



# 2023 ANNUAL CONFERENCE SPONSORSHIP AND STRATEGIC PARTNERSHIP APPLICATION

## Contact Information

Corporate Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact # Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name (for promotion and signage): \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Company Website Address: \_\_\_\_\_

## Sponsorship Opportunities

Select the specific sponsorship package(s) you are interested in along with your commitment level.

Most sponsorship opportunities are available on a first come, first served basis and dependent on receipt of application and full payment. For an update of availabilities, please contact: Leann Ritter [ritter@iaao.org](mailto:ritter@iaao.org) 816-701-8161. Prospectus utilizes US Currency.

## Conference Opportunities

Opportunity #1: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Opportunity #2: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Opportunity #3: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Opportunity #4: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Conference Commitment Level: ☐ Premier ☐ Diamond ☐ Gold ☐ Silver ☐ Bronze ☐ General

## Other events

Opportunity #1: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Opportunity #2: \_\_\_\_\_ Amount \$ \_\_\_\_\_

## Strategic Partnership – Year-Round

Level #1:  Amount \$ \_\_\_\_\_

Level #2:  Amount \$ \_\_\_\_\_

- Full sponsorship recognition is based on advance payment and receipt of company logo.
- For all defined recognition, the last date to receive annual conference sponsorship materials is June 16, 2023. Meeting this deadline will ensure that sponsors are provided the defined recognition.
- Strategic year-round partnership program is on a calendar basis. IAAO will work to meet all defined benefits for applications received after the first quarter. Investment amounts will not be prorated.
- Timing preferences for any strategic year-round partnership benefit (i.e. thought leader webinar or article) will be on a first come / first served basis. Specific months cannot be guaranteed.
- Logo to be sent in JPEG, EPS, TIFF, or PDF format. A version of the logo with a transparent background is needed. Logo resolution of 300-600 dpi.
- Financial commitments and payments for conference sponsorships and year-round partnerships will become a component of booth selection (priority points) for the IAAO conference the following year.
- Companies selecting and funding exclusive, fully sponsored conference events will have right of first refusal for the same event at the following year's annual conference. IAAO agrees to notify business partners of date parameters for selecting events under first right of refusal.
- Should IAAO change conference sponsorship opportunities in the following year making an exclusive event no longer available, sponsors with a right of first refusal will retain a right of first offer on added events of equivalent value.
- From time to time, as conference and event locations change, IAAO may find it necessary or desirable to add sponsorships to address local market needs. Added sponsorships will not alter or otherwise change existing sponsorship levels of right of first refusal on fully sponsored events.
- All activities associated with the annual conference or other event, including signage, are subject to the approval of IAAO.

## Conference Opportunities Cancellation Policy

If notice of cancellation is made 120 calendar days before the first day of the annual conference or other event, a refund less 50% of the contracted amount will be issued. If notice of cancellation is made less than 120 calendar days before the first day of the annual conference or other event no refund will be issued. Any reduction in sponsorship level will be treated the same as sponsorship cancellation and will be refunded accordingly. All cancellations / reductions must be received in writing at [ritter@iaao.org](mailto:ritter@iaao.org) (email); or IAAO, 314 W. 10th St. Kansas City, MO 64105 (USPS certified mail). Please allow 10-14 business days for IAAO to process your refund.

## Strategic Partnership – Year-Round Cancellation Policy

If notice of cancellation is made less than 90 calendar days after receipt of sponsorship application program, a refund less 50% of the contracted amount will be issued. If notice of cancellation is made 90 calendar days or more after receipt of sponsorship application program, no refund will be issued. Reduction in sponsorship level will not be permitted. Acceptance of the program application does not imply endorsement of the sponsor's products or services. All cancellations must be received in writing at [ritter@iaao.org](mailto:ritter@iaao.org) (email); or IAAO, 314 W. 10th St. Kansas City, MO 64105 (USPS certified mail). Please allow 10-14 business days for IAAO to process your refund.

## Acknowledgment

Sponsor acknowledges and agrees that the IAAO may elect or be required to change the scheduled dates, location and/or format (including to a virtual format) of the Annual Conference or other IAAO events for reasons beyond its control or for reasons that, in the sole judgment of the IAAO, will benefit the Annual Conference or specific event and the participants. In the event that the IAAO is required, or decides, to make any such changes, the IAAO will make commercially reasonable efforts to (a) notify Sponsor promptly of such change, and (b) in the IAAO's discretion, provide either an appropriate substitution, which will be equivalent in dollar value to the applicable sponsorship, at the Annual Conference or other event, a similar sponsorship at the next Annual Conference or applicable event (and credit any amounts paid by Sponsor to that sponsorship) or a refund of the amounts paid by the Sponsor. The IAAO's liability to Sponsor hereunder shall not, under any circumstances, exceed the amounts paid to (and not yet refunded by) the IAAO by Sponsor for the applicable sponsorship. In no event shall the IAAO be liable for any indirect, consequential, special, exemplary or punitive damages regardless of the theory of recovery upon which such damages may be based and regardless of whether or not the IAAO has been advised of the possibility of the same.

**TOTAL PAYMENT DUE:**     \$\_\_\_\_\_

## Submitting Your Application

**CHECK** - Send a copy of completed application along with check to:

IAAO  
PO Box 29900 — Dept. 929  
Phoenix, AZ 85038-0900

**CREDIT CARD** – Contact Leann Ritter at 816-701-8161.

**WIRE** - To pay by wire transfer contact Allyson Weber at 816-701-8138 or [weber@iaao.org](mailto:weber@iaao.org).

## Payment Method

All funds MUST be submitted from a U.S. bank in U.S. funds.

Check made payable to IAAO – check # \_\_\_\_\_

Charge the payment to the following type of credit card: ☐ AMEX ☐ VISA ☐ MasterCard

Name as it appears on card: \_\_\_\_\_

Contact IAAO via telephone with card number, expiration date and CSC.

Credit Card Number: (for IAAO use) \_\_\_\_\_

CSC: (for IAAO use) \_\_\_\_\_ Expiration Date: (for IAAO use) \_\_\_\_\_

Card holder email: \_\_\_\_\_

(A payment receipt will be emailed to the card holder.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Accepting as Binding Contract

I acknowledge receipt of the 2023 Prospectus. I fully understand, accept, and agree to abide by all the requirements, restrictions, and obligations in the entire document including the terms and conditions. Acceptance by IAAO of this application and payment constitutes a contract.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions: Contact Leann Ritter at [ritter@iaao.org](mailto:ritter@iaao.org) or 816-701-8161.

**International Association of Assessing Officers**  
**314 W. 10th Street, Kansas City, MO 64105**