



2019 SPONSORS

MAY 1-3 • MARRIOTT WARDMAN PARK HOTEL • WASHINGTON, DC

GMM 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 2019 General Membership Meeting (*the conference or GMM*) to be held May 1-3, 2019, 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. The sponsor will be provided with recognition and benefits described in the 2019 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, design, quantity, or any aspect of the conference or sponsored event or item.

PAYMENT

The following payment conditions apply:

- » A nonrefundable deposit of \$1,000 must be submitted with online registration.
- » The final balance of the sponsorship fee must be received two weeks after initial deposit is submitted.

ICI will issue the sponsoring firm an invoice and the remaining balance can be paid via check or online with a credit card. If the final balance is not received by the date outlined on the invoice, the requested sponsorship slot will be released for resale and no previously paid monies will be refunded.

Please send all check payments by mail and specify 2019 GMM Sponsorship [Name of Sponsorship].

Investment Company Institute
PO Box 759456
Baltimore, MD 21275-9456

CANCELLATIONS

Any cancellations must be sent via email to Pete Bockelman at pete.bockelman@ici.org. Cancellations received before March 2, 2019, 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 2, 2019.

COSPONSORING

Sharing sponsorship slots is permitted upon approval by ICI. Please contact Pete Bockelman via email at pete.bockelman@ici.org if you feel a shared sponsorship opportunity is appropriate.

RIGHT OF FIRST REFUSAL

ICI intends to host future events and provide additional opportunities for sponsorship. The parties acknowledge and agree that ICI is under no obligation to host any future events. In recognition of the sponsor's support of the event, ICI agrees that with respect to the event sponsored by ICI in the following year, ICI grants sponsor the right of first refusal over all other potential sponsors for the same sponsorship of the same event, in the subsequent year. Sponsors are eligible for this right of first refusal to renew sponsorship for ICI's annual conference if the sponsorship amounts to \$1,000 or more; however, the benefits and consideration of the sponsorship may be renegotiated as necessary. Sponsor shall have 30 days following the conclusion of the event to elect to renew its sponsorship for the following year. If sponsor fails to notify ICI of its intention to renew its sponsorship within the 30-day period, ICI reserves the right to open the sponsorship opportunity to the public without providing prior notice to sponsor.

ATTENDEE SOLICITATION

Sponsors will receive a copy of the current attendee lists in February 2019. If the 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 contact attendees from past meetings only 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 use 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 in January/February 2019.

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 use 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 is now available. Please note that booth reservations are accepted on a first-come, first-served basis for sponsoring firms.

SPONSORSHIP BREAKFAST AND LUNCH RESERVED TABLES

Accepted sponsorships receive a reserved table at breakfast or lunch if included in the particular reserved slot. All slots and benefits are defined in the Sponsorship Opportunities and Benefits document. Reserved table attendee names need to be submitted and finalized at least two weeks before the conference.

SPONSORSHIP TOTE BAG INSERTS

Accepted sponsorships receive a complimentary tote bag insert as defined in the Sponsorship Opportunities and Benefits document. Sponsors are allowed one tote insert per company, and the insert must be approved by ICI.

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 teardown times must be sent to ICI for approval before February 12, 2019. If additional signage displays are approved outside of the signage provided by 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 teardown 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 2, 2019. 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.

GMM BUSINESS SOLUTIONS LAB

The sponsor shall demonstrate the capabilities of their product or product services. The sponsor personnel or personnel using sponsor-provided equipment will conduct the demonstration. The sole purpose of this product/service display is to demonstrate the capabilities of product/service. ICI personnel will not endorse the sponsor's product.

The sponsor is responsible for all food, lodging, and transportation expenses incurred by their personnel because of this product demonstration.

The cost to participate in one 10-minute presentation is \$500.

EXHIBIT MEETING SPACE

Sponsor is hereby granted a license to use those meeting rooms and areas located in the foyer of Exhibit Hall C. The meeting room space shall be used only for the event for the time assigned and for no other purpose without prior written consent.

A fee in the amount of \$250 per hour is required to hold the meeting space.

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:

Pete Bockelman

Email: pete.bockelman@ici.org