



## Sponsorship Guidelines and Request Form

For COCA Training and Educational Programs

(Quarterly Meetings and Conferences)

[www.cocainc.com](http://www.cocainc.com)

### Guidelines for Sponsorship:

- There will be no more than 4 sponsors per event/program. Sponsorships are offered at \$500.00 each; a single sponsor may purchase both sponsorships if they desire.
- Sponsorship requests should be submitted no later than 6 weeks prior to the event to ensure adequate time for review and advertisement (which is sent out 4 weeks prior to event date).
- Sponsor(s) cannot be the event presenter, and the sponsor will not be an industry competitor of the event presenter.
- Sponsor(s) can be a Non-COCA member.
- Sponsors are encouraged to promote the event and their sponsorship on their company's website or through other promotional materials.
- The Executive Director along with The Board of Directors is responsible for approving sponsorship requests, subject to final review by the Chairman of the Board.
- The Executive Director along with The Board of Directors will evaluate the sponsorship program every two to three years.
- COCA reserves the right to refuse sponsorships, for any reason deemed necessary especially if it's politically or non-industry related.

### Sponsorships (\$500.00) include the following:

- Complimentary registration for up to 2 people for the event
- Sponsor(s) will be listed in the program announcement/mailings, provided COCA has a firm commitment at the time the event is announced, approximately 4 weeks prior to the event date.
- Sponsor(s) will be recognized on a "flyer" included in the attendee packets. May provide a company logo.
- Sponsor(s) are allowed to provide handout material (1 piece) which will be made available for distribution to attendees.
- Sponsor(s) allowed to display a banner inside the meeting room.
- Recognition of Sponsor(s) announced by the Program Coordinator or Executive Director at the event.
- Sponsor(s) have the opportunity to have a display table outside the meeting room with a low key approach.
- Sponsor(s) recognized (per event) on the COCA website ([www.cocainc.com](http://www.cocainc.com)).

## REQUEST FORM

Date of Request \_\_\_\_\_ (First come first served)

\*Program / Event: \_\_\_\_\_ 1st Qtr Mtg \_\_\_\_\_ 2nd Qtr Mtg  
 \_\_\_\_\_ 3rd Qtr Mtg \_\_\_\_\_ 4th Qtr Mtg  
 \_\_\_\_\_ Member Appreciation

\*Contact the COCA office to find out if dates have been finalized for each program

### Each Sponsorship fee (\$500.00) includes, but not limited to:

- Two (2) complimentary registrations for the event or meeting (does not include golf/trap event)
- 1 page brochure included in attendee packets (provided by sponsor)
- 8 foot display table with 2 chairs located outside of meeting room
- Sponsor recognition from podium during program
- Sponsor recognized (per event) on the COCA website ([www.cocainc.com](http://www.cocainc.com))

### COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website address: \_\_\_\_\_

### PAYMENT INFORMATION

TOTAL Sponsorships: \_\_\_\_\_ x \$500.00 = \_\_\_\_\_ (Max 2 sponsorships per event)

Check enclosed: Make check Payable to **COCA, Inc.**,

Mail to: **PO Box 596, Maryville IL 62062-0596**

Send Invoice (to above address)

Bill to Credit card

Mastercard  Visa

American Express

Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Zip Code where STATEMENT is sent: \_\_\_\_\_

VCode: \_\_\_\_\_ (last 3 digits on back of card near signature line)

Billing address:  Same as Company address above

Different Bill to Address: \_\_\_\_\_

Mary Beth Proost, Executive Director

Council of Owners and Construction Associates, Inc.

618-288-9434

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