

## 2020 CPAA CONFERENCE SPONSOR PACKAGE

# SPONSOR FORM

Contact Name: .....

Organization: .....

Address: ..... City: .....

Postal Code:..... Email: ..... Phone: .....

### TERMS AND CONDITIONS:

1. Benefits will be allocated by the CPAA on a "first come, first served" basis.
2. A sponsorship is secured only upon receipt of sponsorship contribution.
3. CPAA reserves the right to amend the rules and regulations governing sponsorship at any time.
4. CPAA reserves the right to assign sponsorship based on sponsorship level and number of sponsors at each level.
5. Sponsorship refunds will not be issued by the CPAA.

### SPONSORSHIP & PAYMENT DETAILS

- Sponsorship Amount \$ .....
- Payment amount enclosed
- Payment to follow
- Please invoice sponsorship amount to above organization

*GST not applicable. Credit card payment is not available. Payment by e-transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.*

I have read and agree to the terms of the sponsorship/partnership agreements contained herein:

Signature: .....

Date: .....

*Please note the deadline for sponsorship is **March 14, 2020***

Please forward completed sponsorship forms to:

**CPAA Office**  
**205 - 10940 66A Street NW**  
**Edmonton AB**  
**T5P 3V5**

Questions regarding sponsorship should be directed to:

**Vicki Hackl, CPAA Secretary**  
**P | 780-432-6387**  
**E | cpaa@cpaa.biz**

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### DIAMOND \$3,000

There may only be one sponsor in this category. The diamond sponsor shall be recognized as a **Principal Sponsor** in all conference materials. A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.

#### BENEFITS

- Two (2) free registrations for Conference (Value: \$1,000)\*
- One (1) free registration for Education Session (Value: \$150)\*
- One (1) free exhibitor space (Value: \$250)
- Primary sponsor in all conference materials and publications
- Primary recognition through prominent on-site signage
- First opportunity to sponsor conference delegate swag items

### PLATINUM \$2,000

Sole Sponsor for one activity. Please choose:

- Education Session
- Conference Banquet
- Silent Auction
- Student Participation

#### BENEFITS

- One (1) free registration for Conference (Value: \$500)\* **OR** one (1) free registration for Education Session (Value: \$150)\*
- One (1) free exhibitor space (Value: \$250)
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### GOLD - \$1,700

Sole Sponsor for one activity. Please choose:

- Keynote Speaker
- Two (2) Concurrent Sessions (12 sessions available)
- Banquet Beverages
- Wednesday Plenary Session
- Refreshment breaks (4 to choose from)
- Closing Plenary

#### BENEFITS

- One (1) free registration for Conference (Value: \$500)\*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### SILVER \$1,000

Sole Sponsor for one activity. Please choose:

- Banquet Entertainment
- One (1) Concurrent Session (12 sessions available)

#### BENEFITS

- Two (2) free tickets for the Conference Luncheon and Banquet (Value: \$220)
- One (1) free registration for Education Session (Value: \$150)\*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

### BRONZE \$700

Sole Sponsor for one activity. Please choose:

- Education Session Lunch
- Conference Session Lunch
- Joint Sponsor of Concurrent Session (12 sessions available)
- Conference Program
- Conference Management

#### BENEFITS

- One (1) free ticket for the Conference Luncheon and Banquet (Value: \$110)
- Recognition on the on-site Master Board of Sponsors.
- Logo placement and listing in conference program

### Silent Auction / Scholarship Sponsor (less than \$500)

May include financial or in kind contribution which supports annual CPAA silent auction hosted at conference banquet. The CPAA silent auction raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the silent auction and student scholarships are listed in the conference program.

\*Conference Registration includes one ticket for all conference meals.

\*Education Session Registration includes one ticket for all education session meals.

**GST NOT APPLICABLE**

## 2020 CPAA CONFERENCE EXHIBITOR FORM

Contact Name: .....

Organization: .....

Address: ..... City: .....

Postal Code: ..... Email: ..... Phone: .....

*Exhibitor cost is \$250. You may register separately for the conference which includes one ticket for all meals (Value: \$500.00) and/or for the Education Session (Value: \$150).*

### PAYMENT DETAILS

Payment Amount Enclosed

Payment to follow

Invoice amount to above organization

Display included with conference sponsorship

*GST not applicable. Credit card payment is not available. Payment by e-transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.*

Name: .....

Signature: ..... Date: .....

### ARE YOU ALSO A SPONSOR?

YES

NO

### IF YES, AT WHAT LEVEL?

DIAMOND

PLATINUM

GOLD

SILVER

BRONZE

SUPPORTER

### EXHIBITOR SPACE DETAILS:

- Displays will be set up along the perimeter walls in Salon DE within the Conference space - spaces will be assigned.
- Each display space consists of a maximum area 8 feet wide by 5 feet deep (including any tables or chairs)
- If requested, a skirted table (8 feet by 2 feet) and two chairs will be included as part of the regular cost.
- Displays may be set up as early as 8:00 a.m., Monday, April 27, but must be set up and ready by Monday 1:00 p.m. They must be removed from the conference space by 12:15 p.m. Wednesday, April 29.
- Extra Luncheon and Banquet tickets will be available through the Conference (Lunch: \$40/person; Banquet: \$70/person) if the person at the booth has not registered for the conference.

### WE, THE ABOVE ORGANIZATION WOULD LIKE TO RESERVE DISPLAY SPACE AS FOLLOWS:

\_\_\_\_\_ Number of display spaces (Note one banquet ticket included with each space purchased.) - \$250 each

\_\_\_\_\_ Number of complimentary chairs required (Maximum of 2 included with space)

\_\_\_\_\_ Number of complimentary tables required (skirted) (Maximum of 1 included/space)

\_\_\_\_\_ Number of electric outlets required

Community Planning Association of Alberta. Please complete the form and return with payment to **CPAA Office**

**205 - 10940 166A Street NW  
Edmonton AB T5P 3V5**

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E | cpaa@cpaa.biz**