**2020 Day of Learning Sponsorship Form**

**Event Date: Wednesday, December 2, 2020**

**Crowne Plaza Charlotte Executive Park, Charlotte, NC**

#### Sponsor Information (Main Contact – not included as an attendee)

|  |  |
| --- | --- |
| Company Name: |       |
| Contact Name: |       |
| Address: |       |
| City, State, Zip: |       |
| Business Phone: |       |
| Email Address: |       |

#### Sponsorship Options (Check All That Apply)

|  |  |
| --- | --- |
| Type of Sponsorship | Price |
|  Keynote Sponsors (3) | $2500 |
|  Breakfast Sponsor (1) | $2500 |
|  Lunch Sponsor (1) | $2500 |
|  Exhibit Hall Table Sponsors (12) | $700 |
|  Lanyard Sponsor (1)  | $700 |
|  \*Sponsorship Spotlight **Add-On** (4) | $500 |

#### Sponsorship Spotlight Add-On

#### We are offering four (4) opportunities throughout the day to “Spotlight your company”

#### This will be in addition to your vendor table in the exhibit hallway

#### You will have the opportunity to setup in a private room to share in more detail with a larger audience

#### The sessions will last approximately 15 minutes as they will be offered during the regularly scheduled breaks between sessions – 2 in the morning & 2 in the afternoon

#### This opportunity will be available while slots last

#### Sponsorship Payment Options

 Payable by check – invoice will be emailed to the main vendor contact listed above

 Payable by credit card – an invoice with payment link will be sent to the main vendor contact listed above

**If payment should be invoiced to someone other than main contact listed above, provide information below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name: |       | Phone Number: |       |
| Email Address: |       |

Email your completed form to dol@atdcharlotte.org. You will receive an invoice within 48 hours.

Once payment is received, the *Sponsor Contact* will receive an email with additional information about your sponsorship.

#### Complimentary Event Attendees:

#### Complete the attendee information per sponsor type below:

* *Keynote Sponsor – 4 attendees*
* *Breakfast Sponsor – 4 attendees*
* *Lunch Sponsor – 4 attendees*
* *Exhibit Hall Table Sponsor – 2 attendees*
* *Lanyard Sponsor – 2 attendees (does not include a table in the exhibit hall)*

*At least 1 person should remain at the sponsor table throughout the day*

*The additional attendees do not need to be from your company. You can send employees, customers or other guests of your choice.*

#### Attendee 1 (All Sponsorship Types)

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Last Name: |       |
| Company Name: |       |
| Phone: |       | Email: |       |
| Vegetarian Meal: | [ ]  Yes [ ]  No  |

#### Attendee 2 (All Sponsorship Types)

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Last Name: |       |
| Company Name: |       |
| Phone: |       | Email: |       |
| Vegetarian Meal: | [ ]  Yes [ ]  No  |

#### Attendee 3 (Keynote, Breakfast & Lunch Sponsors Only)

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Last Name: |       |
| Company Name: |       |
| Phone: |       | Email: |       |
| Vegetarian Meal: | [ ]  Yes [ ]  No  |

#### Attendee 4 (Keynote, Breakfast & Lunch Sponsors Only)

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Last Name: |       |
| Company Name: |       |
| Phone: |       | Email: |       |
| Vegetarian Meal: | [ ]  Yes [ ]  No  |

**Additional Attendees:**

Additional seats for employees or customers can be purchased at a reduced sponsor rate. If interested, email the DOL Committee at dol@atdcharlotte.org and include the following information. You will be invoiced separately for these attendees.

* *First & Last Name*
* *Company Name*
* *Phone #*
* *Email Address*
* *Vegetarian Meal*

**Hotel Accommodations:**

We have secured a group block of rooms with the Crowne Plaza Charlotte Executive Park on a reduced rate for attendees to the event.

**What’s provided for you:**

* An 8’ table with white cover
* Electrical access (sponsor to supply all cables, extension cords, etc.)
* WiFi

Note: All table backdrops must fit behind or on top of 8’ table. Unfortunately, there is no room to accommodate larger displays.

#### Cancellation Policy:

$200 cancellation fee will apply for cancellations on or before 10/31/20

No refund for cancellations after 10/31/20

#### Attendee List:

After DOL, each sponsor will receive an attendee list from the event which will include the attendee name, company name, and email address. This list is for your exclusive use and is not to be used to send SPAM to the attendees.

Contact dol@atdcharlotte.org with any additional questions