

# Business Development Agreement

Please complete (print clearly) and sign this agreement. You may then scan and email it to [sponsorships@micpa.org](mailto:sponsorships@micpa.org) for processing.

## COMPANY INFORMATION

Official Company Name: _____		
Contact Name: _____	Title: _____	
Email: _____	Website: _____	
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Direct Work Phone: _____	Mobile Phone: _____	
25-word Product/Service Description: _____		

## SELECTED OPPORTUNITIES

Event	Level of Participation	Rate
<b>MICPA USE ONLY</b> Date received: _____ Firm #: _____ Booth #: _____	<b>Total Amount Due</b>	\$
	<b>Deposit</b> <small>A 15% non-refundable deposit must be submitted along with this agreement.</small>	\$
	<b>Balance Due</b>	\$

## PAYMENT INFORMATION

<input type="radio"/> Enclosed is the total amount due <input type="radio"/> Enclosed is the 15% non-refundable deposit <input type="radio"/> Please bill me (15% non-refundable deposit must be paid immediately upon receipt of invoice)	<input type="radio"/> Check payable to MICPA <input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> American Express
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Credit card number: _____	Exp. Date: _____	CVV: _____
<input type="radio"/> FIRM CARD <input type="radio"/> PERSONAL CARD		

Signature: _____	Date: _____
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**POLICIES & PROCEDURES:** Business development opportunities may not be exclusive. MICPA and your company will mutually agree upon opportunities selected. Company logo and materials for confirmations must be submitted electronically a minimum of 12 weeks prior to each event. Materials attached to name badges must be no larger than 4" x 9" and should be provided to MICPA at least two weeks prior to the event. Companies participating are not allowed to advertise or promote CPE courses unless they are MICPA programs. If recommending your company speaker, please note that conference topics and speakers are selected by a planning taskforce approximately six months prior to the event. All materials submitted for advertising or to be distributed to members are subject to acceptance for publication or distribution at the sole discretion of MICPA. Companies and agencies assume all liability for content of advertisements and materials distributed to attendees. They also assume responsibility for all claims against the publisher arising from such content, and agree to indemnify and hold MICPA harmless from any such claims. MICPA reserves the right to decline a business development request. Sponsorship of a one-time annual event does not qualify for discounts. Payment must be received 12 weeks prior to participating in an event or sponsorship recognition may not be provided. Full payment must be received 12 weeks prior to the event to guarantee that your company's name/advertisement will be printed or published as confirmed.

**ARTWORK:** When sending logo artwork, please provide a vector-based file (.eps or .ai), with outlines. If you do not have outlines, please supply fonts with the file. Other acceptable formats include high quality jpg. Files must be CMYK and 300 dpi or higher. Email files to [sponsorships@micpa.org](mailto:sponsorships@micpa.org).

**CANCELLATION POLICY:** Cancellations received before event participation or ad circulation will receive the following: seven or more weeks – a full refund; five to seven weeks – a 50 percent refund; less than five weeks – no refund.

**QUESTIONS?** Please visit [micpa.org/bizdev](http://micpa.org/bizdev), call 248.267.3700 or email us at [sponsorships@micpa.org](mailto:sponsorships@micpa.org)

**ACCEPTANCE:** By signing this agreement, I affirm I have read and agree to the MICPA policies and procedures outlined in this agreement.

Signature: _____	Date: _____
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