



The Institute of
Internal Auditors
Bahamas

Sponsorship Agreement

SPONSORSHIP TIERS

Select your sponsorship category from the listing below;

- ☐ \$10,000 - Platinum Sponsor (Annual)
- ☐ \$5,000 - Diamond Sponsor
- ☐ \$3,000 - Gold Sponsor
- ☐ \$2,000 - Silver Sponsor
- ☐ \$1,000 - Bronze Sponsor

SPONSORING ORGANIZATION

Organization / Business Name: _____

[NOTE: This is how the company name will be listed on all Conference Materials]

Contact Name: _____ Position Title: _____

Address: _____

Tel: () _____ Cell: () _____

E-mail: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT DETAILS

Submit this form along with a cheque or wire transfer made payable to the IIA Bahamas Chapter details below;

COMMONWEALTH BANK
MACKEY ST/STAR PLAZA
FOR CREDIT TO:
IIA BAHAMAS CHAPTER
ACCOUNT NUMBER: 1001174
SWIFT CODE: COMWBSNS
Attn: (Registered Attendee/Company Name)

Upon receipt of your form, a member of the IIABC Sponsorship committee will be in contact to confirm your sponsorship and finalize payment. Thank you for your support. We look forward to working with you.

* For questions, please feel free to contact us at chapter247@iiachaptercommunications.org



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IIABC GENERAL TERMS AND CONDITIONS:

Right of Refusal: The IIA Bahamas Chapter reserves the right to accept or refuse sponsorship requests. Requests for changes after agreement acceptance must be communicated in writing, received prior to the event and approval is not guaranteed by the Chapter.

Privacy: For the welfare of our members, the IIA Bahamas Chapter will not provide membership information to any of our sponsors for solicitation purposes.

Payment: The IIA Bahamas Chapter does not offer sponsorship exclusivity. As such, a sponsorship level will not be reserved until payment is received. In addition, sponsoring organizations information will not be included on the website, or any marketing materials until full payment is received.

For Platinum sponsors, full payment must be received prior by Jun 01 of the sponsoring year and per event full payment must be received 60 days prior to be included in the sponsor listings. Note that events are held in February, May and October of the sponsoring year. We cannot guarantee that your company name, ad and/or logo can be included in conference materials if your sponsorship form and payment are not received by the deadline. Marketing related benefits will take effect once signed contract and payment are received.

Cancellation Policy: Once a signed sponsorship form and/or payment is received, the sponsorship cannot be cancelled. No refunds will be furnished.

Complimentary Attendee Registrations: Select sponsorship packages include comped attendee registrations (3 for Platinum and Diamond, 2 for Gold and 1 for Silver). A comp code and instructions will be sent to the Contact Person for registration purposes once your sponsorship has been confirmed.

Substitution: Where applicable, subletting or division of your table space is not permitted.

Exhibitor Set-up / Breakdown: The sponsor agrees to keep their table fully set up, staffed and operational through the conference hours. The Contact Person will be advised of the set-up and break-down times prior to the event. The sponsor agrees to remove all property, garbage, boxes etc., from the table at the conclusion of the event. (All sponsorship levels).

Photo Disclosure: By attending this conference, all attendees agree that their image or likeness may be captured in one or more form of media, and that said images may be reproduced by The Institute of Internal Auditors Bahamas Chapter for its reasonable business purposes.

Logos/Artwork: High resolution JPEG/PNG format of your logo are required at least five (5) days after acceptance of this agreement. Where applicable, please supply the URL that you want your logo to into chapter247@iiachaptercommunications.org no later than 5 days after Agreement Acceptance.

Initial: _____



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Liability: Sponsor agrees that Bahamas Chapter of the Institute of Internal Auditors and their agents are held harmless from any claims for damage, or loss to any person or property, by any reason of the exhibitor's operations in connection with the Conference.

By signing the below, sponsor acknowledges that he/she has read and understood all of the terms contained herein. It is agreed that the sponsor will abide by the terms and conditions as outlined, as well as those of the venue.

Corporate Sponsor:

IIA Bahamas Chapter:

Authorized Representative Signature

Authorized Representative Signature

Sponsor/Advertiser's Name (please print)

IIABC Representative Name (please print)