



# SPONSOR AND EXHIBITOR OPPORTUNITIES

**Investment Summit Dates: May 2-5, 2027**

**Exhibit Hall Dates: May 3-5, 2027**

**Location: Gaylord National Harbor**  
201 Waterfront Street National Harbor, Maryland 20745





# About the Investment Summit



The SelectUSA Investment Summit is the top event in the United States for FDI promotion, connecting investors, companies, economic development organizations, and industry experts to advance opportunities available through U.S. investment.

SelectUSA promotes and facilitates business investment by working with companies wanting to establish U.S. operations and connecting them with partner U.S. economic development organizations seeking to attract investment.

The SelectUSA Investment Summit is the premier venue for international investors of all sizes to find the right place, people, resources, and market they need to be successful in the United States.

Recognizing that the competitiveness and job generating ability of a nation is determined by its desirability as a place for businesses to operate, SelectUSA was created at the federal level to showcase the United States as the world's top location for foreign investment and to provide easy access to federal-level programs and services related to business investment.

**“The SelectUSA Investment Summit is the most valuable event that we attend each year. The ability to connect directly with global businesses that are looking to do business in the U.S. is unmatched.”**

— 2025 Investment Summit Participant

# 2025 Investment Summit Demographics

**WITH 5,500+ PARTICIPANTS**  
 from **100+** countries  
 with representation from **54** U.S. states and territories  
 over **1,100** EDO representatives

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**5** Cabinet and White House leaders  
including POTUS video remarks

**160+** Speakers

**14** Chiefs of Mission

**11** U.S. Governors

**SelectUSA Investment Summits have resulted in over \$135B in investment and 105K+ jobs since inception**

Save the Date for 2026!

**650+ participants**  
 with **47** startups  
 pitching from **27** countries

**96** mentees & **64** mentors  
**35** countries represented

with over **160** participants overall

Save the Date for 2026!

# 2025 Investment Summit Highlights



**SELECTUSA**  
INVESTMENT SUMMIT  
May 11 - 14, 2025  
**BY THE NUMBERS**

## Top Countries/Markets



Taiwan	India	Vietnam	South Korea	Japan	Türkiye
United Arab Emirates	Switzerland	Israel	Mexico	United Kingdom	

## Top 10 Industries



Energy	Business and Professional Services	Information and Communication Technology	Automotive	Healthcare	Food and Beverage	Design and Construction	Equipment and Machinery	Agribusiness	Financial Services
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Save the Date for 2026!  **SELECTUSA**  
INVESTMENT SUMMIT  
May 3 - 6, 2026

“The SelectUSA Investment Summit is the ultimate event for EDO’s to meet foreign businesses looking to invest in the US. This is our 4th year attending and it will be one of our primary marketing events to attend every year going forward.”

— 2025 Investment Summit Participant



# About the Investment Summit Attendance

The 2025 SelectUSA Investment Summit welcomed over 5,500 participants from more than 100 countries, and 1,100+ economic development representatives from 54 U.S. states and territories.

Apply today to showcase your organization at the 2027 SelectUSA Investment Summit in the Exhibition Hall or consider one of our other opportunities to highlight your company on event signage and messaging.

## DIAMOND SPONSOR

\$42,775 (Pre-Selection Price)  
\$44,058 (Price Increase as of October 15, 2026)

- 8 Full Investment Summit registrations\*
- 4 Exhibition Hall only passes (Additional passes can be purchased.)
- 20 x 20 booth in the Exhibition Hall
- PowerPoint slide (provided by sponsor) played prior to the start of the Plenary Session
- A 30-45 second video (provided by sponsor) played during the Plenary Session
- Sponsor company logo included on a PowerPoint static slide during the Plenary Session
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo included on Agenda Brochure
- Logo printed on select on-site banners and signage
- Logo included in Know-Before-You-Go E-mail
- Logo included in pre-Investment Summit e-mails (at least 1)
- Promoted in "Tour the Hall" Raffle
- Shared break or breakfast sponsorship based on availability (up to 4 shared sponsors for each break or breakfast each day), to be assigned at random by Show Management
- 1 rotating banner ad on the SelectUSA ShoApp

- 1 push notification (provided by sponsor) to the attendees using the SelectUSA ShoApp
- Ability to increase to a larger booth for an additional fee
- 20% discount on any additional sponsorships

*Please contact your account manager if you are interested in a booth larger than a 20x20.*

## PLATINUM SPONSOR

\$35,010 (Pre-Selection Price)  
\$36,060 (Price Increase as of October 15, 2026)

- 8 Full Investment Summit registrations\*
- 3 Exhibition Hall only passes (Additional passes can be purchased.)
- 10 x 30 booth in the Exhibition Hall
- Sponsor company logo included on a PowerPoint static slide during the Plenary Session
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo included on Agenda Brochure
- Logo printed on select on-site banners and signage
- Logo included in Know-Before-You-Go E-mail
- Lunch sponsor on first day of Investment Summit (non-exclusive)
- 1 rotating banner ad on the SelectUSA ShoApp
- 20% discount on any additional sponsorships



\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

## GOLD SPONSOR

\$30,044 (Pre-Selection Price)  
\$30,945 (Price Increase as of October 15, 2026)

- 5 Full Investment Summit registrations\*
- 3 Exhibition Hall only passes
- 10 x 20 booth in the Exhibition Hall
- Sponsor company logo included on a PowerPoint static slide during the Plenary Session
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo included on Agenda Brochure
- Logo printed on select on-site banners and signage
- Logo included in Know-Before-You-Go E-mail
- Monday Networking Hour logo promotion. Marketing space shared with silver sponsors. Logo size will reflect the sponsorship level.
- 10% discount on any additional sponsorships

## SILVER SPONSOR

\$20,157 (Pre-Selection Price)  
\$20,762 (Price Increase as of October 15, 2026)

- 3 Full Investment Summit registrations\*
- 2 Exhibition Hall only passes
- 10 x 10 booth in the Exhibition Hall
- Sponsor company logo included on a PowerPoint static slide during the Plenary Session
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Monday Networking Hour logo promotion. Marketing space shared with gold sponsors. Logo size will reflect the sponsorship level.
- 10% discount on any additional sponsorships

## BRONZE SPONSOR

\$13,802 (Pre-Selection Price)  
\$14,216 (Price Increase as of October 15, 2026)

- 2 Full Investment Summit registrations\*
- 2 Exhibition Hall only passes
- 10 x 10 booth in the Exhibition Hall
- Sponsor company logo included on a PowerPoint static slide during the Plenary Session
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- 10% discount on any additional sponsorships



\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

# WELCOME RECEPTION SPONSOR

\$52,000

Exclusive - 1 Available

The Welcome Reception kicks off the first night of the Investment Summit and is a fantastic opportunity to highlight your organization at the event.

- 6 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- 10 x 10 booth in the Exhibition Hall
- 1 Welcome Reception Banner Ad on the SelectUSA ShoApp
- A 30-45 second video (provided by sponsor) played during the Plenary Session
- Ability provide gift bags for the attendees - given out at the reception (at sponsor's cost)
- Ability to provide entertainment (at sponsor's cost)

# HOTEL KEYCARD SPONSOR

\$39,140

Exclusive - 1 Available

Increase your visibility by branding one of the Investment Summit's most used items, the hotel room key. Attendees will be reminded of your company each time they retrieve their keycard to enter their hotel room. Every attendee staying at the Investment Summit hotel will receive the branded key card at hotel check-in.

- Sponsor company logo, URL, and description included on the SelectUSA ShoApp

# REGISTRATION SPONSOR

\$26,780 (Pre-Selection Price)

\$27,583 (Price Increase as of October 15, 2026)

Exclusive - 1 Available

The Registration Sponsor will be recognized on the website, on-site signage, and on the SelectUSA ShoApp. Sponsor's logo will appear on the registration page as attendees apply for the Investment Summit.

- 4 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- 10 x 10 booth in the Exhibition Hall
- Logo on confirmation emails to attendees
- Logo will appear on check-in screen during Investment Summit Badge pick-up



\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

## SELECTUSA SHOAPP SPONSOR

\$20,858

Exclusive - 1 Available

- 5 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- 10 x 10 booth in the Exhibition Hall
- Logo displayed on the SelectUSA ShoApp welcome page and event website
- 1 banner ad (provided by sponsor) on the SelectUSA ShoApp with a hyperlink to your premium company profile
- Logo on the SelectUSA ShoApp log-in page (along with Registration sponsor logo)
- Logo on log-in instruction emails to Investment Summit attendees
- 10% discount on any additional sponsorships

### PLEASE NOTE:

Investment Summit participants will be able to request meetings (via the SelectUSA ShoApp) with attendees.

## ESPRESSO BAR SPONSOR

\$20,600

4 Available

Everyone needs a pick-me-up from time to time. Espresso Bar is open during Exhibition Hall hours.

- 3 Full Investment Summit registrations\*
- Custom designed (by sponsor) coffee sleeves
- Signage at the Espresso Bar

## SELECTUSA TOUR THE HALL RAFFLE SPONSOR

\$10,000

Exclusive - 1 Available

- 1 Full Investment Summit registration\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Promoted as a "Must-Visit" on the SelectUSA Tour the Hall Raffle on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage promoting raffle

## SELECT GLOBAL WOMEN IN TECH SPONSOR

\$15,965 (Pre-Selection Price)

\$16,444 (Price Increase as of October 15, 2026)

3 Available

Established in 2021 by the SelectUSA Investment Summit, the Select Global Women in Tech Mentorship program features networking opportunities for Women in Tech. Sponsors will receive visibility and branding during panels and networking events.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp

Additional Features Include:

- Logo listed on the agenda with the pitching session schedules
- Logo printed on the sign located outside the room of the pitching sessions
- Additional on-site banners and signage promoting SelectUSA Tech

\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

## SELECTUSA TECH SPONSOR

\$15,250

3 Available

The SelectUSA Investment Summit will feature exciting opportunities for early-stage and startup companies seeking to expand into the U.S. market.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp

Additional Features Include:

- Logo listed on the online agenda with the pitching session schedules
- Logo printed on the sign located outside the room of the pitching sessions
- Additional on-site banners and signage promoting SelectUSA Tech

## DIGITAL AGENDA DISPLAY SPONSOR

\$14,250 (Pre-Selection Price)

\$14,678 (Price Increase as of October 15, 2026)

3 Available

Sponsor the Digital Agenda prominently displayed on digital screens at the Investment Summit.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage

## DIGITAL AGENDA PLAYBACK SPONSOR

\$13,250

Exclusive - 1 Available

The Investment Summit content is so powerful that attendees want to watch the sessions they could not attend in person.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage

## CHARGING LOUNGE SPONSOR

\$14,000

3 Available

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on the SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Logo in charging lounge

## PHOTO BOOTH SPONSOR

\$8,500

Exclusive - 1 Available

Attendees can “get into the picture” by using an interactive photo booth to take a selfie or group selfie. Each attendee will be presented with a photo keepsake which includes the sponsor’s logo. The photo booth is manned during Exhibition Hall hours.

- 2 Full Investment Summit registrations\*
- Signage at the photo booth
- Ability to provide props for the photo booth

\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

## SPECIALITY GRAPHIC SPONSOR

\$8,000

3 Available

All artwork must be approved by SelectUSA and submitted by March 1, 2027.

- \$8,000 for (2) window clings in Maryland Foyer



## SPECIALITY GRAPHIC SPONSOR

\$8,000

5 Available

All artwork must be approved by SelectUSA and submitted by March 1, 2027.

- \$8,000 for (2) mirror advertisements in Maryland Foyer



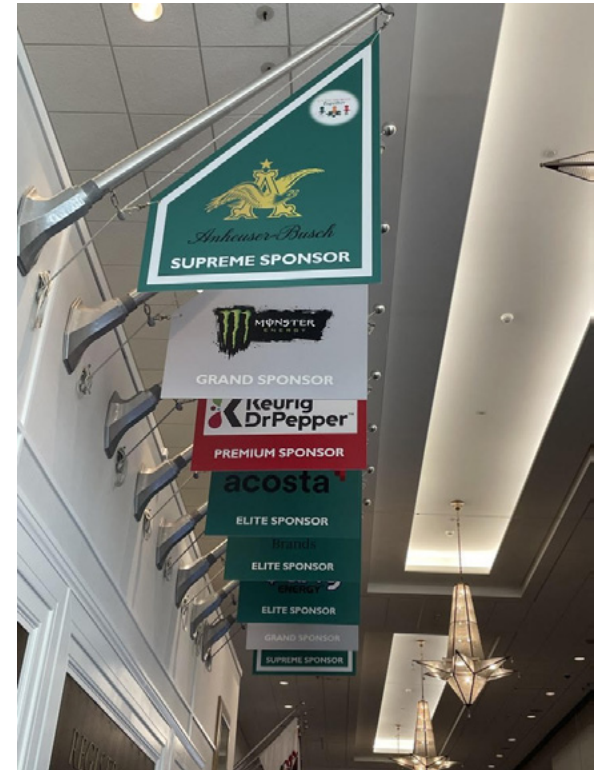
## SPECIALITY GRAPHIC SPONSOR

\$6,000

3 Available

All artwork must be approved by SelectUSA and submitted by March 1, 2027.

- \$6,000 for (2) graphics on the flags in Maryland Foyer



## PLENARY SESSION SPONSOR

\$35,000 (Pre-Selection Price)  
\$36,050 (Price Increase as of October 15, 2026)  
2 Available

Take center stage and gain unmatched visibility by sponsoring a Plenary Session. With one sponsor per session, you'll have exclusive attention in front of the Summit's largest audience.

- 6 Full Investment Summit registrations\*
- 2 Exhibition Hall only passes
- 10 x 10 booth in the Exhibition Hall
- A 30-45 second video (provided by sponsor) played during the Plenary Session
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo included on Agenda Brochure
- 1 rotating banner ad on the SelectUSA ShoApp

## RECEPTION SPONSOR

\$25,000  
4 Available

Sponsor the Investment Summit celebration!

- 2 Full Investment Summit registrations\*
- 2 Exhibition Hall only passes
- 10 x 10 booth in the Exhibition Hall
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- 1 Reception Banner Ad on the SelectUSA ShoApp
- Ability to provide gift bags distributed to attendees during the reception (provided by sponsor)

## BUS SPONSOR

\$18,000  
Exclusive - 1 Available

Take your brand on the road! Sponsor the official transportation for attendees from the hotel to the Welcome Reception and maximize your visibility. Your logo will be prominently displayed on the buses, and attendees will receive branded water bottles and keepsakes. This is a unique opportunity to directly engage with every guest.

- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo on buses
- Logo on bottled water distributed to attendees boarding the bus
- Logo on small keepsake from event handed out on bus (item TBD, provided by SelectUSA)

## INVESTMENT SUMMIT MEETING ROOM SPONSOR

\$15,000 (Pre-Selection Price)  
\$15,450 (Price Increase as of October 15, 2026)  
5 Available

Hold private meetings in your exclusive meeting room on the property during the Investment Summit. This sponsorship upgrade is only available to sponsors at the Diamond level or higher.

- 1 meeting space (available Sunday - Tuesday) to accommodate 10-15 attendees in a conference-style setting

\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

## SPEAKER LOUNGE SPONSOR

\$15,000  
1 Available

Provide a comfortable and welcoming space for presenters while gaining prime brand visibility. Your company will be front and center with key speakers.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Logo in Speaker Lounge
- Ability to provide mints and/or other items for speakers in the Lounge.

## TECH LOUNGE SPONSOR

\$15,000  
1 Available

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Logo in Tech Lounge
- Ability to provide items for attendees in the Tech Lounge

## ZEN LOUNGE SPONSOR

\$15,000  
5 Available

Create an oasis of calm. Sponsor the Zen Lounge and provide a quiet sanctuary at the Investment Summit.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Logo in Zen Lounge

## EXPRESS REGISTRATION SPONSOR - SATURDAY

\$15,000  
1 Available

Ensure a smooth early arrival and kick off the Investment Summit with a positive impression by providing a welcome beverage and featuring your brand prominently during the registration process.

- 2 Full Investment Summit registrations\*
- Sponsor company logo, URL, and description included on SelectUSA ShoApp
- Logo printed on select on-site banners and signage
- Attendees will receive a welcome beverage during Express Registration

## SERVICE PROVIDERS MEET & GREET SPONSOR

\$5,000  
5 Available

Sponsor a one-hour Meet & Greet designed to connect Investment Summit attendees with service providers. This opportunity offers brand visibility and recognition during the event.

- 1 Full Investment Summit registration\*
- Logo printed on select on-site banners and signage

\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

# DEFINITIONS OF EDOS AND SERVICE PROVIDERS

## ECONOMIC DEVELOPMENT ORGANIZATIONS (EDOS)

An EDO typically represents a U.S. state, territory, region, tribe, or locality dedicated to fostering economic growth within their community.

To access exclusive EDO designation and preferred pricing for the Investment Summit, organizations must be vetted and approved by SelectUSA.

**Exhibition Hall:** This serves as the premier venue for U.S. EDOs to pitch regional opportunities directly to global investors.

**Sponsorship:** EDOs looking to maximize their impact and visibility can further amplify their presence by participating as official sponsors.

## NON-EDO PARTICIPANTS

We invite service providers and trade associations that actively facilitate U.S. investment to join the Exhibition Hall.

**Service Providers:** Firms specializing in legal counsel, tax advisory, site selection, and other investment-related services.

**Associations:** Trade or business organizations that act as catalysts for domestic investment.

**Participation:** These entities may participate as either exhibitors or sponsors.

**Exhibition Hall:** Approved organizations can secure a dedicated booth within the Service Providers Pavilion in the Exhibition Hall.

**Sponsorship:** Organizations may select to gain amplified exposure outside of an exhibit booth through sponsorships. Organizations can sponsor at the diamond, gold, silver, and bronze levels, each of which includes exhibit booths and additional full conference passes. Please see the sponsor offerings in the Sponsor and Exhibitor Opportunities.

## NOTE:

- Organizations that fall outside the EDO/Non-EDO definitions above—including international investment firms and specialized industry service providers—may qualify to sponsor an “activation” in lieu of a physical booth. Activations may incur additional fees. Contact Sales for more information.
- All applicants must undergo a formal vetting process by SelectUSA to ensure eligibility.
- Pricing structures vary between EDOs and Non-EDOs. Detailed rates are available in the Sponsor and Exhibitor Opportunities guide.

\* Please see page 15 for a description of the difference between a Full Investment Summit registration and an Exhibition Hall registration.

# EXHIBIT OPPORTUNITIES

## BOOTH SIZES AND PRICING

10 x 10 Non-EDO (100 sqft)	\$8,218	} Booth prices will increase by 5% effective October 15, 2026.
10 x 20 EDO (200 sqft)	\$2,602	
10 x 10 EDO (100 sqft)	\$1,302	

## EXHIBITION HALL FLOORPLAN

The Exhibition Hall Floorplan will be posted on [www.selectusasummit.us](http://www.selectusasummit.us) by November 2026.

## EXHIBIT SPACE AMENITIES

- Pipe and drape dividing the booth space are included with the booth.
- Two (2) complimentary Exhibition Hall passes per booth (regardless of booth size. The complimentary passes are for the Exhibition Hall only and do not include the other events; however, access to the SelectUSA ShoApp is included.)

## ADDITIONAL EXHIBITOR SERVICES

Booth services such as carpet, electricity, internet, booth furniture, booth cleaning, etc. must be purchased separately through the conference decorator. (Additional information about options and fees will be available on the event website in the exhibitor kit.) The exhibitor kit will be e-mailed and posted online in February 2027.

## EXHIBITOR REGISTRATION

All approved exhibitors and sponsors must submit an application for attending personnel. Further details will be provided on registering personnel upon acceptance of the exhibitor or sponsor application. Visit [www.selectusasummit.us](http://www.selectusasummit.us) and view the "Exhibitor & Sponsor" tab for more information. Sponsor and exhibitor pass applications must be submitted by **April 1**; after this date, they will no longer be available.

## BOOTH PARTNERS

ONLY EDO exhibitors and sponsors are permitted to have partner companies. Non-EDO sponsors and exhibitors are not permitted to have partners.

There is a \$575 charge per partner company. Maximum limit of two (2) partners per 10x10 booth. Booth partner fee does not include any registrations.

Partner company name will be included in the SelectUSA Tour the Hall Raffle.

## INVESTMENT SUMMIT REGISTRATIONS & EXHIBIT PERSONNEL

Exhibition Hall only passes are available for purchase. Exhibitors can also purchase additional full Investment Summit registrations. Visit <https://www.selectusasummit.us/Applications/Investment-Summit-Application> for pricing.

A full Investment Summit Registration includes access to Plenary and Academy Sessions.

An Exhibition Hall Only Pass gives access to functions located inside the Exhibition Hall. Any event outside the Exhibition Hall (except the Welcome Reception) requires an Investment Summit Registration.

Exhibition Hall Only Passes cost an additional \$683.

You can upgrade an Exhibition Hall Only pass to a Full Investment Summit registration for an additional \$485.

## SPECIAL OPPORTUNITY FOR FIRST TIME EDO EXHIBITORS

Are you an Economic Development Organization who has never exhibited or been a partner booth in an exhibit at the SelectUSA Investment Summit? Please email Diane Dodson at [DDodson@eventPower.com](mailto:DDodson@eventPower.com) to inquire about the First Time EDO rate of \$895. This package includes two (2) Exhibition Hall Only passes.

“Attending the 2025 SelectUSA Investment Summit was an incredible opportunity to connect with global investors, EDO partners from my home state, and showcase our community’s business potential. The Investment Summit offered invaluable insights and connections that will support our long-term economic development goals.

—2025 Investment Summit Participant



CONTACT US

**SALES**

**Diane Dodson**  
Sales Manager

Phone: (703) 740-1965  
ddodson@eventPower.com

**SALES**

**Erin Ong**

Account Manager  
Phone: (703) 740-1960  
eong@eventPower.com

**SALES**

**Jessica Murray**

Account Executive  
Phone: (703) 740-1932  
jmurray@eventPower.com

**SALES**

**Taylor Clifton**

Vice President, Business Development  
Phone: (703) 740-1939  
tclifton@eventPower.com

**REGISTRATION CUSTOMER SERVICE**

**Paola Aguilar**

Customer Service Associate  
support@selectusa-summit.com

**EXHIBITOR / SPONSOR SUPPORT**

**Teri Higgins**

Senior Project Manager  
Phone: (703) 740-1942  
thiggins@eventPower.com

**EXHIBITOR / SPONSOR SUPPORT**

**Stephanie Corn**

Fulfillment & Exhibit Hall Coordinator  
Phone: (703) 375-9042  
scorn@eventPower.com

**INVESTMENT SUMMIT LOGISTICS**

**Sharla Warren, CMP**

Chief Operations Officer  
Phone: (703) 740-1950  
swarren@eventPower.com

## Instructions

- Step 1:** Mark your selections below under Payment Amount & Method (select exhibit booth space, partnerships and sponsorships).  
**Step 2:** Fax completed form to (703) 740-1939 or email to TClifton@eventPower.com.  
**Step 3:** Register personnel through the conference Website.  
**Notes:** Kiosk numbers are subject to change.

Sponsor instructions are emailed and posted on the event Website. Program guide information will be requested via email.

## Company & Contact Information

**Company Name:** \_\_\_\_\_

**Contact 1:** \_\_\_\_\_ **Contact 2:** \_\_\_\_\_  
**Billing Contact:** \_\_\_\_\_

Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

## Contract Acceptance (signature is required)

This contract is accepted as binding by the following Exhibitor Representative:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Invoicing Policy, Payment & Cancellation Terms & Conditions

**Invoicing:** Invoices will be sent by email. If you wish to receive a printed copy, please check the box below:

- Please send a printed invoice to our company billing contact (Contact 2 above).

**Payment:** 50% payment is due at 180 days prior to the program start date with the remaining 50% due at 90 days prior to the program start date. Companies are 100% liable for contracted funds at 180 days prior to the program.

**Cancellation:** Cancellations must be received by email from a representative of the company signing this contract and confirmed as accepted by email from eventPower. Cancellations received at or after 180 days of the event start date but prior to 90 days of the event start date will be 50% liable for contracted funds. Cancellations received at or after 90 days of the event start date will be 100% liable for contracted funds.

## Payment Amount & Method

**Partnership Package:** \$ \_\_\_\_\_  
**Sponsorship /Advertising:** \$ \_\_\_\_\_  
**Exhibit Space: P.O. #:** \$ \_\_\_\_\_  
**Discount:** \$ \_\_\_\_\_  
**Total Contracted Amount:** \$ \_\_\_\_\_

**Booth Selection:** 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_  
 (booth numbers are subject to change)

**P.O. #:** \_\_\_\_\_

**W-9 Form:** To obtain eventPower's W9 form visit [www.eventPower.com/w9](http://www.eventPower.com/w9)

<b>Payment Method:</b>	<input type="checkbox"/> Check	<b>Payable to:</b> eventPower <b>Mail to:</b> eventPower, Accounts Receivables, 5205 Woodleaf Court, Centreville, VA 20120
	<input type="checkbox"/> Credit Card	A confirmation email will be sent with an Invoice attachment. A link to a secure online credit card payment portal will be provided at the bottom of the invoice.
	<input type="checkbox"/> Wire Transfer	A confirmation email will be sent with an Invoice attachment. Wire transfer information will be provided on the invoice. Send wire transfer confirmations to SComer@eventPower.com

## Send Check Payments To:

**Payable to:** eventPower  
 Accounts Receivables  
 5205 Woodleaf Court  
 Centreville, VA 20120

## Event Production Company/Merchant Contact Information:

Direct Marketing Productions, Inc.  
 DBA: eventPower  
 5205 Woodleaf Court  
 Centreville, VA 20120

**Taylor Clifton, VP, Business Development & Marketing**  
**Telephone:** (703) 740-1939  
**Email:** TClifton@eventPower.com  
**Website:** [www.eventPower.com](http://www.eventPower.com)

### Contract

This Commonwealth of Virginia Contract is for exhibit space, sponsorships, and/or advertising as noted below, by and between Direct Marketing Productions, Inc. (Doing Business As: eventPower), and the exhibitor named herein. The exhibitor agrees to comply with all terms and conditions appearing in this contract and further agrees that this contract is binding on all parties and can be amended only in writing by both parties.

### Payment and Liability Schedule

- 50% liable and 50% payment due 180 days prior to the first day of the conference.
- 100% liable and 100% payment due 90 days prior to the first day of the conference.
- If contract is received after payment due dates, the exhibitor agrees to pay the amount due within 15 days of submitting the contract.
- If contract is received within 15 days of the conference date, the exhibitor agrees to pay immediately with credit card, wire transfer or express check.
- Payment must be clear before the exhibitor is permitted to set up.
- eventPower reserves the right to reassign space or remove contracted company from the floor plan if the above payment schedule is not met.
- Failure to make payments does not release the contracted financial obligation.
- If payment is not received by the event date, a collection agency will be assigned to collect the debt. The exhibitor will be assessed the collection agency fees (typically an additional 30%).

### Cancellation or Downgrade

- Cancellations must be received in writing (email or letter) from a representative of the company signing this contract and confirmed as accepted in writing (email or letter) from an eventPower representative.
- Cancellations received at or after 180 days of the event start date but prior to 90 days of the event start date will be 50% liable for contracted funds. Cancellations received at or after 90 days of the event start date will be 100% liable for contracted funds.
- In the event of either a full or partial cancellation of space by an exhibitor, eventPower reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.
- The exhibitor agrees that the appropriate payment based on the schedule above must be received by eventPower within 15 days of the cancellation notice or by the first date of the conference (whichever comes first). If payment is not received by these dates, a collection agency will be assigned to collect the debt. The exhibitor will be assessed the collection agency fees (typically an additional 30%)

### Relocation and Floor Plan Revisions

eventPower retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

### Occupancy Default

Any exhibitor failing to occupy contracted space shall not be relieved of their financial obligation. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by eventPower, and reallocated or reassigned for such purposes or use eventPower may see fit.

### Limitation of Liability

- Exhibitor agrees to make no claim for any reason against eventPower, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the exposition as scheduled; nor for any action or omission of eventPower.
- The exhibitor is solely responsible for his own exhibition materials and products and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. eventPower shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

### Damage to Property

The Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property.

### Insurance

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to eventPower or its agent or representative upon request. Email certificate of insurance (COI) to SComer@eventPower.com.

### Installing, Exhibiting, Dismantling

eventPower specifies hours and dates for installing, exhibiting, and dismantling. Exhibitor shall be liable for all storage and handling charges resulting from failure to set up their booth or removing shipping crates from their exhibit booth three hours before the posted start time for the exhibit hall. Additionally, the exhibitor agrees not to begin dismantling their display or open crates before the specified conclusion of the dismantling period set by eventPower. Removal of exhibit materials or displays before the published dismantle times may be subject to a fine.

### Agreement to Rules

Exhibitor and all exhibitor personnel agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by eventPower.

### Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth. Distribution of literature or other giveaways must be in the confines of the exhibitor's own booth. Displays must abide by the rules and regulations provided in the exhibitor service kit distributed by the event decorator.

### Cancellation or Change of Exposition by eventPower

In the event that the premises in which the exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not within the control of eventPower or its agents, the exposition may be canceled or moved to another appropriate location.

eventPower shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not within the control of eventPower. Causes for such action beyond the control of eventPower shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the venue, municipal, state or federal laws, or act of God. Should eventPower terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damages. Refunds of "Paid Exhibit Space Fees" in the case of event termination or cancellation shall be made to exhibitors at the sole discretion of eventPower and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by eventPower through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

### Exhibitor Representative's Responsibility

Exhibitor agrees to indemnify eventPower, its employees, agents, or representatives against, and hold them harmless for, all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

### Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of eventPower. eventPower may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.