



# ARKANSAS COMMUNITY ACTION AGENCIES ASSOCIATION

# Community Action...

# It's My Bag, Baby!

MAY 16-19 **2017**

FORT SMITH, AR  
DOUBLETREE BY HILTON

ANNUAL  
CONFERENCE



**Arkansas Community Action Agencies Association, Inc. (ACAAA)  
 2017 Annual Conference • Exhibits: May 17 & 18, 2017 • DoubleTree by Hilton Fort Smith City Center  
 SPONSOR/EXHIBITOR/PROGRAM AD FORM**

Company / Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Person (Name & Title): \_\_\_\_\_

**SPONSORSHIPS AND EXHIBITS**

**Exhibit times: Wednesday, May 17 from 7:30 a.m. – 5:00 p.m. / Thursday, May 18 from 7:30 a.m. – 5:00 p.m.**

**All sponsorships include an option for one tabletop exhibit —  
 please check your level of support and whether or not you will have an exhibit:**

LEVEL	INCLUDES:	Exhibit?	Payment
<input type="checkbox"/> <b>Exhibitor \$200</b>	<ul style="list-style-type: none"> <li>• One 6' exhibit table and 2 chairs (tabletop displays only).</li> <li>• Name listed in conference program booklet.</li> </ul>	yes	_____
<input type="checkbox"/> <b>Friend Sponsorship \$500</b>	<ul style="list-style-type: none"> <li>• Name and/or logo posted at a break table to indicate Friend Sponsorship.</li> <li>• One 6' exhibit table and 2 chairs (tabletop displays only).</li> <li>• Business-card ad in the conference program booklet.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> <b>Tote Bag Sponsorship \$800</b>	<ul style="list-style-type: none"> <li>• Name and/or logo on all conference tote bags.</li> <li>• One 6' exhibit table and 2 chairs (tabletop displays only).</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<i>PLEASE NOTE: There can be only one Tote Bag Sponsor</i>			
<input type="checkbox"/> <b>Bronze Sponsorship \$1500</b>	<ul style="list-style-type: none"> <li>• One 6' exhibit table and 2 chairs (tabletop displays only).</li> <li>• Quarter-page ad in the conference program booklet.</li> <li>• One complimentary conference registration.</li> <li>• Four tickets to the Community Action Annual Mixer.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> <b>Gold Sponsorship \$2000</b>	<ul style="list-style-type: none"> <li>• Two 6' exhibit tables and 2 chairs (tabletop displays only).</li> <li>• Half-page ad in the conference program booklet.</li> <li>• Two complimentary conference registrations.</li> <li>• Four tickets to the Community Action Annual Mixer.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**SPONSORSHIP OPTIONS  
 CONTINUED next page**

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- Platinum Sponsorship \$2500**
- Two 6' exhibit tables and 2 chairs (tabletop displays only).
  - Full-page ad in the conference program booklet.
  - Three complimentary conference registrations.
  - Special recognition during Opening General Session.
  - One reserved table for 6 at the Community Action Annual Mixer.
- Yes    No \_\_\_\_\_

**PROGRAM ADVERTISEMENTS (Non-sponsors)**

Please indicate what size ad you would like to place in the conference program booklet.

	AD SIZE	PRICE	PAYMENT
<input type="checkbox"/>	Full Page (7½" w x 10" h)	\$200	
<input type="checkbox"/>	Half Page (7½" w x 5" h)	\$100	
<input type="checkbox"/>	Quarter Page (3¾" w x 5" h)	\$75	

NOTE: Ads should be sent "camera ready" by e-mail attachment to ACAAA communications director John Moran at [jmoran@acaaa.org](mailto:jmoran@acaaa.org).

**PAYMENT INSTRUCTIONS:**

Make checks payable to *Arkansas Community Action Agencies Association, Inc.* and mail completed forms to:

**ACAAA**  
**1111 West 6<sup>th</sup> Street, Suite C**  
**Little Rock, AR 72201-3017**

**Please check here if you need an invoice issued.**

**PLEASE NOTE:**

Completed forms, payment, and signed exhibitor agreement must be received by **April 28**. *Forms received without payment and signed agreement and/or forms received after the due date are not guaranteed an exhibit table or recognition in the conference materials.* Space will be filled on a first-come, first-served basis.

Questions? Call Terry Bearden at (501) 372-0807 or send an email to [tbearden@acaaa.org](mailto:tbearden@acaaa.org).

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**EXHIBITOR AGREEMENT (non-exhibiting sponsors need not complete)**

**Name of Company:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Name of Representative in Charge of Exhibit:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Representative's E-mail Address:** \_\_\_\_\_

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**Character of Exhibits:** Arkansas Community Action Agencies Association, Inc. (ACAAA) reserves the right to decline or prohibit any exhibit or part of an exhibit or restrict any activity within the exhibit area which is considered unsuitable.

**Subletting of Space:** No exhibitor shall assign, sublet, or apportion the whole or any part of the space nor allow any other party to exhibit therein without prior written consent of Arkansas Community Action Agencies Association, Inc. (ACAAA).

**Installation/Dismantling:** Exhibits must be installed and dismantled by exhibitors within the above time constraints. All display materials, debris, and personal items must be removed from the display area and disposed of properly.

**Liability:** Arkansas Community Action Agencies Association, Inc. (ACAAA) assumes no liability for loss due to theft, damage by fire or other cause. The exhibitor hereby acknowledges that Arkansas Community Action Agencies Association, Inc. (ACAAA) shall have no liability hereunder and the exhibitor shall indemnify, save, and hold harmless Arkansas Community Action Agencies Association, Inc. (ACAAA) and the host hotel from and against any and all loss, liabilities, judgments and damages, and all costs, fees, and expenses related thereto, arising directly or indirectly out of or in any way connected to this exhibitor contract for space.

**Please complete this agreement and send with payment BY APRIL 28 to:**

Arkansas Community Action Agencies Association, Inc. (ACAAA)  
1111 West 6<sup>th</sup> Street, Suite C  
Little Rock, AR 72201-3017

**Amount Enclosed: \$** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_