



# CDCA Small Business and Industry Outreach Initiative (SBI) Symposium

## HIGH VISIBILITY SPONSORSHIP OPPORTUNITIES

### Small Business Exhibitor \$200/\$300

Take advantage of this opportunity to showcase your company to all SBI attendees.

- Logo on SBI website and slideshow
- 1 – 6’ table for exhibit space to promote your company
- Must qualify as a small business with CDCA (previous corporate fiscal year revenue must be less than \$16.5 mil)

### Registration Sponsor \$500/\$600

Be the first seen by all attendees of the SBI.

- Logo displayed on Registration Tables
- Logo on SBI Web Page, Slideshow and SBI Registration Page
- 1 – 6’ table for exhibit space to promote your company
- Recognized as Registration Sponsor via announcement at the SBI

## TECHNICALLY SAVVY SPONSORSHIP OPPORTUNITY

### Q&A Sponsor \$500/\$600

Every SBI session includes time for Q&A! Let everyone know who made it all possible as the Q&A sponsor. Visibility on all tables in the ballroom as well as the SBI webpage and slideshow.

- Logo on SBI website and slideshow
- 1 – 6’ table for exhibit space to promote your company
- Recognized as Q&A Sponsor via announcement at the SBI

## FOOD AND ENTERTAINMENT SPONSORSHIP OPPORTUNITY

### Hydration Station Sponsor \$500/\$600

Keep everyone hydrated and/or caffeinated as the sponsor for coffee and tea for the duration of the SBI. Cups will be provided but feel free to provide your own branded cups for use at the water stations if you prefer.

- Coffee and Water Station Signage
- Logo on SBI web page and slideshow
- 1 – 6’ table for exhibit space to promote your company
- Recognized as Coffee and Water Sponsor via announcement at the SBI

## CDCA SBI SPONSORSHIP TERMS AND CONDITIONS

### CDCA SBI Sponsorship Terms and Conditions

- All sponsorships/exhibit spaces are on a first come, first serve basis with first come defined as first to submit application with full payment or 50% deposit.
- Invoices will be sent for payment following receipt of applications with Due On Receipt terms.
- Interested company completes the sponsorship application in its entirety. Point of contact listed on the form will be the only POC CDCA will speak with regarding sponsorships. The contact should be attending the CDCA SBI.
- Applications and questions should be sent to [sbi@charlestdca.org](mailto:sbi@charlestdca.org)
- Sponsors/Exhibitors are responsible for registering. If they are not registered, they will incur delays at the time of check-in.
- Sponsorships must be paid in full prior to the start of the SBI.

### Payment Information

#### Deposit and Payment Schedule

Due with Application: 50%  
Due by SBI: 100%

- A 50% deposit is required to secure sponsorship/exhibit space
- Payments may be made by credit card.

\*\*Requested sponsorship/exhibit space will be released 10 days prior to the SBI if payment is not received.

### Cancellation Policy

- Cancellations received by CDCA:  
30 days or more prior to SBI..... 100% refund  
Less than 30 days prior to SBI..... 0% refund



# CDCA Small Business and Industry Outreach Initiative (SBIOI) Symposium

- No refunds will be made for “no shows”

## ***SBIOI Sponsorship / Exhibit Space Application***

CDCA will discuss exhibitor and sponsorship opportunities with the POC listed on this form. The POC must be an attendee at the SBIOI and serve as the on-site coordinator for the sponsoring company. The POC will be included on all correspondence leading up to the SBIOI. Return Sponsorship Application with a high-resolution logo to [paula@charlestdca.org](mailto:paula@charlestdca.org)

Company: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ***Sponsorships:***

Select which sponsorship you are requesting:

X	Sponsorship	Member	Non-Member
<input type="checkbox"/>	Q&A Sponsor	\$500	\$600
<input type="checkbox"/>	Small Business Exhibitor*	\$200	\$300

X	Sponsorship	Member	Non-Member
<input type="checkbox"/>	Registration Sponsor	\$500	\$600
<input type="checkbox"/>	Hydration Station Sponsor	\$500	\$600

\* Small Business Exhibitors must meet the same guidelines as listed for Small Business membership: The previous corporate fiscal year revenue must be under \$16.5 million.

\*\* Not for profit rate to exhibit: \$100

Exhibit Space: Rate includes one (1) 6' skirted table, two (2) chairs, extension cord

By signing below, I am affirming that I am an authorized representative of the company/organization with the full power and authority to sign and deliver the application. The company/organization listed on this application agrees to comply with the Terms and Conditions defined in the CDCA SBIOI Sponsorship Terms and Conditions.

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

**Date:** \_\_\_\_\_