



2024 Conference Sponsorship Contract

Updated December 18, 2023

My company agrees to sponsor the CCAP Conference(s) as marketed below:

- 2024 County Administration Conference, May 15 – 16, Penn Stater, State College, PA
- 2024 Annual Conference and Trade Show, August 3-6, Wyndham Gettysburg, Gettysburg, PA
- 2024 Fall Conference, November 24 – 26, Hotel Hershey, Hershey, PA

Please check the sponsorship level in which your company will participate:

- Blue Ribbon Conference Sponsor (\$7,500)
- Red Ribbon Conference Sponsor (\$5,000)
- White Ribbon Conference Sponsor (\$2,000)
- Patron Conference Sponsor (\$1,000)

You can expect an electronic confirmation immediately following receipt of your sponsorship contract as well as an outline of benefits and deadlines for materials needed by CCAP prior to each event. Should you not receive a confirmation, please contact CCAP immediately to ensure that your contract has been received and processed. **All sponsorship contracts must be received 14 business days prior to the start date of the selected Conference to ensure full benefits are available. Should your organization be unable to fulfill its sponsorship contract, a written notice of cancellation must be sent to ppstrobe@pacounties.org, 14 business days prior to the start date of the selected Conference to be released from this contract.** Cancellations received less than 14 business days prior to the start date of the Conference will be subject to an administrative fee of 20% of the sponsorship value.

If unanticipated events beyond CCAP's reasonable control (including, but not limited to: acts of God; declared war in the United States; government regulation, including, but not limited to, government regulations prohibiting travel to the city in which the Conference/Trade Show will be located over the dates of the event or prior thereto and/or the issuance of a "Travel Warning" by the Centers for Disease Control that specifically advises travelers to avoid all non-essential travel to area where the Conference/Trade Show will be held and which travel advisory is in effect over the event dates or prior thereto; pandemics, epidemics, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local, state or federal government authority or health agencies [including, but not limited to the health threats of COVID-19, H1N1, or other infectious diseases]; terrorist attacks in the area where the Conference/Trade Show is to be held; or curtailment of transportation where the Conference/Trade Show is located any of which make it illegal, inadvisable, commercially impracticable or impossible to perform under this Agreement), CCAP may in its sole discretion modify the format of the Conference/Trade Show (such as by making it a virtual event) or take other such reasonable measures to mitigate the impact on the Conference/Trade Show. If CCAP materially modifies the format of the event you may terminate this Agreement and receive a full refund if you



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provide CCAP with written notice of your termination within ten (10) days of CCAP's notice to you of the format change. If you fail to provide such notice you will have agreed to proceed with your sponsorship of the Conference/Trade Show as modified by CCAP. Upon termination of this Agreement or cancellation of the Conference/Trade Show, CCAP shall not be responsible for payment of any liquidated damages.

Vendor participation as an associate member or sponsor shall not imply, nor be considered or presented as, an endorsement by CCAP of any service or product provided by the vendor. The Board of Directors of CCAP reserves the right, for cause shown, to disapprove an application, or terminate an existing membership. Use of CCAP logos, the words County Commissioners Association of Pennsylvania, or the phrase ***The Voice of Pennsylvania Counties***, without the prior authorization and express written permission of CCAP, is prohibited. This includes use by vendors who engage with CCAP as associate members, sponsors, or partners in another engagement.

Please complete the information as you would like it to appear in Conference materials:

Company Name: _____

Company Address: _____

City, State, Zip: _____ Website: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Authorized Signature: _____ Date: _____

My company's complimentary person(s) will be: _____

Payment Information:

Check enclosed (payable to CCAP) Invoice Requested Contact Me for Credit Card

For questions or to return your contract, please email Patty Stroble, Director of Vendor Relations at ppstroble@pacounties.org.