



## Stateline Meeting Sponsorship

Thank you for your interest in sponsoring a Stateline SHRM meeting! This letter outlines the features of sponsorship as well as the process for enrollment. Please sign and return a copy of this letter via email as indication of your acceptance.

Stateline SHRM strives to provide vendors with appropriate access to our membership in order to inform members of the vendors' company, products, and services in exchange for a sponsorship fee. The vendor will have 10-15 minutes of time near the beginning of the meeting to speak to all attendees present (typically 40-50 HR professionals) and enjoy other benefits listed below. We ask our vendors **not to directly approach members** before or after the meeting, but to make available their brochures and business cards for those members who choose to take them. As part of Stateline SHRM's non-solicitation policy, Stateline does not provide the sponsor with the member listing or list of contacts of our organization. Please note that return of payment and information is time sensitive.

### Stateline SHRM will provide the following:

- Banner on our electronic meeting invitation with the company's logo
- Your logo and link on sponsors tab up to 12 months after sponsorship
- Tab on invitation describing your company, products, and services
- Display of company logo/name on registration table
- Waive of meeting fee for up to two company representatives
- Banner on our agenda for the sponsored meeting
- Opportunity to address/present to the attendees for up to 15 minutes
- Table to display company information, brochures, and business cards

### Vendor will provide the following:

- Payment of \$275 – (in-kind exchange)
- Logo (electronic jpeg file, no more than 150 kb)\*\*\*
- Summary of company information (logo & 2 – 3 paragraphs)\*\*\*
- Description of products to be discussed and value
- Copy of PowerPoint, if used, and any literature distributed\*\*\*
- Names of company representatives attending and their bios for introduction\*\*\*
- Estimated time for presentation (maximum 15 minutes)

*The asterisked items must be received no later than 30 days in advance of the event to be included on the invitation.*

**If you plan on utilizing the computer based technology available at the meeting space, you will need to bring your presentation on a USB drive (thumb drive). If you will utilize internet video clips as part of your presentation, please inform us in advance.**

We typically meet on the second Thursday of each month from 7:45 – 9:45 a.m. at The McHenry County Shah Center, 4100 W. Shamrock Lane, McHenry IL 60050.



## Sponsorship Agreement

Acceptance:

Please sign and return a copy of this letter via e-mail as indication of your acceptance.

Yes, I have reviewed your letter and will return the requested information. My organization will sponsor the Stateline meeting on \_\_\_\_\_ and I agree to meet the stipulations and requirements listed above.

If we find that we cannot attend or sponsor, we agree to notify you 7 days in advance of the meeting. We understand that payments made are not refundable, but that we may send an alternative company representative on our behalf and will notify you of their name(s) in advance.

This agreement represents the only relationship between the Stateline SHRM chapter affiliate and the "Sponsor" of the Stateline SHRM meeting. No other relationship between the two entities exists, implied or otherwise. This agreement is not assignable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business

**Please e-mail scanned document to:** [info@statelineshrm.org](mailto:info@statelineshrm.org).

**Mailing information:** Stateline SHRM, Post Office Box 682, Crystal Lake, IL 60039

Upon receipt of your signed Agreement, a board member will contact you to arrange for payment of the sponsorship and answer any questions that you may have.

