



**AMERICAN
COUNCIL**
ON GIFT ANNUITIES
Promoting Responsible Philanthropy

34th ACGA Gift Planning Conference
Atlanta, Georgia . April 20 - 22, 2020



CONFERENCE PARTNER INVITATION

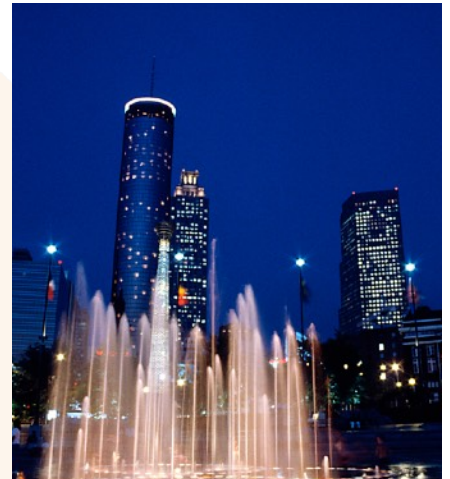
We are excited to invite you to participate as a conference partner at our upcoming conference in Atlanta at the Sheraton Atlanta Hotel April 20 - 22, 2020. New for 2020 in the exhibit hall are:

- A break between the Monday symposia
- A cash bar available for attendees prior to the start of the opening keynote/dinner on Monday
- A cash bar available for attendees at the conclusion of the sessions on Tuesday

We encourage you to take advantage of the enclosed partner opportunities while they last as we have a limited number of spaces and they will be filled on a first-come, first-served basis. To secure participation, please complete and return the form found on the last page of this packet. Your partner option is considered secured once we receive your form.

Please note that your payment is due no later than January 31, 2020. Information regarding deadlines, exhibit services packet delivery, and specifications for the electronic proceedings' ads will be communicated once we receive your form.

If you have any questions, please contact our office at acga@acga-web.org or 770-874-3355.



Sheraton[®]

ATLANTA HOTEL

CONFERENCE PARTNER OPPORTUNITIES & BENEFITS

PARTNER CHOICES (first-come, first-served)	Technology \$9,500 2 available	General Session \$8,250 5 available	Food & Beverage \$6,500 5 available	Attendee Items \$4,500 5 available	Exhibit Booth \$2,000 17 Available
	<ul style="list-style-type: none"> • App • Meeting space Wi-Fi 	<ul style="list-style-type: none"> • Symposium Sponsor (2 available) • Opening Keynote Address • Rates Plenary Session • Closing Keynote Address 	<ul style="list-style-type: none"> • Breakfast Sponsor (Tuesday) • Refreshment Break (4 available - Monday PM, Tuesday AM, Tuesday PM, Wednesday AM) 	<ul style="list-style-type: none"> • Conference Bag • Hotel Key Card • Luggage Tag • Name Badge • USB Key 	
# of Free Conference Registration	3	2	1	1	1
\$50 discount on additional conference registrations (includes meals and attendance at any sessions)	★	★	★	★	★
Pre Event Recognition					
Website presence on conference website page	★	★	★	★	
Email Blasts	★	★			
Logo on all pre-event printed and electronic advertisements	★				
Event Flyer	★	★			
Logo on On-line registration page	★				
One-time use of attendee mailing list	★	★	★	★	★
On-Site Recognition					
Logo in the electronic conference proceedings, app, session start screens and printed program	★	★	★		
Full-page ad in the electronic conference proceedings	★	★	★	★	
Logo on general event signage	★	★	★	★	
Introduce general session speaker		★			
VIP table seating at general sessions (for up to 10 people)	★	★			
Corporate item in conference tote bag	★	★			
Conference app banner	★	★			
Conference app push notification	★	★			
10 x 10 Exhibit booth space (includes table, two chairs and a wastebasket)	★	★	★		★
In-App listing with ability to upload documents for attendees	★	★	★		★
Post Event Recognition					
Website presence in the ACGA Virtual Exhibit Hall for 18 months	★	★	★	★	★
Thank you e-blast	★	★			

Policies & Guidelines

Cancellation Policy

All cancellations must be received in writing, by fax or e-mail. Any organization that cancels its participation will have the opportunity to retain space in the ACGA Virtual Exhibit Hall for a fee of \$350. Phone cancellations cannot be accepted. Refunds will be granted according to the following schedule:

- Before October 1, 2019: Full refund less \$500
- October 1 – December 31, 2019: Full refund less \$1000
- January 1 – March 1, 2020: 25% of total fee
- After March 1, 2020: No refund

NOTE: Refunds for cancellation will not be issued until after the conference.

Display Time

Exhibitor set-up will take place on Monday, April 20, 2020 from 11:00AM - 3:00PM and should be in place no later than 3:00PM. To avoid distraction in the exhibit area, displays are to remain in place until show hours are over, approximately 12:00 PM on Wednesday, April 22, 2020. Any exhibitor failing to occupy contracted space is not relieved of their obligation of paying for such space at the full rental price. ACGA reserves the right to use unoccupied booth space appropriately to eliminate blank space in the exhibit hall if such space is not occupied by 3:00 PM on Monday, April 20, 2020.

Liability

TO THE GREATEST EXTENT ALLOWED BY APPLICABLE LAW, THE AMERICAN COUNCIL ON GIFT ANNUITIES, ITS OFFICERS, DIRECTORS, AGENTS, AND THOSE INDIVIDUALS WHO ARE EMPLOYED IN CONNECTION WITH THE 2020 CONFERENCE SHALL NOT BE RESPONSIBLE FOR ANY LOSS RESULTING FROM ACCIDENT, FIRE, NATURAL DISASTER, OR THEFT OF ANY EXHIBIT OR PART OF EXHIBIT OR FOR ANY CAUSE WHATSOEVER, INCLUDING ACCIDENT OR INJURY TO EXHIBITORS, THEIR EMPLOYEES, AGENTS, THE PUBLIC AND OTHERS DURING, OR SUBSEQUENT TO THE PERIOD COVERED BY THE EXHIBIT SPACE CONTRACT. THE EXHIBITOR ASSUMES ENTIRE RESPONSIBILITY AND HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE ACGA AND THEIR STAFF/AGENTS AGAINST ALL CLAIMS, LOSSES, AND DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, ANY FINES AND ATTORNEY'S FEES, ARISING OUT OF OR CAUSED BY THE EXHIBITORS INSTALLATION, REMOVAL AND MAINTENANCE OF ITS EXHIBIT, OR USE OF EXHIBITION PREMISES OR A PART THEREOF. FURTHER, THE EXHIBITOR AGREES TO PAY THE SHERATON SEATTLE HOTEL FOR ANY OR ALL DAMAGES TO THE BUILDING OR ITS EQUIPMENT INCURRED THROUGH CARELESSNESS OR OTHERWISE BY THE EXHIBITOR OR ITS AGENTS. THE EXHIBITOR ACKNOWLEDGES THAT THE ACGA AND THE SHERATON SEATTLE HOTEL DO NOT MAINTAIN INSURANCE COVERING EXHIBITOR'S PROPERTY.

Certificate of Insurance

Exhibitors must maintain Commercial General Liability, including Contractual Liability, insurance. The limits for bodily injury and property damage combined shall be **at least \$1,000,000**. All property of the Exhibitor is understood to remain in its custody and control in transit to and from the confines of the exhibit hall, subject to the Official Rules and Regulations on the Exhibit Space Contract. **The ACGA must be named as an additional insured on the certificate. These certificates must be provided to the ACGA no later than March 1, 2020.**

The exhibit hall will be secured during the evening hours when the exhibit hall is closed. Please do not leave valuables in the exhibit hall unattended at any time.

Restrictions

Exhibitors planning to dispense food or beverage (other than candy bowls) must have the approval of the ACGA and must make arrangements directly with the Sheraton Atlanta. Use of uncommon sound or attention-getting devices is prohibited. Direct sales of exhibitors' merchandise during the period of the conference are not permitted.

The 34th ACGA Conference is a private trade show featuring products and services used by the charitable community. The American Council on Gift Annuities (ACGA) reserves the right to refuse advertising or exhibit space to any individual or company whose display of products or services is not compatible with ACGA's mission, standards, or objectives. The ACGA reserves the right to regulate exhibits against objectionable features and disruptive activities.

CONFERENCE PARTNER AGREEMENT

OPPORTUNITIES	TOTAL
Technology Partner \$9,500	
App	Crescendo
Wi-Fi (meeting space)	
General Session Partner \$8,250	
Symposium Sponsor (2 available) - one opportunity remaining	HighGround Advisors (1)
Opening Keynote Address	
Rates Plenary Session	TIAA Kaspick
Closing Keynote Address	
Food & Beverage Partner \$6,500	
Breakfast Sponsor (Tuesday)	
Monday PM Refreshment Break	
Tuesday AM Refreshment Break	
Tuesday PM Refreshment Break	
Wednesday AM Refreshment Break	
Attendee Items Partner \$4,500	
Conference Bag	
Hotel Key Card	
Luggage Tag	
Name Badge	PG Calc
USB key	
Exhibit Booth \$2,000	
Exhibit Booth (QTY _____)	
TOTAL	

CONTRACT

CONTACT INFORMATION	
Company:	Primary Contact:
Address:	City: State: Zip code:
Phone:	Email:
Booth Personnel Included with Registration:	

PAYMENT INFORMATION
NOTE: All cancellations must be received in writing, by fax or e-mail and receipt confirmed by the ACGA. Phone cancellations cannot be accepted. Any organization that cancels its participation will have the opportunity to retain space in the ACGA Virtual Exhibit Hall for a fee of \$350. Refunds will be granted according to the cancellation schedule on page 3 of this packet.

PLEASE MAKE CHECK PAYABLE TO ACGA OR PROVIDE CREDIT CARD INFO: Check AMEX MasterCard Visa

Name as it appears on credit card:

Card#:	Exp. Date:	Security code:
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Cardholder signature:

AGREEMENT

Signature:

My signature on this exhibitor contract confirms that I understand and agree to the guidelines and policies on page 3, including: cancellation/refund policy, display times, liability, certificate of insurance, exhibit hall restrictions, freight handling, and the ACGA Exhibit Policies as outlined.

Return application, full payment and digital ad file no later than January 31, 2020 (website will be updated as partner agreements are received):

ACGA (American Council on Gift Annuities)
 596 Concord Road SE, Smyrna, GA 30082

Questions? Contact the ACGA at 770-874-3355 or acga@acga-web.org