



## Meeting Sponsorship Guidelines

<b>SPONSORSHIP LEVEL</b>	<b>Speaking Time At Meeting</b>	<b>Display Table at Meeting</b>	<b>Collect Business Cards for a Raffle Prize</b>	<b>Send Your Company Info to those providing business cards</b>	<b>Logo on website and marketing materials</b>	<b>Free Meal at Meeting</b>
<b>Social/Networking Event \$800</b>	Max 5 minutes + 2 scrolling slides	Yes	Yes	Yes	Yes	Yes, 4
<b>Member Meeting \$500</b>	Max 3 minutes + 1 scrolling slide	Yes	Yes	Yes	Yes	Yes, 2

Thank you for your interest in partnering with North Florida Compensation & Benefits Association. The following information should be helpful in determining if your request fits within our sponsorship guidelines. Although NFCBA would like to fulfill every request, it may not be possible due to volume.

NFCBA provides meeting sponsorships as part of our mission to serve our membership and bring them information of interest.

**Sponsorship Guidelines & Criteria:**

- Sponsorship is open to companies that meet our criteria, and whose services and/or products have appeal and value to NFCBA's membership and/or provide some service or benefit to the members and/or the employee populations they serve.
- Priority will be given to sponsors that reinforce NFCBA's mission and whose products or services address a common need of the membership in the field of compensation, benefits, and/or total rewards.
- Sponsorships related to candidates running for office or political organizations cannot be fulfilled.
- NFCBA cannot promote, acknowledge exclusivity, or recommend a sponsor or their products or services. We can acknowledge a sponsor's contribution or support.

**Meeting Sponsorship Scheduling Information:**

- Meeting sponsorships will be scheduled through NFCBA's Program Director or Co-Program Director. Meetings are held each year in January, March, May, July, September, and November.
- A limited number of meeting sponsorships will be available and scheduled for each meeting; a max of two (2) sponsors will be allowed for each meeting.
- Announcements made by a meeting sponsor during podium time will be delivered in a neutral language that does not endorse, promote or call to action, but rather, shares information about the company's products and/or services to provide for education and improvement of skills of members of the Association in the area of compensation, benefits, and total rewards practices. Podium time is strictly limited to a maximum of 3 minutes.
- Confirmed sponsorships may provide promotional literature/materials to meeting attendees. In addition, meeting attendees who provide business cards/contact information directly to the meeting sponsors may be contacted by the meeting sponsors.
- NFCBA does not make available or sell our membership list to any third party. This list cannot be used for any business or sales solicitation purposes; failure to comply with this restriction may result in forfeiture of sponsorship.

### **Social/Network Meeting Sponsorship Scheduling Information:**

- Social/Networking Meeting sponsorships will be scheduled through NFCBA's Program Director or Co-Program Director. NFCBA attempts to schedule at least two (2) meetings each year.
- A limited number of meeting sponsorships will be available and scheduled for each meeting; a max of two (2) sponsors will be allowed for each meeting.
- Announcements made by a meeting sponsor during podium time will be delivered in a neutral language that does not endorse, promote or call to action, but rather, shares information about the company's products and/or services to provide for education and improvement of skills of members of the Association in the area of compensation, benefits, and total rewards practices. Podium time is strictly limited to a maximum of 5 minutes.
- Confirmed sponsorships may provide promotional literature/materials to meeting attendees. In addition, meeting attendees who provide business cards/contact information directly to the meeting sponsors may be contacted by the meeting sponsors.
- NFCBA does not make available or sell our membership list to any third party. This list cannot be used for any business or sales solicitation purposes; failure to comply with this restriction may result in forfeiture of sponsorship.

### **Meeting Sponsorship Request & Approval Information:**

- Please email all requests at least 6 weeks before the meeting you wish to sponsor. Please **email** this information to Eliot Asyre at [eliot.asyre@mercer.com](mailto:eliot.asyre@mercer.com) or Lareese Postell at [lpostell@landstar.com](mailto:lpostell@landstar.com).
- Upon receipt and *approval* of your Sponsorship Request, the Sponsor's contact will receive an invoice via email. The invoice will contain a link to our web site where you may make online payment. Alternatively, you may print and submit the invoice to your accounting department for processing.
- Once payment is received, your company will be listed on the NFCBA website Sponsor Page ([www.nfcba.net](http://www.nfcba.net)).
- If you have any questions, please contact Eliot Asyre at [eliot.asyre@mercer.com](mailto:eliot.asyre@mercer.com) for clarification.

## Sponsorship Request

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

**Meeting Sponsor** \_\_\_\_\_

**Social/Networking Meeting Sponsor** \_\_\_\_\_

*I have read the Sponsorship Guidelines and hereby authorize confirmation of sponsorship request as indicated above and understand that payment is due upon receipt of invoice.*

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

***Thank you for your support!***