Sponsorship Application

Standard Terms and Conditions

The Oregon Public Purchasing Association ("OPPA"), a non-profit organization, invites your firm to be a sponsor. As a sponsor, you have the opportunity to market your company to the membership of OPPA (purchasing professionals from public agencies across the state of Oregon and SW Washington) including state agencies, counties, cities, school districts, higher education and special districts through OPPA events and website. OPPA offers several levels of sponsorship opportunities which are summarized in Exhibit A, Sponsorship Packages. OPPA will strive to provide your firm as much membership contact as possible.

This Agreement and any acknowledgment of sponsorship or marketing and promotional activities of the sponsor that relate to the sponsorship is subject to all applicable OPPA policies, including but not limited to:

i. Agreement consideration, pursuant to Exhibit A. Full payment must be received by OPPA within 30 days of Application approval or two weeks prior to any conference attendance.

ii. Use of OPPA or Chapter Manager (the OPPA website) trademarks or names. Sponsors may not use the OPPA or Chapter Manager name, trademark, or logo without prior written approval.

iii. Web Links. Links to sponsor websites must be directly to the sponsor's home web page.

iv. No Partnership or Joint Venture. This Agreement does not constitute a partnership or joint venture between the parties. The Sponsor is an independent contractor.

v. No Endorsement. This Agreement shall not be construed or represented as an endorsement by OPPA or Chapter Manager of the sponsor or sponsor's goods or services.

vi. Controlling Law/Jurisdiction for Disputes. This Agreement shall be construed under the laws of the State of Oregon, and jurisdiction for any disputes under this agreement shall be in Marion County, Oregon.

vii. Liability. Sponsor agrees to protect, indemnify, and hold harmless OPPA, its officers, members, and agents from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description or damages to persons or property arising out of or in connection with any act or omission of the Sponsor occurring during the course of this agreement. In turn, OPPA agrees to hold harmless the sponsor, its officers, employees, and agents from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description or damages to persons or property arising out of the negligent act or omission of an officer, member or agent of OPPA while acting within the scope of the Sponsor Package from Exhibit A approved by OPPA.

viii. DBE/MBE/WBE/SDVE/ESB Certification. A Sponsor that has been certified by the Oregon Certification Office of Business Inclusion and Diversity (COBID) as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Service Disabled Veteran Enterprise (SDVE), or Emerging Small Business (ESB) may request the discounted Sponsorship Package rate in Exhibit A. The Sponsor must have an active certification at the time of application and...
payment, and maintain its active status through the term of the Sponsorship Package.

ix. **Sponsorship Package Duration.** Sponsorship Packages only include events listed and duration identified in Exhibit A of the Sponsorship Application.

x. **Refunds:** All sponsorship payments are paid in advance. In the event a sponsor needs to cancel its Sponsorship Package the following schedule shall apply:
   a. 60 days prior to the first event date: full refund minus any proration for website advertising and any funds committed or expended.
   b. 30 days prior to the first event date: ½ refund minus any proration for website advertising and any funds committed or expended.
   c. No refund after 30 days.
   d. Cancellation requests from a sponsor must be submitted to the Chapter Sponsorship Committee Chair in writing.

xi. **Termination.** OPPA reserves the right to terminate a sponsorship with or without cause. In the event of termination the refund policy above shall apply.

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<tr>
<th>Sponsor Firm Name, Address</th>
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<tbody>
<tr>
<td>Signature</td>
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<td>Contact Email Address</td>
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<tr>
<td>Contact Phone Number</td>
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<tr>
<td>Name/Title of Officer</td>
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<tr>
<td>Date</td>
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<td>Website Address</td>
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Approved by OPPA Sponsorship Committee Chair

Sponsorship Committee Chair Signature: __________________________ Date __________ Print/Type Name: __________________________

Submit signed Sponsor Application to OPPA via Email at: info@opaweb.org
Sponsorship Application
Exhibit A
Sponsorship Packages

For purposes of this Agreement, the Sponsorship Packages listed below are available for the time period of January 1, 2020 and December 31, 2020. Each of the Sponsorship Packages below are for a maximum of 2 attendees only. All package costs are the cost after package discount. For full package details, please see pages 2-4.

☐ Premium Event Base Package - $3,120.00 (10 available) $2,160.00 (3 DBE/MBE/WBE/ESB available)
   • Website advertisement for the entire year ($2,400, cost before discount)
   • Spring Conference (May 20-22, 2020, Eagle Crest, Redmond OR – Platinum ($1,500, cost before discount)

ONE EVENT PACKAGE:

Spring Conference (May 20-22, 2020, Eagle Crest (Redmond OR – Choose one package only.
☐ Gold – $1,000.00 (5 available) $900.00; (2 DBE/MBE/WBE/ESB available)
☐ Silver – $800.00 (15 available) $720.00; (5 DBE/MBE/WBE/ESB available)
☐ Bronze – $400.00 (5 available) $360.00; (5 DBE/MBE/WBE/ESB available)

Additional Sponsorship Opportunities:
The following packages do not include a sponsorship table or attendance to Spring Conference. If purchased individually, this only includes recognition at the conference as well as advertisement on OPPA’s website and Social Media pages. The following packages can also be purchased as an add-on to a Premium Event Base Package or to a Spring Conference only package.
   • President’s Reception - $500 (3 available)
   • Sponsoring a snack - $500 (3 available)
SPONSORSHIP PACKAGES DETAILS FOR 2020

PREMIUM EVENT BASE PACKAGE

A. Website (January 1st through December 31st):
   o Scrolling Advertisement Banner on OPPA Chapter Manager Website front page

B. Regional Spring Conference Platinum:
   o OPPA Chapter Manager Event Page website ad/link to Sponsor website (about 30 days prior and 30 days following event);
   o OPPA Social Media links to Sponsor website (about 30 days prior and 30 days following event);
   o Sponsor provides electronic promotional material they wish to be provided to all conference attendees – Maximum of 2 documents;
   o Sponsor name displayed at event;
   o President’s Reception & Networking Event – Maximum of 2 attendees. Includes 2 drink tickets for each attendee;
   o Breakfast for two Day 1 & 2 – Maximum of 2 attendees (Sponsor may purchase additional breakfast tickets) Includes breakfast with OPPA members;
   o Lunch – Day 1 – Maximum of 2 attendees (Sponsor may purchase additional lunch tickets);
   o Awards Banquet/Entertainment—Maximum of 2 attendees – includes 2 drink tickets per attendee (Sponsor may purchase additional banquet tickets. However, additional drink tickets may not be purchased.);
   o Golf Tournament – Maximum 2 Greens Fees (Sponsor may purchase additional greens fees);
   o Signage on Golf Hole – 1;
   o Golf Tournament Photos;
   o Exhibitor Booth (table w/skirt, chair, and waste basket) with access to all attendees (Day 1 & 2); and
   o Conference Attendee email distribution list after Conference

ONE EVENT PACKAGE

The below packages do not include the banquet dinner. Sponsors are not able to purchase banquet dinner tickets if one of the below packages are purchased.

Regional Spring Conference:

- Gold:
  o OPPA Chapter Manager Event Page website ad/link to Sponsor website (about 30 days prior and 30 days following event);
  o OPPA Social Media links to Sponsor website (about 30 days prior and 30 days following event);
  o Sponsor to provide electronic promotional material to be provided to all conference attendees – Maximum of 2 documents;
  o Sponsor name displayed at event;
  o Golf Tournament - 2 Greens Fees;
  o Golf Tournament Photos;
  o President’s Reception & Networking Event – Maximum of 2 attendees. Includes 2 drink tickets for each attendee;
  o Breakfast for two Day 1 & 2 – Maximum of 2 attendees (Sponsor may purchase additional breakfast tickets) Includes breakfast with OPPA members –;
- Lunch – Day 1 – Maximum of 2 attendees (Sponsor may purchase additional lunch tickets);
- Exhibitor Booth (table w/skirt, chair, and waste basket) with access to all attendees (Day 1 & 2); and
- Conference Attendee email distribution list after Conference

- Silver:
  - OPPA Chapter Manager Event Page website ad/link to Sponsor website (about 30 days prior and 30 days following event);
  - OPPA Social Media links to Sponsor website (about 30 days prior and 30 days following event);
  - Sponsor can provide electronic promotional material to be provided to all conference attendees – Maximum of 2 documents;
  - Sponsor name displayed at all event sessions;
  - President’s Reception & Networking Event – Maximum of 2 attendees. Includes 2 drink tickets per attendee;
  - Breakfast for two attendees Day 1 & 2 – Maximum of 2 attendees (Sponsor may purchase additional breakfast tickets) Includes breakfast with OPPA members;
  - Lunch – Day 1 – Maximum of 2 attendees (Sponsor may purchase additional tickets);
  - Exhibitor Booth (table w/skirt, chair, and waste basket) with access to all attendees (Day 1 & 2); and
  - Conference Attendee email distribution list after Conference

- Bronze:
  - **Meals are not included in the Bronze package, however, Sponsor my purchase breakfast and lunch tickets ONLY at an additional cost for each attendee.**
  - OPPA Chapter Manager Event Page website ad/link to Sponsor website (about 30 days prior and 30 days following event);
  - OPPA Social Media links to Sponsor website (about 30 days prior and 30 days following event);
  - Sponsor can provide electronic promotional material – to be provided to all conference attendees Maximum 2 documents;
  - Sponsor name displayed at all event sessions;
  - **1/2 Exhibitor Booth to display information – Bronze Sponsors will be sharing a table with another Bronze sponsor**;
  - Conference Attendee email distribution list after Conference

**ADDITIONAL SPONSORSHIP OPPORTUNITIES**
- Presidents Reception - Special Sponsor recognition during the president’s reception.
- Snack – Special Sponsor recognition during one of the conference snack breaks.