



Transaction Date: _____
NVTC Approval: _____
Invoice Date: _____

Event Sponsorship Agreement

***Information is required**

*Title/Description: _____ Amount: _____

Title of Event/Program/Series: _____ Event Date(s): _____

*Hosting Committee: _____

*Company: _____

*Name of Company AS YOU WISH IT TO APPEAR IN PRINT: _____

Company Address: _____

*Primary Contact: _____ Title: _____

*Phone: _____ Fax: _____ E-mail: _____

Secondary Contact: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

*Signature: _____

***PLEASE INDICATE Preferred Method of Payment. (REQUIRED – check only one)**

- CHECK (Check must be received within 30 days of invoice)
- Charge CREDIT CARD Listed Below
- Charge Other CREDIT CARD (CC # must be received within 30 days of invoice)

***CREDIT CARD GUARANTEE**
(A credit card must be provided as a guarantee of payment at the time of this order.)

Credit Card: MasterCard VISA AMEX Name on Credit Card: _____

Credit Card Number: _____ Expiration Date: _____

NOTE: By signing this agreement, you and your company agree that you and your company will be a sponsor/advertiser of the Northern Virginia Technology Council (NVTC) for the event/item listed above, and that you and your company are responsible for paying the total dollar amount of the sponsorship/advertisement. NVTC will send an invoice to you and your company for the total amount specified above. To guarantee payment for this agreement, you must also provide in the appropriate spaces above complete and valid credit card information, and, by signing this agreement, you and your company hereby authorize NVTC to charge this credit card for the total amount specified above in the event that you and your company do not remit payment within thirty (30) calendar days after invoicing. To the extent that payment is not timely received and NVTC is unable to satisfy the payment obligation via this credit card, you and your company agree that NVTC may assess LATE FEES and/or any COLLECTION FEES incurred by NVTC and you and your company agree to pay such fees. NVTC reserves the right, to be exercised at NVTC's sole and absolute discretion, to discontinue any or all of its obligations to you and your company for this sponsorship/advertisement. In addition, you and your company agree that NVTC is authorized to use you and your company's name, mark(s) and/or logo(s) in promoting the event/item listed above. Please e-mail any questions to sponsorship@nvtc.org.