

**CFTA
2012**

August 7-9

IUPUI
www.cfta.org

Campus FM Technology Association
Indianapolis, IN - IUPUI Campus - 22nd annual conference



Sponsorship Opportunities

August 7 – 9, 2012

The 2012 CFTA promises to be the biggest yet! Indiana University / IUPUI is proud to host this year's conference and is reaching out to more colleges, universities, and other institutions than ever before. We are looking forward to hearing from new voices in the industry about their problems and the solutions they apply in facilities management. This is great news for our exhibitors and sponsors, who will have access to many new facilities professionals who are just now learning about our annual conference.

The sponsorship tiers provide varying levels of exposure to conference attendees. We want our attendees to get as much information from sponsoring and exhibiting companies as possible, and we trust you will find a sponsorship level that fits your particular company's needs.

We are excited about this year's conference, and we look forward to having you join us for what promises to be a very informative and enjoyable conference. Thank you for your support of CFTA!

Benefits	Bronze (\$2,000)	Gold (\$5,000)	Diamond (\$8,500)
Listing in the conference program	●	●	●
Listing on the CFTA Website	●	●	●
Logo on the Conference Website	●	●	●
List of early registration attendees	●	●	●
Exhibitor Booth	●	●	●
Full Conference Registration - 1		●	
Full Conference Registration - 3			●
Verbal Recognition at the Session	●	●	●
¼ Page Ad in the Attendee Packet	●	●	
½ Page Ad in the Attendee Packet			●



Sponsorship Opportunities

DATE:	
COMPANY:	
Contact	Title
Address	City
Phone	State/Zip
Email	Web Site

Please select the level of sponsorship that you want to participate in:

- Bronze Partner \$2,000
- Gold Partner \$5,000
- Diamond Partner \$8,500

Note: Gold and Diamond sponsorships each include 1 exhibit booth and 1 conference admission for Gold, and 3 conference admissions for Diamond.

Booth Registration

The 2012 Conference will register vendors on a first-come, first-served basis.

Firm Description

Your confirmation letter will ask you to provide a 50 word or less description of your company and products for the conference program and Web site.

Cost and Payment

A deposit of 100% of total fee is required. Refunds will not be granted after June 15, 2012 unless all exhibit space has been sold and all cancelled space is resold.

Exhibitors

If you have already purchased a booth and are now interested in a sponsorship level that includes a booth, please indicate this below and subtract \$1500 from the Sponsorship Fee chosen.

A deposit of 100% of entire fee amount is included by check:

Make Check Payable to: **Campus FM Technology Association**

Please bill the credit card below for a 100% deposit of entire fee amount:

Credit Card Number: _____

Expiration Date: _____

Amount: _____

Date: _____

Signature: _____

Terms, Conditions, and Vendor Acceptance

I, the duly authorized representative of the above-named organization, on behalf of said organization, have read and agree to all the terms and conditions (below) contained in this contract. I also understand that this application becomes a contract with my signature and CFITA's acceptance of it.

Signature: _____

Title: _____

Date: _____

Please complete pages 2 and 3 and return to:

Theresa Thompson
Director of Space Planning
Bryan Hall – room 008
Indiana University
Bloomington, IN 47405

(ththomp@indiana.edu) fax: (812) 856-0899

tel: (812) 855-0110

Details for Conference Exhibitors

CFTA regards vendor exhibits as an important part of the learning process. The 2012 conference at IUPUI has been planned to maximize contact between attendees and those companies that can enable and support their efforts. The exhibit area is in the center of most conference functions and a special event will be held there on Wednesday afternoon. The conference will provide exhibitors with the list of pre-registered attendees so your company can invite them to your booth.

Benefits to Exhibitors

The fee for each 6' by 8' booth is \$1200 for CFTA members and \$1,500 for non-members. The fee includes these additional benefits:

- Description of your company in both the online and printed conference programs
- Visibility at the conference
- One 2-day meal package

Exhibitor Selection, Booth Assignment, and Set-Up

Vendors' requests for exhibition space will be made available on a first-come, first-served basis. Register soon in order to secure a booth in this popular venue.

Every effort will be made to accommodate your booth location preferences within the hall. Each 6' X 8' booth includes one 6'x2' display table, two chairs, and power. The Exhibit area is carpeted. Wireless access is available upon request. Power extension cords are the responsibility of the exhibitor. The exhibitor area will be locked during off hours.

Registration

If you are interested in becoming an CFTA exhibitor, Please complete the vendor registration form and return it to us. A 100% deposit will be required to hold a booth. On receipt of your deposit, we will send a confirmation letter and exhibitor checklist. All booths will be available on a first come, first served basis.

Booth Schedule

Exhibit Set-up Times:	August 7, 2012:	9:45 am-11:30 am
	Installation must be completed no later than 11:30 am.	
Exhibit Hours:	Tuesday, Aug. 7, 2012	11:30 am – 5 pm
	Wednesday, Aug. 8, 2012	8 am – 5 pm
Exhibit Tear-down times:	Displays must be dismantled by 6 pm August 8, 2012. It will be each exhibitor's responsibility to see that all of its materials are removed from the exhibit floor.	

Exhibitor Terms and Conditions

1. The Campus FM Technology Association (CFTA) reserves the right to exercise sole discretion in the acceptance or refusal of applications for exhibit space.
2. Assignment of space will be made on a first-come first-served basis. Booths are shown in the floor plan with dimensions and locations believed, but not warranted to be accurate. Contact the conference director for a floor plan. Exhibitor agrees that CFTA shall have the right to make changes in the floor plan arrangement of booths, if necessary.
3. Exhibitor agrees that CFTA and the IUPUI Campus Center shall have final determination and enforcement of all rules, regulations and conditions.
4. The CFTA exhibition venue is designed to provide an opportunity to exhibit products and services related to higher education facilities functions. The Conference exhibit is held strictly as a means of education and communication, and should not be construed as an endorsement by CFTA of specific products or services offered by exhibiting companies.
5. Exhibitors must have an authorized representative present during installation and dismantling of its exhibit.

6. Exhibitor may forfeit any space unoccupied by noon on Aug 7, 2012. Exhibitors may not assign or sublet any of their space.
7. The exhibits will be open through the end of the conference day on Wednesday afternoon, Aug. 8th. No displays may be dismantled before 4:30 PM on Aug 8th, 2012. **It will be each exhibitor's responsibility to see that all of its materials are removed from the exhibit floor by 6 PM on August 8th, 2012.**
8. Booth rental shall include one 6' x 2' table, two chairs and power. The exhibit area is carpeted. Wireless access is available upon request. The exhibitor is responsible to provide their own power extension cords.
10. All materials used for decorative purposes shall be flameproof.
11. Exhibitor must confine activities to the space contracted. Exhibitor will not be permitted to use strolling equipment or distribute samples of souvenirs except within its booth. Activities that may interfere with general conversation in the exhibit area or undermine the efforts of another exhibitor will not be permitted.
12. Exhibitor is prohibited from using amplifying equipment of any nature without permission of CFTA, and, if permission is granted, the use of such equipment must not interfere with adjacent exhibitors or other activities in the hall.
13. Signs/posters are only allowed within each exhibitor's booth. No signs or other articles may be fastened to walls or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any tool or material that could mark the floor or walls is prohibited. All products or balloons that could rise to the ceiling because of the product's physical properties are prohibited.
14. The CFTA Conference Director must approve raffles, donations and all other promotional plans. Exhibitor shall not distribute any food or beverage items or any throwaway-type items without prior approval of the CFTA Conference Director.
15. Use of the CFTA logo or name on any products or materials during the conference must be approved by the CFTA Conference Director. Use of same after the conference must be approved by the association's Board of Directors.
16. No guard service will be provided. Exhibitor assumes entire responsibility for the protection of his or her business and personal equipment, material, possessions, and other items and hereby agrees to protect, defend, indemnify and save harmless CFTA and the IUPUI Campus Center and subsidiary companies and their respective partners, directors, officers, employees, and agents (the "Indemnitee") against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding only any such liability caused by the sole negligence of the Indemnitee. In addition, exhibitor acknowledges that neither CFTA nor the IUPUI Campus Center nor any of the other indemnitees maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.
17. Exhibitor agrees to assume full responsibility for complying with the US Federal Copyright Law of 1978 and any regulations issued thereunder including, but not limited to, the assumption of any and all responsibilities for paying royalties that are due for the use of copyrighted work in exhibitor's performances or exhibitions to the copyright owner, and exhibitor agrees to defend, indemnify, and hold harmless CFTA and the IUPUI Campus Center, their officers, employees, and agents, for any claims, losses, expenses, or damages growing out of exhibitor's infringement or violation of the copyright law and/or regulations.
18. In the event that the CFTA 2012 is cancelled, postponed, or relocated on account of fire, strikes, government regulations, casualties, terrorism, Acts of God, or other causes beyond the control of the CFTA, exhibitor waives any and all damages and claims for damages.

For further information

CFTA thanks you for considering CFTA 2012 in your marketing plans. If you have any questions about CFTA 2012, please don't hesitate to contact me directly.

Theresa Thompson, CFTA 2012 Conference Director and Director of Space Planning
Bryan Hall – room 008 - Indiana University
Bloomington, IN 47405

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