public or private, not having contracted with AGA for the occupancy of booth space will be permitted to display or demonstrate its products/services, distribute promotional materials, souvenirs, reception invitations, meeting announcements or solicitations of business in the Exhibit Hall, education sessions, public areas of the conference facility or in hospitality suites, unless it is included with their sponsorship package. Any infringement of this rule will result in the prompt removal of the offending persons and/or promotional materials from the Exhibit Hall and/or conference facility. Only exhibitors are allowed to distribute material and it must be within the confines of their exhibit space.

The sponsor agrees not to extend invitations, call meetings, host hospitality events or otherwise encourage the absence of attendees from the Exhibit Hall, education sessions and/or social events during the hours of official conference activities, without prior written permission from AGA. Sponsor agrees to notify AGA of any and all meetings or hospitality events it has scheduled during the conference, even if they take place after official conference events have ended. All requests for meeting rooms, hotel suites and special events must be approved by AGA.

Distribution of flyers, invitations, magazines or other specialty advertising directly to attendee hotel rooms is prohibited.

To achieve maximum exposure and to receive full sponsorship benefits, please reserve sponsorships as quickly as possible, but at least eight weeks before the conference. This allows sufficient time to place necessary orders, create signage and to include your sponsorship information in the official conference program. Please note that AGA will make every attempt to provide full recognition on sponsorships confirmed less than eight weeks before the event, however, some benefits may no longer be available.

Cancellation

A company's sponsorship may be canceled by AGA for failure to make payments when due or failure to comply with AGA rules and regulations. If a sponsorship is canceled by AGA, the company will be notified in writing. Should AGA cancel an exposition or reschedule the entire event, the sponsorship contract will terminate and the sponsor will waive any claim for damages. AGA's liability shall be limited to the monies paid by the sponsor, less a proportionate share of all expenses incurred by Show Management for the exposition. If, for any reason the location of the show is changed, no refund will be made.

Agreement & Acceptance

The sponsor, for itself and its employees, agents and representatives, agrees to abide by the foregoing rules and by any amendments that may be put into effect by AGA. Once a company signs the Sponsorship Contract and returns it to AGA, all Rules & Regulations are officially in affect.

Other Matters

All matters and questions not covered by the contract for exhibit space or these rules and regulations are subject to the decision of AGA.