



## LASTING VALUES: CHALLENGING TIMES

# 2012 Exhibitors and Sponsors

MAY 9–11, 2012 ■ MARRIOTT WARDMAN PARK HOTEL ■ WASHINGTON, DC

## SPONSORSHIP CONTRACT

### TERMS AND CONDITIONS

Based on mutual consideration, this Sponsorship Contract will serve as a binding agreement between The Investment Company Institute (“ICI”) and the Sponsor with respect to agreed upon sponsorship opportunities at the 2012 General Membership Meeting (the “Conference” or “GMM”) to be held May 9–11, 2012, at the Marriott Wardman Park Hotel in Washington, DC.

**An authorized agent of the Sponsoring firm acknowledges and accepts the following terms and conditions of this contract by completing the Sponsorship Registration on the GMM website and indicating the specific Sponsorship slot requested. Sponsor will be provided with recognition and benefits described in the 2011 ICI General Membership Meeting [Sponsorship Opportunities and Benefits](#) for the applicable slot.**

### ACCEPTANCE

All Sponsorship slots are available on a first-come, first-served basis. ICI has the absolute right to limit the number of total Sponsors and to select Sponsors at its sole discretion. Acceptance of a Sponsorship request by ICI is based upon slot availability at the time of receipt of the completed website registration process. Sponsors have no right or authority to make any determinations with respect to the conduct, participants, presenters, display, performance, content, setup, or any aspect of the Conference or Sponsored event.

### PAYMENT

The following payment conditions apply:

- » A nonrefundable deposit of \$1,000 must be submitted with online registration.
- » A deposit of 50 percent of the remaining balance must be received by January 13, 2012. If the deposit is not received by this date, the requested Sponsorship slot will be released for resale and no monies will be refunded.
- » The final balance of the Sponsorship fee must be received by March 9, 2012. If the final balance is not received by this date, the requested Sponsorship slot will be released for resale and no previously paid monies will be refunded.
- » Any Sponsorship slot booked after January 13, 2012, will require the full 50 percent deposit at the time of booking in order to reserve the slot.
- » Any Sponsorship slot booked after March 9, 2012, will require the full payment at the time of booking in order to hold the slot.
- » If the participating firm wishes to cancel before March 9, 2012, the firm will receive a refund of 50 percent of all submitted monies minus the \$1,000 nonrefundable deposit. All cancellations must be received in writing. There will be no refunds issued after March 9, 2012.

Once the completed website registration has been received, the contact person listed will receive two invoices via email (unless otherwise stated in communications) as follows:

- » One for the deposit amount due by January 13, 2012
- » One for the balance due by March 9, 2012

*Note: All payments after the initial online deposit must be received by check.*

Please send all check payments via express carrier to:

Lisa Vazquez, Accounting Dept.  
Investment Company Institute  
1401 H Street, NW, Suite 1200  
Washington, DC 20005

## CANCELLATIONS

Any cancellations must be sent via email to Shani Armon at [sarmon@ici.org](mailto:sarmon@ici.org). Cancellations received prior to March 9, 2012, will receive a 50 percent refund of the monies paid to date less the \$1,000 nonrefundable registration deposit. There will be no refunds issued for cancellations received on or after March 9, 2012.

## INVOICES

Once the completed website registration has been received, the contact person listed will receive two invoices via email (unless otherwise stated in communications) as follows:

- » One for the deposit amount due by January 13, 2012.
- » One for the balance due by March 9, 2012.
- » If payment is not received by the applicable due date, Sponsorship slot will be released.
- » For any Sponsorship slot booked after March 9, 2012, if full payment is not received within one week of online registration, the Sponsorship slot will be released.

*Note: All payments after the initial online deposit must be received by check.*

## COSPONSORING

Sharing Sponsorship slots is permitted upon approval by ICI. Please contact Shani Armon via email at [sarmon@ici.org](mailto:sarmon@ici.org) if you have a circumstance where you feel a shared Sponsorship opportunity is appropriate.

## ATTENDEE SOLICITATION

Sponsors will receive a copy of the current attendee lists on a regular basis of approximately every other week beginning March 12, 2012. **If Sponsoring company has not submitted final payment by this time, no lists will be issued.** Please note that only attendees who wish to share their contact information will be on the lists provided. Use of these lists is for preconference solicitation only. No separate solicitation of attendees of past ICI meetings is permitted.

Sponsors may only contact attendees from past meetings by receiving prior written permission from ICI. If there are any blind or mass marketing solicitations sent out separately from use of the authorized current attendee list, such action will be cause for immediate cancellation of Sponsorship participation and possible denial of Sponsorship participation at future events.

## SPONSORSHIP ATTENDEE PASSES AND REGISTRATION

Sponsors receive the number of complimentary Conference passes allotted to a given Sponsorship slot as defined in the **Sponsorship Opportunities and Benefits** document. Additional attendee passes may be purchased. If Sponsorship qualifies for complimentary attendee registrations, the firm will receive a code to utilize when registering. Please note that attendee registration is separate from Sponsorship registration. All Sponsorship representatives must be registered online through the GMM website. Registration will open **January 11, 2012**.

## SPONSORSHIP BOOTH RESERVATION

Accepted Sponsorships receive a complimentary booth reservation if included in the particular reserved slot. All slots and benefits are defined in the **Sponsorship Opportunities and Benefits** document. Sponsors may purchase additional booths (up to three) in addition to the booth included in the selected Sponsorship package. If the Sponsorship qualifies for a complimentary booth reservation, the firm will receive a code to utilize when reserving booth space. Please note that booth reservation registration is separate from Sponsorship registration. All Sponsors who wish to reserve a booth must do so separately online through the GMM website and must also sign the **Contract to Exhibit** in addition to this contract. Booth reservation will open at **1:00 p.m. (ET) on December 15, 2011**. Please note that booth reservations are accepted on a first-come, first-served basis for Sponsoring firms.

## SPONSORSHIP TOTE BAG INSERTS

Accepted Sponsorships receive a complimentary tote bag insert if included in the particular reserved slot. All slots and benefits are defined in the **Sponsorship Opportunities and Benefits** document. Sponsors are allowed one tote insert per company, and the insert must be approved by ICI. If the Sponsorship qualifies for a complimentary tote insert, the firm will receive a code to utilize when registering for a tote insert. Please note that tote insert registration is separate from Sponsorship registration. All Sponsors who wish to participate in the tote bag registration must do so separately online through the GMM website. Tote insert registration will open **January 11, 2012**.

## SIGNAGE AND MATERIALS

ICI will be responsible for the design and placement of all signage at the conference. The Sponsor will not place any signage or other materials inside or outside the Sponsored event, including all Conference space or public grounds adjacent to where the Conference is held, without the prior written consent of ICI. All requests for signage displays, placement, and setup and tear-down times must be sent to ICI for approval before March 9, 2012. If additional signage displays are approved outside of the signage provided by the ICI, the Sponsor is financially responsible for the design and production of the signage. The Sponsoring company is also responsible for the costs of setup and tear-down of signage at the Conference.

## DISTRIBUTION OF PRINTED MATERIALS

Sponsors shall not distribute any printed materials, samples, souvenirs, etc., at the Sponsored event without the prior written consent of ICI. All requests for material distribution at Sponsored events must be submitted in writing, and a sample of the material must be sent to ICI for approval before March 4, 2011. Sponsors must obtain the prior written approval of ICI for any distribution of material at the GMM and Sponsored event. Permission to distribute printed materials, samples, souvenirs, etc., at the Sponsored event does not constitute the endorsement or sponsorship of any Sponsor, any other firm or company, or any publication, or its content by ICI. Such permission also does not authorize Sponsor to imply or state in any written or oral communication that such printed matter is so endorsed or sponsored. Under no circumstances may such printed matter use ICI's name, trademark, or logo for any purpose without prior written permission by ICI.

## INDEMNIFICATION

Sponsor hereby agrees to indemnify, defend, reimburse, and hold harmless ICI and its respective officers, directors, employees, volunteers, and representatives against any and all claims, loss, damage, or expense (including attorneys' fees) that may arise in connection with or be asserted against, resulting from, imposed upon, incurred, or suffered as a result of Sponsor's participation in the Conference.

## TERMS AND CONDITIONS

ICI shall have discretion in the interpretation and enforcement of the terms and conditions in this Contract and all aspects of the Conference, and the power to make, from time to time, such reasonable amendments thereto and to establish such further terms and conditions as it shall consider necessary for the proper conduct of the Conference, including the Sponsorship opportunity, provided such new terms and conditions do not materially alter or diminish the contractual rights of Sponsorship. All matters, issues, or questions not covered by the Terms and Conditions are subject to the sole discretion of ICI.

I have read the above contract and agree to abide by the Terms and Conditions governing participation in the Conference.

Sponsor (Company Name): \_\_\_\_\_

By (Signature): \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this signed agreement must be submitted within 48 hours of Sponsorship registration.

Accepted by ICI

By (Signature): \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Return Contract to Sponsor to:

Shani Armon

Fax: 202/403-3580

Email: sarmon@ici.org