



Sponsorship Guidelines and Request Form

For COCA Training and Educational Programs

(Quarterly Meetings and Conferences)

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).

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)

COMPANY INFORMATION

Company Name: _____

Address: _____

Contact Person: _____

Job Title: _____

Phone Number: _____

Email: _____

Website address: _____

PAYMENT INFORMATION

TOTAL Sponsorships: _____ x \$500.00 = _____ (Max 4 sponsorships per event)

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

Mail to: **PO Box 221, Collinsville IL 62234-0221**

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.

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