



# NASCIO CONFERENCE SPONSORSHIP TERMS & CONDITIONS

## Payment & Contract

- Sponsorship payment must be received within 30 days of contracted date
- Corporate membership dues must be in good standing to guarantee sponsor benefits and privileges
- Agreement to these T&C sets a binding contract

## Cancellation Policy

- 20% fee for cancellations prior to August 6
- No refunds or cancellations will be available after August 6 at which point full payment will be required

## Regulations during Conference

- Concurrent events with NASCIO conference are prohibited
- A 30-minute buffer between NASCIO activities and any sponsor event is required
- NASCIO will not endorse companion events

## Branding & Marketing

- Company logo use authorized for conference materials and website
- Exhibits and demonstrations not permitted on conference property
- Co-branding of sponsorship is not allowed
- No marketing material distribution is allowed, including via the conference app or any other electronic means, e.g. promotional or branded giveaways

## Attendee Guidelines

- Invitations that distract attendees from NASCIO scheduled programming are not allowed
- No gifts or amenities are permitted to public sector attendee's rooms
- Non-member corporate member guests are prohibited
- Harvesting, selling, or using attendee rosters for promotion is prohibited
- Exceeding registration allotments or transferring registrations to another company or brand is not permitted
- NASCIO branded name badge/lanyard must be worn during conference programming
- Name badge sharing is prohibited and name changes only allowed before check-in

## Guidelines for Using NASCIO Sponsorship Recognition Image:

- **Image usage.** Use the image in its entirety without alterations - including proportion, color, element, type, etc. Print in original colors, greyscale or black/white. For online use, hyperlink to [www.NASCIO.org](http://www.NASCIO.org)
- **Endorsement clarification.** The image display must not suggest endorsement or administration by NASCIO for a company, product or service
- **Restriction in usage.** You can use the image in general marketing collateral only, not for advertising specific services or products
- **Respectful representation.** Do not use the image in connection with any derogatory statements about NASCIO or its members
- **Revoking usage right.** NASCIO reserves the right to disallow image use and to suspend/revoke sponsorship privileges if these guidelines are violated.

Terms and Conditions: We may need to alter NASCIO Conference aspects, such as content, timing, date and/or location. Neither NASCIO nor the sponsoring member is responsible for delays/nonperformance caused by uncontrollable circumstances like fires, epidemics, government orders, etc.

By accepting these terms and conditions, you and your firm agree to comply with these guidelines, terms and conditions for conference sponsorship.

Lori Rempe

NASCIO Membership & Sponsorship Manger