



LOUISIANA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

LACRAO 2016 Conference ❖ November 2-4, 2016 ❖ L'Auberge Casino Resort, Lake Charles, Louisiana

SPONSORSHIP AGREEMENT

This **AGREEMENT of PARTNERSHIP** is made as of _____, 2016 by and between LACRAO and the undersigned partner.

Company Name: _____ **Website:** _____

Company Liaison: Person in charge of exhibit and to whom instructions should be sent:

Name: _____ Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Term: The partnership shall begin on Wednesday, November 2, 2016, and shall continue until Friday, November 4, 2016. Exhibitor move-in will commence on the morning of Wednesday and move-out will begin at 5:00 pm on Thursday or no later than 10:00 am Friday morning.

Assignment of Exhibit Space: LACRAO shall assign the exhibit hall space to the exhibitor for the period of the exhibit in priority sponsorship order. Such assignment is made for the period of this exhibit only and does not imply that the same or similar space be held or offered for future exhibits. LACRAO reserves the right to withdraw its acceptance of this application/contract if it determines in its sole discretion that the exhibitor is not eligible to participate or the exhibitor's product is not eligible to be displayed in the exhibit hall.

Exhibit Hours: LACRAO will establish exhibit hours and reserves the right to make changes; however, such changes will be made as far in advance of the exhibition as possible.

Displays and Decorations: Nothing shall be posted, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. No signs or posters can be displayed in the casino resort without prior inspection and approval by the convention services manager for the facility. No signs or advertising devices should be displayed outside exhibit space or projecting beyond limits or exhibit space as to interfere with any neighboring exhibitor.

Logistics: All inbound and outbound transportation related to the exhibit is the sole responsibility of undersigned partner. L'Auberge Casino Resort will not accept shipments on behalf of undersigned partner arriving as cash on delivery (C.O.D.). Pre-paid shipments should be sent to 'Attn: Charlotte Spicer, LACRAO' at the hotel address no earlier than Monday, October 31.

Wireless Internet Access: Wireless internet access is only available in the convention space for a fee starting at \$150.00 per connection per day and should be purchased directly from the casino resort if needed.

Payment: Payment must be made by September 30, 2016, and can be made by check, payable to LACRAO, or by credit card. A 3% processing fee will be included in all credit card transactions. If payment will be made by credit card, further instructions will be provided. If payment is not received by September 30, this agreement may be voided.

Exhibitor Cancellation: Written cancellation of any portion of this contract by the exhibitor will be accepted upon the following refund scheduled: by October 1, 2016 = 50% refund; after October 1, 2016 = no refund

Agreement: Exhibitor agrees to observe and abide by the terms, conditions, regulations, and rules as outlined in this contract.

Select	Sponsorship Package	Contribution	Education Session Requested?*
	Platinum	\$ 1700 & up	Yes or No
	Gold	\$ 1250	Yes or No
	Silver	\$ 900	
	Bronze	\$ 650	
	Corporate Donor	\$ 500	

Name: _____

Signature: _____

Date: _____

**Six education sessions will be offered to platinum and gold sponsors and will be assigned as completed forms are received.*

Include comments regarding exclusive sponsorship of major events, breaks, bags, or badge holders and/or promotion items for conference bags (refer to sponsorship packages): _____

Payment Enclosed (Make check payable to LACRAO) **Request Invoice** **Pay with Credit Card (Instructions will be sent)**

Completed form and payment should be sent to: **Stephanie Tarver, McNeese State University, Box 90175, Lake Charles, LA 70609**
starver@mcneese.edu, Fax 337-562-4244, Phone 337-562-4250