

# LOCAL FORUM

## SPONSOR CONTRACT

NAME		TITLE		<input type="checkbox"/> CFC	<input type="checkbox"/> CDC
				<input type="checkbox"/> Other _____	
COMPANY			PSDA MEMBER?	MEMBER ID NUMBER	
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDRESS		CITY	STATE	ZIP	
PHONE	FAX	EMAIL		FIRST-TIME SPONSOR?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### SPONSORSHIP RATES

**PSDA Member:** \$875  
**Non-Member:** \$1,375

Rates include: one (1) company representative to attend the event; networking opportunities with distributor attendees; online listing; listing on on-site signage; one (1) 6' x 30" draped table for display; lunch; keynote speaker; and post-event attendee list.

Display tables requiring electricity will incur an additional \$50 non-refundable charge per outlet.

### DEPOSIT INFORMATION

**A deposit of \$200 per event is required (plus \$50 per electrical outlet per event).**

Deposit of \$200 enclosed for \_\_\_\_\_ events. \$ \_\_\_\_\_  
 \$50 per electrical outlet is enclosed for \_\_\_\_\_ events. \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

### SCHEDULED DATES & LOCATIONS

Please indicate below the locations you are interested in participating in and if you have electrical requirements for that location.

Location	Date	No. of Tables	No. of Elec. Outlets	Office Use Only
Anaheim	1/13			
Dallas	3/3			
No. New Jersey	3/12			
Seattle	4/14			
Detroit	4/21			
Kansas City	5/6			
Atlanta	5/27			
Baltimore	6/18			

### PAYMENT INFORMATION

PAYMENT METHOD		CREDIT CARD NO.	EXPIRATION DATE
<input type="checkbox"/> Check Enclosed <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx <input type="checkbox"/> Discover			
CARDHOLDER'S NAME		CARDHOLDER'S SIGNATURE	
<b>Acceptance Terms</b> (Please Read & Sign): I, the duly authorized representative of the above-named company, on behalf of said company, have read and agree that the company and its representatives will abide by the 2009 Rules & Regulations put forth in this Contract. In addition to the deposit for sponsorship and electricity due now, we understand that we will be invoiced following each event for the remainder of the sponsorship fee.			
Signature: _____		Date: _____	

### ADDED-VALUE SPONSORSHIPS & ADVERTISING INFORMATION

PSDA offers a unique added-value sponsorship program that allows companies participating as a Local Forum Sponsor to enhance their exposure with event attendees before, during and after the event. All added-value sponsorships are available on a first-come, first served basis.

Advertising programs are available to help sponsors promote their participate in the Local Forum events and invite prospective attendees to set aside time to meet with them at the event. Online advertising opportunities are available at [psda.org](http://psda.org), [printjunkie.net](http://printjunkie.net), [printsolutionsmag.com](http://printsolutionsmag.com), and in the *Print Solutions Weekly* e-newsletter. In print advertising program are available in *Print Solutions Magazine*.

**For information about these opportunities, please visit [www.psd.org](http://www.psd.org) or contact the PSDA Sales Department at [sales@psda.org](mailto:sales@psda.org) or 800.336.4641.**

Presented by:



print • services • distribution • association

433 East Monroe Avenue • Alexandria, VA 22301 • 703.836.6232 • Fax 703.836.9853 • [www.psd.org](http://www.psd.org)

# LOCAL FORUM

## RULES & REGULATIONS

Please read and sign the "acceptance terms" on the accompanying contract.

### 1. Cancellation Policy:

- (a) Cancellation **MUST** be in writing.
- (b) If cancellation is postmarked or received by facsimile up to 24 hours prior to an event, PSDA retains the \$200/\$250 deposit and will assess no other charges.
- (c) Cancellation must be postmarked or received within 24 hours of the event. If no written notification is received, you will be considered a "No Show." **"No Show" companies will be responsible for full payment of all fees including seminar presentation fees.**

### 2. Display Table:

There are a maximum of 25 sponsors and 25 display tables permitted at each Local Forum event. Display tables will be arranged along the perimeter of the room. When a specific location reaches the 25 maximum, a waiting list will be created in the order in which contracts are received. If space at a sold-out site becomes available, you will be notified immediately. If space does not become available, your \$200/\$250 deposit can be transferred to a new site.

### 3. Display Setup:

- (a) Sponsors will be allowed access to the display area at 8:00 am. Setup must be completed by 8:30 am.
- (b) Sponsors must seal and label their materials at the end of the event. **No company is permitted to dismantle its display until the end of the event—2:00 pm. If you dismantle before 2:00 pm, you will be penalized.**

### 4. Display Specifications:

- (a) No 10'x10' booths will be allowed. (Display used must be designed for tabletop use.)
- (b) Sponsors are responsible for the safety of their display.
- (c) Width/Length — Display must not extend beyond the size of the table — 6' x 30".

### 5. Sponsor Personnel:

Each company will be allowed only one (1) representative to attend the event. Advance registration of this individual is necessary. PSDA will have a Registration Desk at each event location where your company representative will pick up his/her badge. Additionally, no company is permitted to distribute literature outside of their display. Literature distribution in other areas is restricted to the exclusive event sponsor only. Companies that violate this rule will be penalized.

### 6. Transfer of Sponsorship:

Sponsors may not re-allocate, re-locate, transfer or share their sponsorship with other companies.

### 7. Rule Infractions:

Event Management reserves the right to prohibit companies that violate these Rules & Regulations from participating in future events. This includes forfeiture of all deposits.

### 8. Liability:

- (a) Signs, posters, literature, etc. may not be taped, posted, thumbtacked, nailed or otherwise displayed to surfaces in any part of a hotel. Sponsors are liable for any and all damage caused by them to the facility.
- (b) Sponsors hereby release, relinquish, discharge and agree to indemnify, protect, and hold harmless PSDA and any persons acting in behalf of PSDA from any and all claims, demands, liabilities, costs, and expenses, for injury including death to persons and any loss of or damage to property caused by, growing out of, or happening in connection with the use or enjoyment by the participating companies of the hotel facilities or equipment.

### 9. Insurance:

Sponsors are responsible for insuring their own display/materials/personnel. Neither PSDA, its representatives, nor the facility in which each event is held is responsible for damage to or loss/destruction of displays/materials. All claims for any such loss, damage or personal injury are hereby waived by the participating companies.

### 10. PSDA Payment Policy:

Policy set by the Board of Directors requires payment in full upon receipt of invoice. Outstanding balances of more than forty-five (45) days will be placed on credit hold and all PSDA services suspended until the account is brought current.

### 11. Amendments:

The 2009 Rules & Regulations may be amended from time to time and are to be enforced as interpreted by PSDA. Any situation not covered by these Rules & Regulations is subject to determination by PSDA.

### RETURN TO:

PSDA Sales Dept., 433 East Monroe Avenue, Alexandria, VA 22301 or fax to 703.836.9853.

Please make a copy for your records.

