



PTAB BAR ASSOCIATION SPONSOR AND EXHIBITOR POLICY

By confirming your participation as a sponsor or exhibitor for PTAB Bar Association, you acknowledge and agree to the following:

1. Payment Refund Policy:

- Authorized signature signifies commitment to pay for all opportunities as stipulated herein.
- All requests are final.
- Full payment is due within THIRTY DAYS of signing the sponsor agreement in order to receive benefits and recognition.
- Payment must be made in U.S. dollars drawn on a U.S. Bank.
- Logo recognition as a sponsor will be included in promotional materials upon receipt of a signed agreement.

2. Payment Refund Policy:

- Once a sponsorship or exhibit opportunity is confirmed upon execution of the sponsor agreement, it is considered final and non-refundable.
- This policy ensures the integrity of our planning and financial commitments.
- This policy is applicable under all circumstances.

3. Event Changes:

- The event organizers reserve the right to make any necessary changes to the event program, schedule, or venue. In such cases, sponsors and exhibitors will not be entitled to any refund or compensation.

4. Conference Activity Approval/Event Disclosure:

- To maintain the programming integrity of the conference, it is requested that any conference activities planned during conference hours by exhibitors and sponsors that involve conference attendees be approved in advance by PTAB Bar Association show management.
- Conference Hours for the 2025 Annual Conference are: Wednesday-11:00am-6:00pm, Thursday-7:00am-7:00pm, Friday-7:00am-12:00pm

PLEASE NOTE: PTAB Bar Association's ability to deliver on certain elements of the recognition and benefits are based on the date of commitment of your sponsorship opportunity. Please verify reservation deadlines when submitting your paperwork.

By proceeding with your contract and payment, you confirm that you have read, understand, and agree to abide by this cancellation and no refund policy.

For any questions or concerns, please contact Senior Manager,
LaTrese Wallace at latrese.wallace-ptab@mci-group.com



2025 PTAB Bar Association Annual Conference Sponsorship Commitment Form

Company Name as it should appear on conference material: _____

Primary Contact Name: _____

Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail Address: _____

Sponsorship Opportunity: _____

Amount of Sponsorship: _____

PAYMENT INFORMATION: Payment must be received in full prior to delivery of all benefits

Please invoice me at the above address

Please bill my credit card provided

American Express

Visa

Mastercard

Discover

Credit Card Number: _____

Expiration Date: _____ **Security Code:** _____

Name on card: _____

Signature: _____

The PTAB Bar Association is a 501(c)(6) organization. The cost of your sponsorship is not deductible as a charitable contribution. They may be deductible as a business expense, but you should check with your tax provider for specific guidance based on your individual circumstances. Funds will not be used for lobbying activities.

PTAB Bar Association, 1660 International Dr., Suite 600, McLean, VA 22102